**Arts, Culture and Heritage Commissioning Opportunity for Black History 365**

**APPLICATION FORM**

**Context**

Black History Month is celebrated across October in the UK, and this year Wandsworth will develop an extensive programme of events. But we think African and Caribbean history, culture and heritage should be celebrated all year round, so we have launched Black History 365.

**Aims and objectives**

We will be sharing the stories and experiences of people of African or Caribbean heritage who live, work or study in the borough to recognise the outstanding contribution that people of the African diaspora have made in shaping our borough. We want:

* Artists of African and Caribbean heritage and/or Black-led organisations to contribute to the cultural agenda of the borough;
* Residents of African and Caribbean heritage to engage in cultural activity that is meaningful and relevant to them;
* The wider community to better understand the histories of fellow residents, colleagues and students making a positive difference in Wandsworth, and be inspired by them.

**Commissioning fee and timeframe**

We are seeking proposals from organisations that can deliver community focused, cultural, arts, and heritage-based activities and events. We are able to offer commission fees of **between £500 and £2,000** (excluding VAT) to support the development of content or programming for Black History 365 between 1st April 2023 to 31st March 2024.

**Key Criteria**

Priority will be given to proposals which demonstrate the following:

* Close alignment with African or Caribbean history, culture and heritage
* A strong focus on arts, culture and heritage
* Delivery by an organisation whose strategic plans involve engaging with the borough and its residents over the mid to long term
* Live events must take place within the borough
* All projects must have participatory elements and demonstrate targeting and engagement with Wandsworth communities
* Clear benefits to the local community e.g. through participation, enjoyment, skills development, health and wellbeing improvements, learning, progression routes etc, and how you will demonstrate this
* Value for money
* Target beneficiaries - making specific reference to your target beneficiaries and specify the methods you will use to reach them and how you will measure their engagement.

**Guidelines**

When considering whether to submit a proposal or not, please take into consideration the following:

1. Permissions for publicity

All Black History 365 projects must credit Wandsworth Council on their marketing, media and PR content. Selected projects must commit to share their copy, logo and a selection of high-quality images with the Council at least 2 months prior to all events taking place after May (and as soon as possible for any events before May) so that they can be included in the Council’s publicity campaign. Where there is digital activity, the Council will reserve the right to have digital content links available on wandsworth.gov.uk, wandsworthart.com and all its social media channels.

2. Accessibility

* How will you promote your event to make sure it reaches the whole community?
* How will people attend your event (e.g. is the venue accessible? is it easy to get to? etc.). Please consider that live and online events will have different requirements around accessibility.
* Have you considered what may be barriers to engagement, and how will you address them?

3. Event permissions

Please ensure that you have all necessary permissions, venues and licences for your event to go ahead.

**Application deadline**

Please complete the below table to give us details about your proposal. Please submit the form below by **10am, Monday 20th March** to [arts@wandsworth.gov.uk](mailto:arts@wandsworth.gov.uk). If you have any queries about the commission or process, please email as above.

Please note, the Council will notify all organisations who have submitted a proposal to let them know whether they have been successful or not by close of business Wednesday 29th March.

Application Summary

|  |  |  |  |
| --- | --- | --- | --- |
| Ward(s)\* |  | | |
| **Name of Applicant** |  | | |
| **Project / Activity / Event Title** |  | | |
| Project Summary(1 sentence max) |  | | |
| Total Budget |  | Grant requested |  |

Please state all the wards your activity will take place in. A new wards map is in effect since May 2022. If unsure, check on [maps.wandsworth.gov.uk](https://maps.wandsworth.gov.uk/).

*Incorrect information in your application summary will render your application ineligible.*

### About you

|  |  |  |
| --- | --- | --- |
| Contact name: |  | |
| Group/ Partnership name/s: |  | |
| Address: |  | |
| Telephone: |  | |
| Email: |  | |
| Website: |  | |
| What is your connection with the borough? |  | |
| I confirm that we have Public Liability Insurance | YES | NO |
| Sign me up to the monthly ‘arts update’ | YES | NO |

### About your project

**1. Tell us what you would like to do (500 words max).**

|  |
| --- |
|  |

**2. Where will it take place\*?**

|  |  |
| --- | --- |
| Venue:  Address:  Postcode:  Ward:  Please specify if your chosen venue has wheelchair access, accessible toilets and/or changing room, quiet space, audio-loop, service dogs access etc: | **Permission confirmed?** |

*\* Feel free to add venues as required.*

**3. When will your event or activity take place?**

|  |  |
| --- | --- |
| Start date: | End date: |

**4. Demonstrate that this is a quality arts-led activity (150 words max).**

For example, give details about the lead artists and/or provide links to previous work.

