

Make It Happen: Arts and Culture Project Grants

Application Guidance Notes

Introduction from Councillor Paul Douglas, Portfolio lead for Culture

I am proud to launch a new £100,000 round of Fellowship Fund arts grants, funded by Waltham Forest Council and the National Lottery Heritage Fund and Arts Council England, through the Great Place programme. This continued investment in arts and culture demonstrates our on-going commitment to culture in the borough, in recognition of the value that creativity brings to people's lives, local business, prosperity and wellbeing. This is particularly important in our current environment where the impacts of COVID 19 continue to have detrimental impacts on residents, high streets and businesses, especially on our creative sector. As in 2019, the successful projects will be chosen by an independent community panel, chosen to represent the rich diversity of Waltham Forest. I look forward to seeing our residents and local organisations and creatives creating and getting involved with a great range of arts and culture activity as a result of this grant funding, delivered across our borough during 2020. Good luck with your applications.

This round of Make it Happen grant funding is making £100,000 available to run innovative and inclusive creative activity across the borough. In 2019 Waltham Forest was the very first London Borough of Culture and redeveloped our arts grants funding into **Fellowship Funding**, an exciting grants programme which delivered a broad range of diverse community focused culture projects. Find out more about all these past projects funded through Make it Happen Grants at www.wfculture.co.uk/makeithappen

About Make it Happen Grants

Grant funding is available for artists, organisations and individuals to create locally relevant, ambitious and inclusive arts and culture project activity right across the borough from January 2021-March 2022. This is your opportunity to help create a cultural programme for everyone in Waltham Forest.

Application Deadline

All applications must be received by **5pm on Friday 30 October**.

This deadline has been extended from the original date of Sunday 25 October due to issues with the online form. Applications received after this time will not be scored.

Funding Available

The total amount of funding available for this round is £100,000

You can apply for one of the following amounts:

£1,000 - £10,000

We would like to see match funding and/or in-kind support of at least 10% but will occasionally fund entire project costs.

£10,000 - £20,000

You will need to show evidence of match funding of at least 20% of total project costs

There is no upper limit on the total project delivery budget, but you cannot request more than £20,000 from Waltham Forest Council. Any applications requesting over this limit will not be considered.

If you would like to apply for less than £1,000 we would recommend applying for [Community Ward Funding](#). There are usually two funding rounds per year.



Make it Happen Artist Development Programme

Successful applicants will be able to take part in a skills development/learning programme which will consist of:

- Peer to peer networking
- Professional development programme
- Advice and support from LBWF arts team

Application Support

All applications must be submitted using the online application form. If you would prefer to submit your application in another format for access reasons, please email wfculture@walthamforest.gov.uk

We will be holding a series of online and in person application workshops and one to one advice sessions.

[Register online here](#)

Grant workshop and Q&A

Information session explaining application and guidance notes, and open Q&A session

Tuesday 22 September, 6pm-7.30pm, Online workshop

Tuesday 29 September, 11am-12.30pm, Online workshop

Tuesday 6 October, 6.30pm-8pm, In person workshop, 6-8 Greenleaf Rd, Walthamstow, E17 6QQ

Wednesday 7 October, 6pm-8pm, Online workshop for applicants aged 18-30 and first-time applicants

Tuesday 13 October, 6pm-7.30pm, Online workshop

One to One Project Meetings

15-minute pre-booked online meetings to ask project specific questions

Thursday 24 September, 2pm-6pm

Thursday 1 October, 2pm-6pm

Thursday 8 October, 2pm-6pm

Thursday 15 October, 2pm-6pm

Thursday 22 October 2pm-6pm

If you would like to speak to one of the team in person for access reasons, please email wfculture@walthamforest.gov.uk. In person workshops and meetings are dependent on most recent social distancing guidelines and are intended for those who cannot access the online events.

We cannot read applications before they are submitted, but we are happy to answer any specific questions you have about your project during the above-mentioned advice sessions and workshops.

Funding Aims

We are will fund **arts** and **culture** projects that explore local **heritage** are **high quality, innovative, accessible** and **joyful**. We want all projects to explain how they meet these and the aims below:

- Are delivered in and around high streets, supporting the local economy
- Are led by people that identify as: Black, Asian, or from a minority ethnic group in the UK, Eastern European, Refugee, D/deaf, disabled or LGBTQI+
- Explore ideas around sustainability and the environment
- Create meaningful shared experiences
- Creatively use digital technology (including animation/performance/games/music)
- Are reflective of our resident populations (see borough stats) and bring different communities together.

