

BLACK HISTORY MONTH 2018

Small Community Grants (Up to £500)

Guidance notes

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

These guidance notes provide details on how applications will be assessed and what to avoid when completing the application form. The notes also provide information about the structure and the processing of successful grants.

Applicants will be referred back to the guidance notes if the information sought is contained within this document. However, applicants are encouraged to contact us for clarification on points unanswered within the guidance notes.

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Black History Month
Communities Division
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1. Black History Month

Black History Month (BHM) has been an important part of Southwark's recent history. There is a long-standing commitment to continue offering the community a vibrant selection of events and activities through programmes that provide insight into the history and culture of the African, Caribbean and Diaspora communities.

The programme for Black History Month runs between 1st to 31st October.

We are offering a number of Small community grants for Black History Month of up to £500. They are provided to enable smaller community celebrations of Black History

to take place rather than just the larger more complicated events funded by the Large grants

2. 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).

You must also have demonstrable previous event management experience.

3. 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 the BHM brochure, its website, digital media and elsewhere
- The council will not be able to provide any technical equipment or technical support to events. Applicants are advised to provisionally secure and appropriately cost the need for any technical equipment and support when completing the application.

4. Theme

70 years on from the docking of the Empire Windrush: the continuing story told through creative media

The coordination and programming of Black History Month 2018 is guided by the above theme. Applicants are required to reflect on this theme when developing events, performances and workshops.

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

- | | |
|------------------------|--------------|
| ▪ Sport | ▪ Heritage |
| ▪ Health & Well- being | ▪ Dance |
| ▪ Exhibitions | ▪ Film |
| ▪ Music | ▪ Literature |

5. What you need to include within your application

- a) Timing and location

Attendance and participation are fundamental requirements of events created for Black History Month. We recognise that to ensure high levels of attendance, timing and location play an important part. Therefore, the preferred timing for events is

evenings and weekends and the most desirable locations are those that are accessible through local transport and in buildings that are fully wheelchair accessible.

b) Participation

These grants are designed to enable small celebrations within existing communities that engage directly with them. They either can add funds to an already planned event or be used to entirely fund an event. However, if events are developed solely for an organisation's members or users, then it must also be open and welcoming to anyone else within the local community who might want to attend.

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 the venue proposed is suitable for the event planned.

The council will not be able to provide any technical equipment or technical support to events. Applicants are advised to provisionally secure and appropriately cost the need for any technical equipment and support when completing the application.

e) Addressing the application weighting

Section 11 describes how 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 make assumptions and you will be given a low score.

6. Grant allocation

There is a maximum Small grant allocation of £500. Application requests must not exceed this amount. Organisations may apply for lower amounts as their proposed activity requires.

If successful, we will expect you assist us with a basic evaluation of your event eg number of attendees, event organisers and volunteers involved

7. Budgeting and costing your event

You must provide details of the costs involved when developing your event for Black History Month using the application form's "Budget and Costings" table. These must be based on quotes obtained by suppliers and must not include catering or advertising/publicity costs. The council assists with the latter.

We will assess the 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

- Correct calculations (does it add up correctly?)
- Is it realistic and achievable?
- The need to keep within the overall budget for BHM 2018

8. Submitting your application

The closing date for applications is **Monday 11 June 9am**. Applications received after this time will not be assessed.

Applications must be completed in full and require signatures from both the event organiser and Director/manager of your organisation.

Please be reminded that we can only accept applications from organisations or individuals that are constituted, limited, a registered charity or under any other legal structure for an organisation.

9. 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 staged and executed, how it relates to Black History Month and how it responds to this year's theme.

10. Notification

Applicants should be notified of the outcome of their proposal during July.

You will also need to provide full details of your event within a few weeks of this notification for inclusion in the Black History Month brochure

It is therefore important when proposing an event for Black History Month to ensure that you have in place a provisional booking for the venue, technical equipment and potential practitioners.

11. Application weighting

Applications will be assessed using the following criteria

Criteria	Description
1.Theme	Follows the general BHM theme of celebration and/or the 2018 Southwark BHM theme
2.Timing	Takes place at a suitable time and day for the event described
3. Location	Proposed location accessible through local transport and for those with restricted mobility
4. Participation	Event/project open to external audiences

5. Budget

Appropriate budget and costs, with hourly rates/practitioner fees stated

For clarification on points made in these guidance notes or to ask additional questions, please contact the Black History Month team at

blackhistorymonth@southwark.gov.uk

Tel: 020 7525 4069