

Creative Happenings Grant Programme



SHAPES
Lewisham



Accessibility

To receive this document or any of the forms in a large print accessible version email cezgrants@gmail.com

Background

The Creative Enterprise Zones (CEZ) are a flagship Mayoral priority, led by London boroughs in partnership with the Greater London Authority and local consortiums of creative businesses, artists, community groups, developers, workspace providers, further and higher education institutions and other stakeholders. The Zones are supporting the important role played by artists, freelancers and creative SMEs, helping to grow local creative economies and ensuring London remains a creative and forward-looking capital by:

- securing much-needed affordable creative workspace.
- supporting areas to become or remain creative hubs.
- providing employment and training opportunities that ensures the local community benefits from growth in the creative sector.
- ensuring that artists and entrepreneurs, regardless of background, will be given the support they need to become our creative leaders of the future.

The Lewisham CEZ is located in Deptford and New Cross and focused on growing business and practitioners from across the creative and digital industry. This area has long been the epicentre of a thriving cultural and creative scene with internationally renowned arts institutions including Goldsmiths University, Trinity Laban and The Albany who are all lead partners in the CEZ programme alongside grassroots organisations and Lewisham Council. The area also includes the main cluster of historic arts and maker spaces where SME's, craftspeople and artisans from a range of disciplines reside and produce their work.

- Further information about the Lewisham CEZ can be found here at <https://www.shapeslewisham.co.uk/>
- Here is a map of the Lewisham CEZ <https://www.shapeslewisham.co.uk/businesses/>

Since March 2020 Zones have also focussed on supporting the creative sector recovery from the global COVID-19 pandemic. Following lockdown which paused some elements of the programme in Lewisham we are doubling down on aid to support the recovery of the creative sector, highlight the work of the CEZ and help create a sense of place as we move to economic and social recovery. To this end the Creative Happenings Grant Programme will be funding innovative projects showcasing in New Cross and Deptford, and emerging clusters in Catford, Lewisham Central, Brockley and Forest Hill; the wide breadth of work from local creative talents. **This programme will support local creatives that have been impacted by lockdown (including freelancers) by commissioning a number of large projects up to £10k and a number of smaller projects up to £3k which will contribute to Place Making for the zone, and animate the High Streets as part of our recovery plans.**

Vision for the Creative Happenings Grant Programme

This fund is for all creatives across all art forms; Visual, Music, Dance, Film, Theatre, Performance, Digital and any other art form that is connected to the Creative Industries. It is also for arts organisations and companies who may provide a space or service to artists and local people. We want projects that are going to reanimate the high street and other public spaces in the CEZ area *and* emerging clusters (Forest Hill, Brockley, Lewisham Central and Catford). We want to support creatives who may have been

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adversely affected by the pandemic and successive lockdowns. We want projects that are going to raise the profile of the Zone and other cluster areas, and increase visibility and footfall on the High Street. We want projects that will draw a local and London wide audience with high calibre and high profile content. We are also looking primarily for a number of projects who can deliver in 2021, over the Christmas and New Year's period, potentially lighting up the high street or finding another creative way to celebrate this important public holiday.

Borough of Culture (BoC)

Lewisham is the London Borough for Culture 2022. BoC will be officially launched towards the end of 2021. We want our Creative Happenings to complement and align with this agenda of celebrating culture and the creative industries in Lewisham. We're keen to see bids that provide a gateway to BoC 2022 and place the CEZ on the map as a growing hub for creative production.

Eligibility Criteria

Before completing your application form, you must check that your organisation/project is eligible for funding.

Eligibility Checklist (must meet all 4).

- One of the lead bidders must live, work or study in Lewisham and projects must be delivered in the CEZ area (Deptford and New Cross) or emerging cluster areas (Forest Hill, Catford, Lewisham Central, Brockley). See maps.
- You must be a creative freelancer impacted by lockdown OR you must be a business/organisation/group working in the creative industries.
- Must be willing to engage and involve local people in your project
- Project will launch by the end of 2021 (*however, projects funded between £3k-10k can be delivered by the end of February 2022*), within one of the key creative cluster areas of the Zone, or Catford, Brockley, Forest Hill, Lewisham central.

Applications from groups or collaborations between various creatives will need to provide evidence that at least one of the lead applicants lives, works or studies in Lewisham. Priority will be given to people living in the CEZ area and emerging cluster areas. Applicants must provide details verifying that they meet the criteria including house number and postcode.

Priority will be given to applications that can demonstrate feasible projects, i.e. provide information on scoping of requirements such as project management, costing, regulatory (e.g. licensing and insurance) and timeline (project can be delivered within the required deadline).

About the Grant Funding

A total of £100,000 is available, for both revenue and capital funding. 70% of this will be for large commissions up to a maximum of £10k. The remaining 30% will be allocated to smaller commissions from £1000 up to a maximum of £3000. A local Community Representative Board (CRB) made up of key stakeholders will assess applications and make recommendations regarding which projects should be funded. Recommendations will go to the CEZ Partnership Board for review and final decision. The decision of the CEZ Partnership Board will be final. The Partnership Board for this grant funding consists of representatives from Goldsmiths University, Trinity Laban, The Albany, Lewisham Council and LEAN.

All successful applicants will be required to attend a *Setting Up Your Project Workshop* within 1 week of accepting the grant and *where applicable* training will be provided around safeguarding.