You must demonstrate that you have considered these points in your application and show clearly how you will meet at least 2 of them.

When selecting successful projects, the selection panel will take into consideration the need to ensure a varied and balanced programme that meets the above aims and takes place throughout the year with a good geographic spread of activity across the borough.

We always have significantly more proposals for projects delivered in Walthamstow, so unless your project is tied to a specific place/community we would advise considering how your project could be meaningfully delivered in Chingford, Leyton or Leytonstone.

Projects need to demonstrate awareness of the current and potential behaviours due to the ongoing impact of Covid-19.

Scoring Criteria

Your idea	<p>This is where we will look at the originality and quality of your idea</p> <p>What do you want to do?</p> <ul style="list-style-type: none"> • Write a more detailed project overview • Tell us about the key theme or central idea behind your project • What will the audience or participant experience be? <p>Why do you want to deliver this project?</p> <ul style="list-style-type: none"> • Tell us what outcomes you want to achieve • Why are these outcomes important? <p>Why should Waltham Forest Council fund this project?</p> <ul style="list-style-type: none"> • How does the project meet the aims of this funding? (please select 2 aims) • How will this project benefit Waltham Forest residents? 	30
Your experience and project delivery	<p>This is where we will look at your ability to deliver the project to a high standard</p> <p>Experience</p> <ul style="list-style-type: none"> • What is your experience of delivering similar projects? This can be of managing projects with a similar budget, size or within a similar area of expertise • Do you have the rights skills and partnerships in place deliver the project? • If this is a partnership project tell us about your partners here <p>Project delivery</p> <ul style="list-style-type: none"> • How will you deliver the project (please include a realistic timeline & budget)? • Who will engage with your project and how will you reach them? • Have you contacted partners or venues to gauge interest? • How will you make the project accessible? • Have you considered the environmental impact of your project? <p>Where possible you should include:</p> <ul style="list-style-type: none"> • Up to 2 artists CVs • Partnership agreement letters • Agreement of in-kind support <p>These can be uploaded to the final page of the application form.</p>	20
What you will do (project outputs)	<p>Please provide a clear overview of what the project will deliver and how many people you expect to reach (directly or on-line/virtually).</p> <p>All project outputs should be realistic and proportionate with the type of engagement and amount of funding requested.</p>	15

<p>Budget Management</p>	<p>We will need to see a clear demonstration that the project represents value for money</p> <p>No further money will be allocated beyond the awarded grant so please ensure you have included details of all relevant expenses, including (but not limited to) insurance, DBS checks, marketing, transport, venue hire, equipment and materials, facilitators and performers, accessibility requirements, volunteer expenses, project management and evaluation.</p> <p>You should:</p> <ul style="list-style-type: none"> • Talk about all major expenditure in your project narrative (for example if there is a line for workshop facilitators, you must tell us about these workshops in the other sections of the application form) • Show a balanced budget. All project income and expenditure must be accounted for • Include fair payment for artists and those working on the project <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>	<p>15</p>
<p>Marketing and Communication</p>	<p>Tell us who your target audience is for this project and how will you reach them?</p> <p>How will you raise the profile of this project in Waltham Forest/London/the UK?</p> <p>Outline your marketing strategy. Think about:</p> <ul style="list-style-type: none"> • Press • Social media • Local community networks • Print • Film/photography/other content creation • Other marketing techniques 	<p>10</p>
<p>Evaluation and Next Steps</p>	<p>Tell us</p> <ul style="list-style-type: none"> • What you want to learn from this project • How you are going to evidence those learnings • How are you going to demonstrate that you have met your project objectives? • What impact will this project have on your future work? 	<p>10</p>

Who we will fund:

