

Make it Local

Community Ward Grants

Guidance for applicants
January 2019

Deadline for applications
5pm, Monday 4th March 2019



#wfculture19 | @wfculture19
wfculture19.co.uk
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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 London. Our year of culture will be built around three themes developed by residents and creatives: Makers, Radicals and Fellowship.

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 (of which £200,000 is available for Make it Local projects; £10,000 per ward) to support artists, organisations and communities to create locally relevant, ambitious cultural activity in every ward across the borough during 2019. This is your opportunity to help create a cultural programme for everyone in Waltham Forest- to participate and enjoy.

Make it Local: Community Ward Grants

Every ward in the borough has an annual allocation of £10,000 to spend on local projects. This grant is for local improvement projects or initiatives that help all of our residents enjoy a good quality of life.

Your project could be to get people and communities together, create opportunities for residents to learn something new, or bring to life an idea which will help brighten up your neighbourhood. This year we are specifically looking for projects which focus on culture and arts in your local area. Applicants are encouraged to speak to their local ward councillors before submitting your application.

Projects may include:

- Street parties and community festivals
- Arts and crafts workshops
- Performances
- Heritage celebrations

Your project must apply to a specific ward. You can find your ward [here](#).

Deadline for applications: 5pm Monday 4th March 2019

1. Funding Objectives

- Develop local projects that will form part of the Waltham Forest London Borough of Culture Programme for 2019
- Enable and support the local community to deliver arts based creative activity and cultural events that will engage a wide and diverse local audience.
- Give local people a chance to define what culture means to them, putting Culture on Every Corner.



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2. Priorities

- Increase and broaden participation in the London Borough of Culture 2019 programme, particularly with audiences and participants from under-represented groups.
- Respond to the themes of Fellowship, Makers and Radicals.
- Offer opportunities for co-creation and volunteering.
- Build the capacity and ambition of local people within the borough to develop events and projects in the future.
- Meet the local priorities of their ward (please speak to your local councillor to find out what these priorities are - contact details are available at the end of this sheet).
- Animate existing spaces in the ward, for example there may be a completed 'Making Places' project in your ward, which could be the focus for arts and culture activity. Information about Making Places spaces can be found at www.makingplaces.co.uk

Applicants must demonstrate how their proposed projects meet at least 3 of these priorities in the application form.

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

The project must involve and benefit residents within the specific ward applied to.

Eligibility

Resident led project for £500 or less

Residents can apply for up to £500 of funding to deliver projects.

Constituted group led project for £501 or more

To apply for £501 or more, the applicant must be applying as part of a constituted voluntary or community sector group/organisations that will deliver the project. This means that the group has a formal structure, its own bank account and an agreed constitution ie a statement of the aims and rules of the group and what the group wants to do. Please see below for details of required documentation for constituted groups.

The maximum amount a group can apply for is £5,000. However considering that there is a total of £10,000 per ward, and the variety of local projects councillors may wish to fund in their ward, projects are typically awarded small amounts. In previous funding rounds, the average amount awarded to constituted groups is below £1,000 and sums above £1,000 are only awarded for exceptional projects.

To find out more about how to become a constituted group, visit [My Community](#) or speak to [Community Waltham Forest](#). Community Waltham Forest can provide advice and hold 'starting up' workshops every three months.

- 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 include any art form will be considered
- Applicants must be at least 18 years of age.
- Applicants are required to live or work in Waltham Forest, and the project must involve and benefit residents within the specific ward applied to. However we will consider applications from outside of the borough provided they demonstrate meaningful levels of engagement with local artists, community groups or organisations within the specified ward.
- No projects will be funded retrospectively. All projects should be delivered in 2019.
- If an organisation has already successfully secured grant funding from Waltham Forest 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 as the intention is to fund as many organisations as possible.

Scoring

Each project is scored by the three councillors of the ward following the below criteria.

Criteria	Description
Meeting of Priorities	How well does your project meet the priorities listed? Your project must meet at least three of these to be considered.
Outputs	A clear overview of what your project will deliver, and who you expect to reach, plus a draft planning, delivery and evaluation timeline.
Public Engagement	Demonstrate how the project will reach the group it has intended to reach. The fund aims to be representative of the borough, and therefore will be looking for a mix of projects which reach a diverse range of residents: age, faith, gender, sexual orientation, ethnicity and disability. Outline any opportunities for co-creation and participation in the project and demonstrate how you will engage with different people/audiences/participants.
Budget Management	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. 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.
Evaluation and Next Steps	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. Potential plan for how the project could be sustained or replicated. The legacy of your project after 2019.

4. Process Timeline and Funding Available

- The fund opens for applications on the 17th January 2019 and applications must be received by 5pm on 4th March 2019.
- Proposals should be submitted via the online application form, through the grant portal available at <https://wfculture19.co.uk/fellowshipfunding>
- All applicants will be informed of the outcome of their application within 6 weeks.
- The grant budget for each ward is **£10,000**. If the full budget within any ward is not fully allocated, any unallocated funding will be rolled over to the next grant round within that ward.
- 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)
- Once the supporting documentation and signed offer letter have been received, the first grant payment will be made.

5. Length of Award

- All projects must start within 6 months of being advised that the application was successful.
- Public facing activity should take place in 2019. All evaluation documents and reporting must be completed by March 2020.



6. Application

- The 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 may be subject to the applicant's satisfactory response to additional requests for information.
- All successful organisations, 'the grantee' 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.
- Any queries regarding the process must be made in writing to cwfsupport@walthamforest.gov.uk.
- Support is available in surgeries held in each ward. To find out dates and locations and to book, please visit: <https://wfculture19.co.uk/fellowshipfunding>

7. 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 grantee should submit required evidence as outlined in the formal offer letter prior to payment being released.
- All projects must be closed, and the end of project report received before 31 March 2020

8. Project Monitoring and Evaluation

- You are required to evaluate your project against outputs and outcomes 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
- All final documentation must be submitted by 31 March 2020. Projects completed after this date will not be reimbursed.

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.

9. Unsuccessful Applications

- Feedback will be given on reasons why any application is not successful.
- If you would like feedback this can be requested by emailing cwfsupport@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.
- We also have further Fellowship Funding project grants, 'Make it Happen, also opening in January 2019. More information can be found here: walthamforest.gov.uk/fellowshipfunding

10. Communicating the Funding

- All publicity for the funded projects must adhere to the London Borough of Culture 2019 Branding Guidelines which will be shared on award of the grant. Waltham Forest Funding must be acknowledged in marketing campaigns of Grant recipients.
- 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".

Residents are encouraged to contact their councillors about their project. Councillor Contact Details for each ward can be found [here](#)



Appendix A

The following list of documents may need to be supplied to the London Borough of Waltham Forest. We request some of these documents in the application form, but reserve the right to request further documentation where needed as listed below.

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*
 - 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