|  |
| --- |
|  |

**5. Describe the expected outcomes from the proposed project, activity or event (300 words max).**

|  |
| --- |
|  |

Impact

**6. How many participants/ visitors/ audience members will your activity or event reach?**

|  |  |
| --- | --- |
|  | Participants (to workshops and/or performances, who are not the artists but have an active role in the activity) |
|  | Visitors / live audience members |
|  | Broadcast audiences (audiences that engage digitally) |

**7. Describe the kind of people you are targeting, and how you will ensure people attend and/or** **participate in your work (150 words).**

|  |
| --- |
|  |

**8. How many artists will your project employ?**

|  |  |
| --- | --- |
|  | Professional artists |
|  | Of which, how many identify as of African or Caribbean heritage? |
|  | Number of days of employment in total |

Project Planning & Delivery

**9.**  **Please describe potential delivery partners, detailing what stage of discussions you are in: potential, interested, confirmed. (max. 150 words)**

Please note that we may talk to your partners about your application, and that this will impact our assessment of the deliverability of your project.

|  |
| --- |
|  |

**10. Please give a brief timetable for the project that shows the key milestones and who is responsible for achieving them\*.**This should be a very broad record of key dates to indicate that you have considered all elements of the project and have allowed adequate time to deliver the project. E.g.: first planning stages, confirmation of other funding sources, recruitment of participants, publicity and press deadlines and distribution, rehearsals, production dates, evaluation and final report.

| WEEK/ MONTH | **MILESTONE** | **PERSON RESPONSIBLE** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*\* Feel free to delete or add lines as required.*

Budget\*

**11.** Please bear in mind the following guidelines:

* Match-funding, although welcome, is not mandatory.
* **In kind contributions** can be discounted or donated materials, venue hire, transport etc. and can also be the contribution of professional time, both artistic and administrative.
* **Be clear** about how you have arrived at the figures in your budget. For example, if you have put £70 as a venue hire, please explain the hourly, or daily rate e.g. 2 hours at £35 per hour = £70. All items must be clearly broken down and must evidence value for money.

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenditure** | **Breakdown of Costs** | **£ cash** | **£ in-kind** |
| Artists fees |  |  |  |
| Equipment hire / materials |  |  |  |
| Venue hire |  |  |  |
| Marketing e.g. printing |  |  |  |
| Advertising |  |  |  |
| Permits |  |  |  |
| PRS licence |  |  |  |
| Public Liability Insurance |  |  |  |
| Administration e.g. postage |  |  |  |
| Other |  |  |  |
| **Total Expenditure** |  |  |  |
| **Grand Total Expenditure** | Cash + in-kind income |  | |
|  |  |  |  |
| **Income** |  | **£ cash** | **£ in-kind** |
| Ticket sales (advance, at the door and online) |  |  |  |
| Other earned income (workshop fees, merchandise, bar etc.) |  |  |  |
| Grants e.g. from trusts (please specify if confirmed or not) |  |  |  |
| Donations |  |  |  |
| Sponsorship  (please specify if confirmed or not) |  |  |  |
| In kind support |  |  |  |
| Other / Contingency |  |  |  |
| Wandsworth funding request | Max £2,000 |  |  |
| **Total Income** |  |  |  |
| **Grand Total Income** | Cash + in-kind income  Must be equal to Grand Total Expenditure |  | |

*\* If your total expenditure and income don’t match, your budget is incorrect, rendering your whole application ineligible.*

Evaluation

**12.** **How will you evaluate the proposed project, activity or event?** (150 words max)

|  |
| --- |
|  |

Declaration

I accept that the information provided in this application is, to the best of my knowledge, true and accurate.

If the application is submitted from an organisation, I confirm that the organisation named in this application has given me the authority to sign this application on their behalf.

I confirm that the activity in the application falls within the powers of the organisation’s constitution or memorandum and articles of association (the legal document setting out the rules governing the organisation).

I confirm that I or the organisation named in this application will have public liability in place for the duration of the proposed activity.

I understand that Wandsworth Arts and Culture Service may share my personal information (name, address, telephone number and email address) with other grant giving bodies to which I am applying for funds, but that my personal information will not be shared with any other third parties.

I confirm that I will complete an evaluation report and share all the relevant information with the Council within 2 months of the end of the funded activity.

|  |  |  |
| --- | --- | --- |
| Signature | Print name | Date |
|  |  |  |

*Typing your name here will be taken as a binding signature.*

Please return this form by **10am on Monday 20th March 2023** to: [**arts@wandsworth.gov.uk**](mailto:arts@wandsworth.gov.uk).