- Applications can be made by individuals, community groups, voluntary and not-for profit organisations, charities and other forms of social enterprise and limited companies.
- Applicants must be at least 18 years of age.
- You do not have to live or work in Waltham Forest (but the project must be delivered in WF), you should demonstrate meaningful levels of engagement with local artists, community groups, businesses or organisations.
- If you have already successfully secured funding from other Waltham Forest Council departments, you can still apply, providing it is relating to a different project. The assessment panel will focus on each project score when awarding funds however, they will consider the level of other funding awarded by Waltham Forest Council.
- If you have received a Make it Happen Grant in 2018/19 you are eligible to apply for funding, but you must demonstrate how this project is significantly different from work we have funded in the past.
- To ensure our programme is more representative of the borough we will prioritise projects led by people who belong or identify with one of the following groups: Black, Asian, or from a minority ethnic group in the UK, Eastern European, Refugee, D/deaf, disabled or LGBTQI+

What we will fund:

- Projects **must** take in to account the most recent government advice around Covid-19 and social distancing. We will fund projects that have real life outcomes, but you **must** show how your project will keep audiences and performers safe and how it will adapt if restrictions around public gatherings are tightened.
- Applications must be for an arts/culture projects, but this may be used to explore a wide range of subject matters, including heritage, identity or current issues
- We will only fund projects with a defined start and end date, this funding is not to support ongoing running costs of a group or activity.
- Applications from any art form will be considered
- No projects will be funded retrospectively
- All projects should be delivered between January 2021 and March 2022
- Any income generated as part of the project must be ringfenced for project costs and not redistributed as organisational income/profit or to another project.
- Projects must be significantly different from work that has previously received Waltham Forest Arts Funding
- The project must be delivered in Waltham Forest and/or be for Waltham Forest residents

Process Timeline

14 September 2020, 10am	Applications open
30 October 2020, 5pm	Applications close
7 December 2020	All applicants informed of final decision
January 2021	Successful grants announced
January 2021 – March 2022	Project delivery

- All organisations in receipt of the funding must be able to spend the grant by **March 2022**
- All projects must start within 6 months of **January 2021**
- All evaluation documents must be provided by **31 March 2022**

Notification of outcome

Applicants will be notified of the outcome by email within 6 weeks of the closing date. It is recommended that you check your junk email, or contact us at wfculture@walthamforest.gov.uk if you have not heard from us after this date.

Unsuccessful Applications

Our grants programmes are regularly over-subscribed, and unfortunately, we are not able to fund all applications.

- Concise feedback can be given as to why your application was not successful on request by emailing wfculture@walthamforest.gov.uk
- We will schedule feedback days, where you can speak to a member of the team for 1:1 advice about your project. Details of these will be included in your notification email.
- Future re-submissions for the same project will be acceptable provided that any feedback has been considered and the project reworked accordingly
- If an unsuccessful applicant reapplies in a future round, the applicant will be required to resubmit a full new application.

Successful Applications

- If successful you will be asked to formally accept the offer via the grant portal within two weeks of notification. A formal offer will then be sent with proposed outputs and payment dates which can be negotiated. Once agreed, this should be signed and returned along with all supporting documentation
- Your successful award is confidential until an agreed announcement date
- Only once the supporting documentation and signed offer letter have been received can the first payment be made.
- Payments will 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 receipt of a mid-point report and a retainer of 20% to be withheld until the end of the project and paid upon proven delivery of outcomes and evaluation report.
- Payments take 30 days to process once documents are accepted
- All publicity for the funded projects must adhere to the London Borough of Waltham Forest branding guidelines, which will be shared on award of the grant. Waltham Forest Council must be acknowledged in all marketing campaigns of funded projects.
- Subsequent developments or exploitation of funded projects must credit Waltham Forest Council's support with the following wording: "Originally developed with funding from Waltham Forest Council, National Lottery Heritage Fund and Arts Council England"
- 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 the audience members, participants and volunteers as well as the participant/audience monitoring data.
- All evaluation should be submitted before 31 March 2022 so final payment can be processed

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:

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

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

- Organisation's Constitution (organisations only)
 - A recent bank statement - opening statement for new group (organisations only)
 - *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
 - Evidence of Professional indemnity if advice is given to members of the public
 - Evidence of Employers Liability insurance if employing any staff
 - Copy of the responsible person's Hygiene Certificate if you/your organisation are providing catering yourself
 - Copy of your Child Protection Policy
 - Copy of your Protection of Vulnerable Adults Policy
 - Copies of any other policies and procedures relevant to your project
- Copies of DBS clearances if relevant