



FELLOWSHIP SQUARE

ARTS & CULTURE – APPLICATION GUIDANCE NOTE

www.wfculture.co.uk

BACKGROUND

Fellowship Square is a new public space at the heart of Waltham Forest. It belongs to the communities of Waltham Forest and we want to invite all our residents to use it as a place to bring people together and celebrate the diversity of our borough.

Following the official opening on July 15th 2021 and a summer programme of activity, we are now inviting

SITE SPECIFICS

Fellowship Square is located directly in front of Waltham Forest Town Hall on Forest Road and consists of an area of hard standing with a fountain and two large grassy slopes. Over the coming year, redevelopment work on the Town hall campus will be continuing: the Magistrates Court and Sycamore House will be surrounded by hoardings before being replaced by residential blocks.

Fellowship Square has been designed as a welcoming space for local people to enjoy and to be used as a

local organisations, artists and community groups to apply for funding to deliver arts and cultural activities in the square over the coming months. Successful applications will attract a diverse range of residents to come to Fellowship Square and encourage them to take part in inclusive cultural events.

cultural hub for a wide range of events. At the centre of the square is a new multi-jet water fountain, which doubles as a reflection pool – we currently choreograph daily shows with the jets and these have proven popular with families since opening. We encourage applicants to take the fountain into account when planning their event though it is possible for it to be turned off and the space it usually occupies to be used for activity. It is also worth noting that the fountain cannot operate when the temperature is close to freezing.



Fellowship Square is an outdoor space with no cover, and you must therefore make considerations for weather conditions; we suggest that you consider this in your application and also highlight how you will mitigate the risks of very hot or poor weather impacting on your proposed activity.

Those putting on activity in the square have access to both mains water and electricity. There are also in-built speakers around the fountain through which it is possible to play low level recorded music and a cordless mic for announcements, speeches, talks etc. Whilst we are unlikely to allow events that close off the whole square to the public, it is possible to fence off sections of the site if this is necessary for your planned activity in order to ensure audience safety, control access for ticketholders etc. The Council has some limited event fencing on-site and this can be installed upon request. Please note that the square is adjacent to residential areas and you must therefore be aware of our operating

hours and noise limits. There are accessible toilets in Walthamstow Assembly Hall next to the Square which can be used during your activity if agreed in advance. We also have a team of Fellowship Family hosts and security on-site who may be able to provide support with small events taking place in the square. Again, you will need to put in a request in advance, so that we can estimate whether these teams will have capacity on your chosen dates.

Event organisers must submit an event management plan, method statement, risk assessment and evidence of public liability (third party) indemnity insurance in advance. Other documentation may also be required depending on the nature of your event (e.g. safeguarding policies, food hygiene certificates). Council officers will be able to provide support and guidance on exactly what is required and how to put these together should you need it.

FUNDING OPPORTUNITY

The grants scheme has been designed to support arts and cultural activities taking place in Fellowship Square between March 2022 and March 2023. Applicants can bid for sums of between **£1000 and £10,000** – this must cover all costs associated with your proposal.

We will be investing a total of **£40,000** in projects through the grants scheme, examples of which could include:

- **Live events, such as music, dance or theatre performances**
- **Activities for children, young people and families**
- **Community meals and food festivals**
- **Art and design installations**
- **Creative workshops**

We cannot fund the following:

- **Events that take place outside of Fellowship Square**
- **Events that do not take place between March 2022 and March 2023**
- **Profit-making activities**

Fellowship Square is in its infancy, having opened to the public during July 2021 – we are therefore keen to consider a wide range of proposals that enable local communities to use this space. You will however need to make sure to tailor your application against our funding aims, which can be found in the “Funding Aims” section of this document.

FUNDING AIMS

We will fund **arts and culture** projects that are **high quality, innovative and accessible**. For this funding round we are especially interested in projects that:

- **Include practitioners from, or 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 issues around sustainability and the environment**
- **Bring people together again safely, especially our most isolated residents, after the challenges of the pandemic**

You must demonstrate that you have considered how your project meets these aims in your application. For further background on our strategic aims please see our [Public Service Strategy](#).

Applications will be assessed by a panel of Council officers and members of our local community. The panel will take into consideration the need to ensure a balanced programme that meets the above aims.

MAKING AN APPLICATION

In order to apply you will need to register yourself or your organisation on our grants portal and complete the application form using the link on www.wfculture.co.uk.

Alternatively you may make a submission by video, recorded on a phone, camera or laptop - this can be **up to five minutes in length**, responding to the six questions below.

Once you have recorded your video please email us at

culture@walthamforest.gov.uk with the title “Fellowship Square – Arts & Culture Grants -Application.”

If you would prefer to submit your application in another format, or need to flag any accessibility issues you are experiencing, please email culture@walthamforest.gov.uk

You will be asked to answer the following questions in your application:

Question	What you need to tell us	Weighting %
Tell us what you want to do. What is your idea?	A brief overview of the project that you wish to deliver. Make sure to include specific details to help us understand your idea better: times and dates for example, or a sample of activities.	20
Tell us about you or your organisation’s links to Waltham Forest	Let us know about you or your organisation’s history in the Borough, and how your experience will allow you to deliver a project that engages with our diverse communities. If you have not worked in the Borough before, how will you make sure that your work aligns with local context and needs? Will your activity compliment or diversify Waltham Forest’s cultural offering?	10
Discuss your recent experience in delivering similar projects	Tell us about work you have completed in the past, and how you will use this experience to deliver your proposal (include links and case studies if applicable).	10
How will your project respond to our funding aims?	We recommend that you tailor your application against these and demonstrate how your project will support these.	20
How much will your activity cost and how would you spend the money?	List all the costs for your project including those that will be provided in-kind or using funding from elsewhere, even if this is not yet secured (e.g. an Arts Council grant application). Whilst we welcome match or additional funding we need to be sure you can deliver your project with the funds provided.	20
What impact do you hope your project would have locally?	Explain how your project will have a positive impact on communities in Waltham Forest. Will local residents have an opportunity to participate and connect with one another; will they gain new skills, experiences or knowledge in the process?	20

ELIGIBILITY

Who can apply?

We will be accepting submissions from a range of groups, these include:

- Individual practitioners
- Artist collectives
- Community and arts organisations
- Residents' associations and charities

You may also consider applying in a partnership, an artist collaborating with a school for example.

You must be over the age of 18 to make a submission.

You will need to have a bank account in order to apply. You will also be asked to list two referees, who will be required to provide a statement on your suitability for the grant if you are successful.

What will we fund?

Your project must take place in Fellowship Square in order to be eligible, however we welcome submissions from organisations and practitioners who are based across Waltham Forest and outside of the borough.

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.

Applications for any art form will be considered, but we will only fund projects with a defined start and end date; this funding cannot be used to support ongoing running costs for a group or activity. We also cannot fund projects retrospectively.





TIMELINE

1 November	Applications open
Throughout November and early December	Workshops in Chingford, Leyton, Leytonstone and Walthamstow – dates and venues will be confirmed closer to the time, please see our website for details of how to book a slot. We will also be holding virtual sessions and 1-1 appointments will be available.
19 December	Applications close
Throughout January	Review Panels
31 January	Successful applicants announced
March/ April	Successful projects begin

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 culture@walthamforest.gov.uk if you have not heard from us after this date.

CONTACT

If you have any queries about eligibility or making a submission please message us at culture@walthamforest.gov.uk

For more details about our ongoing cultural programme across Waltham Forest see our website at www.wfculture.co.uk