

BLACK HISTORY MONTH 2020

Guidance notes

Please read this information carefully and in full before completing the Application form.

These Guidance notes provide details on how we will assess applications and what to avoid when completing the Application form. The notes also provide information about how we process successful grants.

Applicants are encouraged to contact us for clarification on points unanswered within the Guidance notes.

1. Overview of Black History Month 2020: Celebrating Black Voices, Celebrating Black History

In Southwark, Black History Month (BHM) has been celebrated widely for many years honouring the achievements, culture and the history of black people.

Every October our communities have put on a vibrant selection of events and activities through the grants programme that provides insight into the history and culture of the African, Caribbean and diaspora communities.

Given recent events linked to Black Lives Matter and the council's [Southwark Stands Together](#) (SST) campaign, it has never been more important as a council and borough to show our commitment to our black communities and their history.

We know that the world is very different since the pandemic. This means all applications will need to show how their events will be socially distanced to keep our communities safe. We expect that the type of applications we receive will reflect these changed circumstances.

Among other changes for 2020:

- We will be accepting applications for Online events and activities for the first time. Events in both community settings and Online need to comply with Government social distancing regulations and be Covid Aware.
- In a normal year the programming for Black History Month usually runs throughout October, but given the effects of the pandemic we will consider event proposals that continue into November.
- We will offer a surgery-style Online advice session on delivering live events within social distancing guidelines to interested applicants prior to the application deadline. We will offer written guidance on how to plan for safe and successful Online events.

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- We will not create and print a BHM event listings brochure this year. Instead, successful applicants will need to upload their event details to the Southwark Presents webpage.

<https://www.southwark.gov.uk/events-culture-and-heritage/events/southwark-presents>

Small Grants:

We are offering a number of Small community grants for Black History Month of up to £500. These grants are to enable small celebrations and events within existing communities that engage directly with them. They can add funds to an already planned event or entirely fund an event.

Large Grants:

We are providing larger grants of up to £2,000 for innovative, exciting events, performances or workshops to add to our programme. They will be paid in full and in advance this year

2. Sources of advice and support with event planning

- a) Advice and resources to help with planning outdoor events that keep workers and audiences safe during the Covid 19 pandemic are available from the Events Industry Forum and the Gov.UK website

<https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts#shops-1-2>

- b) If you are proposing an outdoor event that takes place in the public realm and you are unsure about completing your COVID risk assessment, then Southwark's Events team are on hand to help. Please contact them at events@southwark.gov.uk and they will arrange a guidance session with you via video call.
- c) If you are proposing to hold an event in an indoor environment and are unsure about completing a risk assessment, please contact the owner of the building (or whichever premises it is) so that they can advise you
- d) For Online event planning, a Risk Assessment checklist template is available to download and complete from the council's BHM webpage. This will help you to consider how best to deliver live Online events eg how to avoid imposters, Zoom bombing or unsupervised children being involved
- e) Community Southwark provide resources to assist with funding applications

<http://communitysouthwark.org/resources/income-generation-0>

3. Eligibility

We will only accept applications from organisations or individuals that are constituted, limited, a registered charity or under any other legal structure for an organisation e.g. family centres, Tenant & Resident Associations (TRAs), Community Interest Companies (CIC). If you do not fit into one of these categories, you could approach a local organisation and enquire whether they could support the application.

You must also have demonstrable previous event management experience that is appropriate for your planned event.

4. What we do not fund

- Food/ catering of any kind
- The work of existing paid staff at the organisation
- Any existing resource such as a venue or PA system that your organisation would not normally be charged for using
- Event publicity and advertising. The council will assist with publicising the events programme through its website, digital media and elsewhere. A condition of grant funding is that successful applicants will upload information on their events to the council's Southwark Presents event listing webpage and clearly mark them as BHM themed
<https://www.southwark.gov.uk/events-culture-and-heritage/submit>
- We cannot fund the purchase of any technical equipment or hardware used to stage events. See also section 6 (d) below.

5. Theme

Black History Month: Celebrating Black Voices, Celebrating Black History

The coordination and programming of Black History Month 2020 is guided by the above theme. Applicants are requested to reflect on this theme when developing events, performances and workshops but it is not compulsory to incorporate it into your event

We encourage applicants to consider using some of the following areas as part of their event

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|------------------------|---------------|
| ▪ Sport | ▪ Heritage |
| ▪ Health & Well- being | ▪ Dance |
| ▪ Exhibitions | ▪ Film |
| ▪ Music | ▪ Literature |
| ▪ Theatre | ▪ Visual arts |
| ▪ Poetry & spoken word | |

6. What you need to include within your application

- a) Timings and location

Attendance and participation are fundamental requirements of events created for Black History Month. We recognise that to ensure high levels of engagement, timing and location play an important part. Therefore, the preferred timing for live events is evenings and weekends unless there is a clear reason for different times

Given the unprecedented circumstances set out above in Section 1 as well as the reduced amount of time to plan, apply and stage BHM events this year, we will consider event proposals that go into November

For Offline events: the most desirable locations are those that are accessible by walking, through local transport and in buildings that are fully wheelchair accessible.

