BLACK HISTORY MONTH 2018

Large Grants (up to £2,000)

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 these 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.

Southwark Council
Black History Month
Communities Division
Housing & Modernisation Dept
Floor 5, Hub 3,
P.O. Box 64529
London SE1P 5LX

blackhistorymonth@southwark.gov.uk

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 1 to 31 October.

We are providing larger grants of up to £2,000 for innovative, exciting events, performances or workshops to add to our programme.

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 and 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 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
- Health & Well- being
- Exhibitions
- Music
- Heritage
- Dance
- Film
- 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

Events that are inclusive and reach out to the local community will be looked upon favourably in comparison to events that are developed solely for an organisation's members/users.

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) Venue and resources

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) Provide evidence of previous experience

When submitting your application please include details of your previous experience of developing and delivering events similar to the project/event proposed in your application.

f) 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 Large grant allocation of £2,000. Application requests must not exceed this amount. Organisations may apply for lower amounts as their proposed activity requires.

If your application is successful then the grant will be issued in two instalments of 50% and 50%. The first instalment will be paid prior to Black History Month October in October. The remaining payment will be released after events have been delivered and the Online event evaluation form has been completed.

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 **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. We cannot make payments into personal bank accounts

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.

If your application is approved we will need you to sign our Conditions of Grant Funding (COGF)

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 and weightings.

Criteria	Description	Weighting
1.Theme	Follows the general BHM theme of celebration and/or the 2018 Southwark BHM theme	20
2.Timing	Takes place at a suitable time and day for the event described	10
3.Location	Proposed location accessible through local transport and for those with restricted mobility	10
4.Participation	Event/project open to external audiences	15
5.Scheduling	Effective Planning schedule demonstrated through timelines and roles with sufficient resources and equipment for event/project	15
6.Budget	Appropriate budget and costs, with hourly rates/practioner fees stated	10
7.Submission	Appropriate signatures x2	5
8.Organisation	Under a formal legal structure.	5
9.Previous experience	The organisation can demonstrate prior experience of successful event management	10
Total		**100**

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