



Make it Happen

Cultural Activity Grants

Guidance for applicants
January 2019

Deadline for applications

5pm, Monday 4th March 2019

Funded through Neighbourhood
Community Infrastructure Levy



#wfculture19 | @wfculture19
wfculture19.co.uk
wfculture@walthamforest.gov.uk





London Borough of Culture 2019

Waltham Forest is the first London Borough of Culture in 2019. Together we will deliver a spectacular year and a lasting legacy for our great borough and city. Our year of culture will be built around three themes developed by residents and creatives: Makers, Radicals and Fellowship. These will become our story as a borough.

The Mayor's London Borough of Culture award brings Londoners together. Putting culture at the heart of local communities, where it belongs. Shining a light on the character and diversity of London's boroughs and showing culture is for everyone.

There is over £550,000 of Fellowship Funding available to support artists, and organisations, and communities to create locally relevant, ambitious cultural activity right across the borough during 2019. This is your opportunity to help create a cultural programme for everyone in Waltham Forest to participate in and enjoy.

Make it Happen: Cultural Activity Grants

For new arts and culture activities, that will be part of the London Borough of Culture 2019 programme. The first round of grants closed in November, and you can find more information about the successful applicants and projects on our website www.wfculture19.co.uk

Deadline for Round 1 applications: 5pm, Monday 4th March 2019

Funding available to apply for

There are two levels of grant funding available:

£100 - £10,000

We would like to see match funding and/or in kind support of 10% but will fund whole projects

£10,000 - £30,000

You will need to show evidence of match funding and/or secured in kind support of at least 20%

Any applications requesting more than this amount will NOT be assessed.

For more information on funding available for London Borough of Culture 2019 and to apply visit <https://wfculture19.co.uk/fellowshipfunding>



1. Funding Objectives

- To develop high quality, artist led projects that will form part of the Waltham Forest London Borough of Culture Programme for 2019
- To enable and support the local community to deliver arts based creative activity and cultural events that will engage a wide and diverse audience across Waltham Forest.
- To enable original projects that will engage and inspire, encouraging a varied artistic mix across the programme

2. Priorities

The Council will prioritise applications that:

- Increase and broaden participation through arts and culture, attracting audiences and participants from under-represented groups.
We strongly welcome artists from and/or projects engaging Eastern European and South Asian communities to apply.
- Utilise and animate untraditional venue spaces, or re-imagines existing spaces in innovative and interesting ways
- Enable artists and arts organisations to develop their practice and capacity, by developing more ambitious and innovative work than they have previously delivered, with a clear plan for how this will enable continued growth past 2019.
- Take place across the borough, specifically in areas not served in the current programme, particularly in Leyton and Chingford.
- Offer opportunities for co-creation and volunteering
- Propose a high quality cultural offer or artistic outcome which is considered to be leading in its sector.

Applicants must demonstrate how they meet at least 3 of these priorities in the application form. You do not have to meet every priority above.

The Council reserves the right to ensure that the grants contribute to a varied and balanced programme of activity spread across the borough throughout the year.

3. Criteria for award

Eligibility

- Applications can be made by individuals, community groups, voluntary and not-for-profit organisations (i.e. voluntary and community organisations, charities and other forms of social enterprise for public and community benefit whose constitutions prohibit the distribution of surplus funds).
- Applications for projects that are any art form will be considered
- Applicants must be at least 18 years of age.
- Applicants are not required to live or work in Waltham Forest, but we would expect applicants based outside of the borough to demonstrate meaningful levels of engagement with local



artists, community groups or organisations. The project must be delivered in Waltham Forest and/or be exclusively for Waltham Forest residents.

- No projects will be funded retrospectively. All projects should be delivered in 2019.
- If an organisation has already successfully secured grant funding from other departments within the Council they can still apply to this scheme providing it is relating to a different project. The assessment panel will focus on each application's score when awarding funds however they would take into account the level of other funding awarded by the Council.
- If you have been awarded a previous grant from the Make it Happen round 1 pot, you are ineligible to reapply.
- If you have been commissioned, awarded an artist project, or residency as part of the London Borough of Culture programme, you are ineligible to apply for a project grant as the lead artist.
- The London Borough of Culture team endeavour to support as many artists/organisations as possible, and therefore the right to ensure a varied programme across the year.

Scoring

Projects will be scored against the following criteria and using the following weighting:

Criteria	Description	Weighting
Artistic quality and track record	The artistic quality of activity and the quality of the cultural experience that the activity will have on the people experiencing it. Demonstrate a track record or experience of delivering similar initiatives or activity. Evidence that the skills and capacity of the team are sufficient to deliver the project.	25
Outcomes	Demonstration of how the project or activity meets the funding objectives and grant priorities. Please see sections 1 and 2 of this document.	20
Outputs	A clear overview of what your project will deliver, and who you expect to reach, plus a draft planning, delivery and evaluation timeline.	15
Public Engagement	Demonstrate how the initiative will reach a diverse range of residents: age, faith, gender, sexual orientation, ethnicity and disability. Projects must be accessible to all. Outline the opportunities for co-creation and participation in the	20



	project and demonstrate how you will engage with different audiences.	
Budget Management	<p>A <u>clear</u> demonstration that the project represents value for money. Is the budget appropriate for the activity that is planned; are all items in the budget relevant and reasonable? No further money will be allocated beyond the awarded grant so ensure you have included all relevant expenses including (but not limited to): insurance, DBS clearances, marketing, transport, venue hire, equipment and materials, facilitators and performers, volunteer expenses, project management and evaluation.</p> <p>Waltham Forest Council reserves the right to offer a lower grant than applied for if alternative items outlined can be sourced or provided in-kind.</p>	10
Evaluation and next steps	<p>Your approach to evaluation and how it will help you to improve what you are doing during the activity and inform what you do next time.</p> <p>Experience and potential for sustaining the project and ensuring the outcomes are evaluated and form part of the organisation's development.</p> <p>The legacy of your project after 2019.</p>	10

The highest scoring projects are sent to a panel of community ambassadors, who are locally engaged, connected with hard to reach groups, and who have successfully led projects which have brought the community together. The community panel makes the final decision on which projects they feel most closely fit the criteria and priorities stated within these guidance notes.