For Online events: the technology to access them needs to be open to as many residents as possible

b) Participation and Social Distancing compliance

If events are for an organisation's members or users, then they must also be open and welcoming to anyone else within the local community who might want to attend.

You need to evidence in your application how you will comply with Social Distancing and be Covid-aware in the delivery of your events

Events / activities must take place in accessible venues and demonstrate that they are compliant with the Equality Act 2010 and not discriminating on grounds of Age, Disability, Gender Reassignment, Pregnancy and Maternity, Race, Religion or Belief (or lack of belief), Sex, Sexual Orientation, Marriage and Civil Partnership.

c) Planning

Applicant proposals should give a detailed description of their event, a planning schedule with timelines and, where possible, assigned roles and responsibilities.

d) Equipment, resources and venue

It is the responsibility of the applicant to ensure that any venue or digital media proposed is suitable for the event planned.

The council will not be able to provide or fund the purchase of any technical equipment or hardware to help stage events eg laptops, webcams, PA.

See Section 8 below for information on Online costs we would consider funding

e) Addressing the application criteria

Section 11 describes the criteria against which we will score your application. If you do not provide us with enough information to address each of the areas described, we will not be able to assess that area and you will be given a lower score.

7. Grant allocation

There is a maximum Small grant allocation of £500 and Large grant of up to £2,000. Application requests must not exceed this amount. Organisations may apply for lower amounts as their proposed activity requires. The council may offer a lower amount than requested following an assessment of proposal and budget.

8. Budgeting and costing your event

You must provide details of the costs involved in developing and then delivering your event using the Application form's "Budget and Costings" table. If you are unable to provide precise information please estimate, but indicate where you have done this.

We cannot pay for

- Catering
- Advertising/publicity costs. The council assists with publicising the events programme through various channels.
- The cost of equipment or hardware

For Online events, we will consider costs such as:

- Production costs for pre-recorded content e.g. studio hire, video editing
- Licensing costs for any content e.g. permissions/ rights to enable a film screening
- Contribution towards cost of digital platform being used e.g. Zoom subscription

We will assess your financial information based on the following principles:

- The level of detail and clarity in the budget breakdown and how expenditure relates to proposed activities
- Value for Money e.g. hourly rates and sessional fees compared to market rates, admin costs proportionate, how many beneficiaries from activity
- Correct calculations - does it add up?
- Is it realistic and achievable?
- Events / activities charging a fee need to demonstrate that the event remains accessible to the wider community.
- If a ticketed event, then the number of tickets and ticket prices must be clearly stated in the application and in the budget.
- The need for a mix of Small and Large events
- The need to keep within the overall budget for BHM 2020

9. Submitting your application

The closing date for applications is **9 am Tuesday 1 September 2020**. Applications received after this time will not be assessed.

10. Things to avoid

When completing your application and describing your event details, please ensure that you give complete content information for the event. Avoid

- Providing lengthy information on the background of your organisation
- Using statistical information. If it is necessary keep it brief

We are interested in the event and how it will be planned and delivered, how it relates to Black History Month and how it responds to this year's theme.

11. Application criteria

We will assess applications using the following criteria

Criteria	Description
1.Theme	Follows the general BHM theme of celebration and/or the 2020 Southwark BHM theme
2.Timing	Takes place at a suitable time and day for the event described
3. Accessibility	Proposed location is accessible by residents through local transport and for those with restricted mobility Any Online events or activities is by technology that is easily accessible by participants
4. Participation	Event/project open to external audiences
5. Budget	Appropriate budget and costs, with hourly rates/practitioner fees stated, offers VFM

12. Notification of results and next steps

Applicants should be notified of the outcome of their proposal in mid-September

If successful,

- a) For Large grants only, you will need to sign and return a Conditions of Grant Funding (COGF) document before we can make any payment

<https://www.southwark.gov.uk/assets/attach/9261/Conditions-of-Grant-Funding-2019.pdf>

- b) Payment will be made in full and in advance by BACS. We cannot pay into an Individual bank account. For payments to organisations that are not on the council's Vendor list other options may be available
- c) A condition of grant funding is that successful applicants will upload information on their events to the council's Southwark Presents event listings and clearly mark them as BHM themed

<https://www.southwark.gov.uk/events-culture-and-heritage/submit>

For clarification on points made in these Guidance notes or to ask additional questions, please contact the Black History Month team in the Community & Voluntary Sector Engagement Division, Housing + Modernisation Department:

blackhistorymonth@southwark.gov.uk