



MAKE IT HAPPEN

ARTS & CULTURE PROJECT GRANTS APPLICATION GUIDANCE NOTES

www.wfculture.co.uk

BACKGROUND

In 2019 Waltham Forest was London's first Borough of Culture. Over 500,000 visitors attended events over the course of the year which resulted in more than £4.1m being spent in the local area; all 88 schools in the borough participated in cultural initiatives and 1000 residents signed up to volunteer and create the "Legends of the Forest" network.

A key element of the programme was the launch of the Make it Happen Grants, through which we invested over £270k into a range of arts projects in schools, libraries, community venues and green spaces. In the most recent funding round successful applicants have produced engaging and thought-provoking initiatives,

including an exhibition showcasing the UK's leading Black Artisans and a "doorstep carnival" for residents to enjoy from their homes. More information about the 2021 grant recipients can be found [here](#).

Make it Happen 2022 will see another £100k invested into arts and culture projects across the borough. We want to continue celebrating the dynamism and diversity of our local area, and are now inviting proposals from artists, community groups and other collectives that bring residents together and showcase the spirit of creativity that characterises Waltham Forest.

FUNDING OPPORTUNITY

The grants scheme has been designed to support arts and cultural activities taking place in Waltham Forest between March 2022 and March 2023. We will be investing a total of **£100,000** in projects through this grant scheme, examples of which could include:

- Cultural events and festivals
- Artist residencies and projects
- Theatre, dance and other performances
- Programmes in schools, community venues and green spaces
- Photography, design and film projects

You can apply for between **£1,000** and **£15,000**, and will need to make your submission by **December 19th**.

You must demonstrate that you have considered how your project meets these aims in your application. For further information on the Council's 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

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**
- **Contribute towards the recovery of high streets and support skills development for people in the borough**

a balanced programme that meets the above aims and takes place across the whole of the borough. We often 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.

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 that you would like to organise.	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 planned activity successfully engages Waltham Forest residents?	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 in Waltham Forest (including links and case studies if applicable)	10
How will your project respond to our funding aims?	We recommend that you tailor your application against our funding aims, 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 (e.g. use of a venue or equipment for free) 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

CASE STUDY: THE BLACK ARTISANS

Local resident Jo Sealy was successful in her bid to facilitate “**The Black Artisans**”. The project celebrates the practices of 24 leading Black artisans in the UK, using photography and oral histories to capture traditional heritage crafts with other areas of cultural heritage (such as steel pan making). The final exhibition was launched at the William Morris Gallery in September 2021 before moving to Chingford and Leyton libraries.



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.

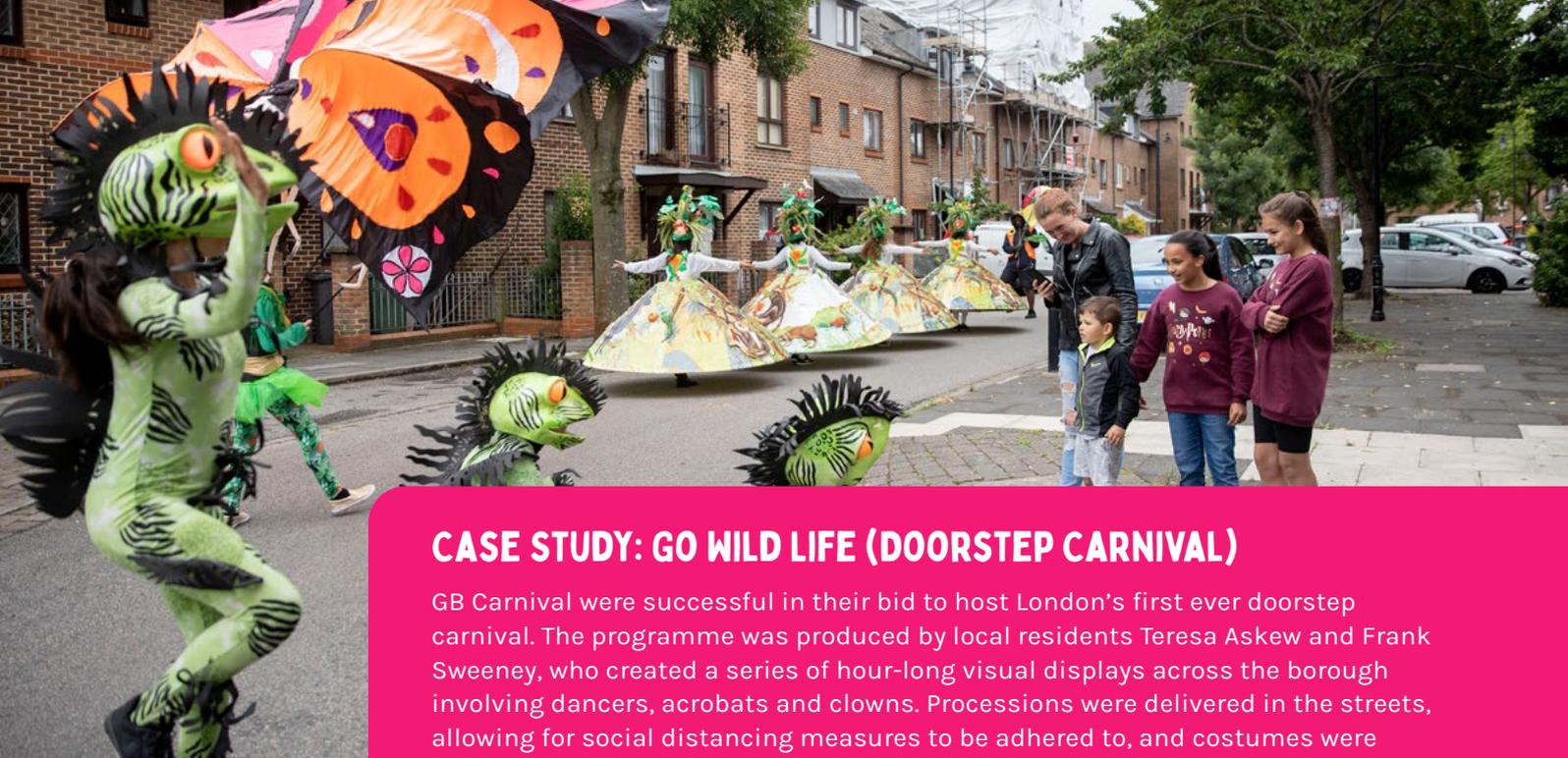
You will need to have a bank account in order to apply. You will also be asked to list two referees, who will be required to provide a statement on your suitability for the grant if you are successful.

What will we fund?

Your project must take place in Waltham Forest in order to be eligible, however we welcome submissions from organisations and practitioners who are based 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.



CASE STUDY: GO WILD LIFE (DOORSTEP CARNIVAL)

GB Carnival were successful in their bid to host London's first ever doorstep carnival. The programme was produced by local residents Teresa Askew and Frank Sweeney, who created a series of hour-long visual displays across the borough involving dancers, acrobats and clowns. Processions were delivered in the streets, allowing for social distancing measures to be adhered to, and costumes were designed with inspiration drawn from local habitats in Waltham Forest. Over 1600 local residents participated in the programme overall whilst 63 artists were commissioned in the process.

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