4. Process Timeline and Funding Available

- Applications can be made as soon as the grant programme is opened and must be received by 5pm, Monday 4th March 2019
- Applications should be submitted via the online application form available at <https://wfculture19.co.uk/fellowshipfunding>
- All applicants will be informed of the outcome of their application within 6 weeks of the submission deadline.
- The grant budget for the current funding round is **£135,000**.



- The maximum grant per organisation will be £30,000. Waltham Forest Council reserves the right to offer a lower grant than applied for if alternative items outlined can be sourced or provided in-kind.

5. Length of Award

- Organisations in receipt of the funding must be able to spend the grant by March 2020.
- All projects must start within 6 months of being advised that the application was successful.
- All public facing activity should take place in 2019.

6. Application

- An online application form will need to be completed. Please do NOT supply any other documentation: only the information on the application form will be used for assessment purposes.
- On occasions, the offer of a grant might be subject to the applicant's satisfactory response to additional requests for information.
- All successful organisations will be asked to provide supporting documentation (e.g. policies and procedures, organisation's constitution, recent bank statement) before any grant agreement can be signed or funds released.

7. Notification of Outcome

- Organisations and individuals will be notified by email of the outcome of the application. We will endeavour to notify all applicants no later than six weeks after the closing date.
- If successful, you will be asked to formally accept the offer via the grant portal within two weeks of notification.
- A formal offer letter will then be sent with proposed outcomes and payment dates which can be negotiated and once agreed, should be signed and returned along with all supporting documentation. (see Appendix A)
- Only once the supporting documentation and signed offer letter have been received will the first payment will be made.

8. Payment Arrangements

- Payments will normally be made in three instalments depending on the nature of the project – with 40% paid when the project commences, 40% halfway through the project on production of interim report, and a retainer of 20% withheld to the end of the project and paid upon proven delivery of outcomes.
- The provider should submit required evidence as outlined in the formal offer letter prior to payment being released.
- All funds must be paid before 31 March 2020, therefore the project must end by January 2020.



9. Project Monitoring and Evaluation

- Evaluation is against outputs and outcomes of the project as listed in your application. These will be confirmed in your Project Agreement Form.
- Evidence for and a breakdown of expenditure is required prior to an instalment being paid.
- A simple report will need to be completed on the project at two stages unless otherwise agreed - halfway through the project, and when the project has completed. This will include the views of audience members, participants and volunteers as well as the participant/audience data as outlined below.

Participant/audience monitoring and evaluation will be required to be in line with the Council's standard evaluation framework for its cultural programme.

This could include:

- Performances / Events
 - audience numbers
 - audience age
 - audience ethnicity
 - audience location
 - Learning and Participation projects
 - the number of workshops held
 - the number of participants in each workshop
 - the age of participants
 - the ethnicity of participants
 - Digital programmes
 - the number of people engaged with online activity (unique visits)
 - responses to the project on social media
 - Publications
 - print run
 - number of downloads
 - sale price
- If your application is successful, exact evaluation requirements will be confirmed in the formal offer letter depending on your project.

10. Unsuccessful Applications

- Concise feedback will be given on reasons why any application is not successful.
- If you would like feedback this can be requested by emailing wfculture@walthamforest.gov.uk
- Future re-submissions for the same project will be acceptable provided that any feedback has been considered and the project re-worked accordingly.
- If an unsuccessful applicant reapplies in a future round, the applicant will be required to resubmit a full new application.



11. Communicating the Funding

- All publicity for the funded projects must adhere to the London Borough of Culture Branding Guidelines which will be shared on award of the grant. Waltham Forest Funding must be acknowledged in marketing campaigns of Grant recipients.
- Your successful award is confidential until an agreed release date with the London Borough of Culture team
- Subsequent developments or exploitation of funded projects must credit Waltham Forest Council's support with the following wording: "Researched and developed with support from the London Borough of Waltham Forest".



Appendix A

The following list of documents to be supplied to the London Borough of Waltham Forest upon offer of grant; electronic or hard copies will be accepted. These will need to be sent within two weeks of the offer of a grant, however special circumstances (e.g. awaiting new DBS clearance) will be taken into consideration.

Required:

1. 2 signed Professional References
2. Evidence of Public liability (third party) indemnity insurance

If applicable (to be confirmed by the London Borough of Waltham Forest post award):

3. Organisation's Constitution (organisations only)
4. A recent bank statement - opening statement for new group (organisations only)
5. *If your organisation's annual income is £10,000 and above (organisations only)*
 - a) Copy of annual accounts for the last year

Or, if you have been trading for less than three years, (organisations only)

 - b) Statement from your accountant stating performance to date and projected out turn for the following year

If your organisation's annual income is less than £10,000 (organisations only)

 - c) Statement of income and expenditure signed by your management committee and an independent examiner
6. Evidence of Professional indemnity if advice is given to members of the public
7. Evidence of Employers Liability insurance if employing any staff
8. Copy of the responsible person's Hygiene Certificate if you/your organisation are providing catering yourself
9. Copy of your Child Protection Policy
10. Copy of your Protection of Vulnerable Adults Policy
11. Copies of any other policies and procedures relevant to your project
12. Copies of DBS clearances if relevant