Lewisham CEZ Funding Themes

Your project will need to meet one or more of these themes:

- **SPACE** - We celebrate the legacy and creativity within the CEZ and the emerging cluster areas. In each of these areas we want to put the high street on the map.
- **SKILLS** - We will showcase the talents and innovation of local creatives.
- **COMMUNITY** - We celebrate our diversity and the contributions made by people from different backgrounds. This is what makes Lewisham a culturally rich and inclusive borough where people feel welcome.
- **DIGITAL** - Projects that showcase our talents in the visual digital sphere where creativity meets the digital future and drives innovation.
- **CHRISTMAS / NEW YEARS / Coming out of lockdown CELEBRATION** - We're looking for a number of projects that mark this important public holiday in a creative way and provide local people with a quality festive experience. If you're choosing this theme it is expected that you combine it with at least one of the other themes.

Help with completing your application form

We want local people/groups to apply. If you would like some help or advice with your project idea or application, you can sign-up for a 45-minute advice slot. These advice sessions will take place either via Zoom video call or in person on the following dates:

Tuesday 19th October Time: 10am - midday

Hatcham House

Wednesday 20th October Time: 10am - midday

Zoom

Thursday 21st October Time 10am - midday

Zoom

Tuesday 26th October Time: 10am - midday

Hatcham House

Wednesday 27th October Time: 10am - midday

Zoom

This is by appointment only. **To book a slot contact Kareem Dayes cezgrants@gmail.com or Tel: 07498 317 876**

If you have any questions please get in touch by calling the above number 10am - 4pm on Wednesday - Friday only (*not during times indicated above*).

Deadline for grant application

All applications with supporting documentations must be submitted by 11.59 pm on Monday 1st November via the online application form.

Delivery in the Covid-19 environment if required

Before applying you must carefully consider whether you can deliver your project with our residents in a Covid-19 safe way if restrictions are in place. All recipients of the grant will be required to provide a Risk Assessment which must reflect how your project will be delivered safely under the Government and

Public Health guidance prevailing at the time. We'd like to see a contingency plan for how you will deliver your project if there is another lockdown.

Timeline

You will be expected to provide an outline of your timeline which includes when you will promote, deliver and evaluate your project. **All projects should be launched by 2021, preferably delivered** as part of Christmas and New Year's during the month of December and start of January. However, projects funded between £3k -10k can be delivered by the end of February.

What we won't fund

While we are keen to support a wide range of activities that contribute to thriving creative business communities, we recognise that we can't do it all. Therefore, in order to ensure that we continue to fund projects that complement our core activities **we will not be able to fund any of the following:** -

1. anything that falls outside of the stated aims and outcomes of your project.
2. projects that are purely profit driven.
3. projects that do not raise awareness of the CEZ and add to its place making.
4. feasibility studies
5. activities promoting a particular religious or political belief, improvements to places of worship or buildings owned by religious bodies
6. projects involving improvements to public roads or adopted highways
7. any project which is the responsibility of a statutory body
8. individuals or individual benefit. For example, laptops for personal use.
9. we won't fund projects retrospectively.
10. travel/transport costs outside the scope of the project
11. academic research
12. incomplete applications

What we will fund

We *will* fund the following:

1. Staff wages and freelancer fees that are associated with creating your project.
2. Commercial costs associated with the project delivery such as licensing and insurance
3. Equipment and materials necessary to bring your vision to life. We will expect people to get quotes and explore the most cost-effective options. For example, is hiring equipment more affordable than buying? Budgets will be interrogated and additional questions may be asked if there are any large costs associated with equipment.
4. You can budget for staff time associated with monitoring outcomes and producing the final report. We do not however expect you to hire external consultants to do this work.
5. Capital investments that will have a lasting community benefit to the CEZ area. You will need to demonstrate how any capital expenditure will have a lasting social benefit for the area.
6. Communications and promotional material. We will fund the cost for promoting your project and advertising where needed.
7. We will fund projects that already exist and are tried and tested. But you need to show how our additional funding adds value to the project. For example increased scale , participation and visibility

Scoring of your application

Applications are reviewed and scored by our Community Representative Board. The scoring definitions used by the panel are:

| Overall | Definition | Marks | Description |
|---------|--------------------------|-------|--|
| Low | Unacceptable /incomplete | 0-2 | Very little information provided and doesn't address any of our priorities |
| | Poor | | Meets one or more priority but not enough detail or information included |
| Medium | Satisfactory | 3-7 | Meets one or more priority in most respects but more information could have been given |
| | Good | | A good detailed application meeting one or more priority in all respects supported with examples and/or additional information |
| High | Very Good | 8-10 | Very clear and comprehensive application in all respects. Including evidence to support statements or examples. |

All applications will be given a score out of 100 using the below weighting per question.

| Question | % of total score (Large Grant) | % of total score (Small Grant) |
|---|--------------------------------|--------------------------------|
| 1. Themes and location | Pass or fail | Pass or fail |
| 2. Outline your proposal | 12% | 15% |
| 3. How does this address our themes and priorities? | 8% | 8% |
| 4. Who is delivering this project? | 5% | 6% |
| 5. How will the project be delivered? | 5% | Not applicable |
| 6. Who will benefit? | 5% | Not applicable |
| 7. How will you ensure local people participate? | 8% | 8% |
| 8. Impact / changes | 12% | 15% |
| 9. How will you measure impact | 5% | 6% |
| 10. Risks | 5% | 6% |
| 11. Timeline | 8% | 8% |
| 12. Track record | 6% | 6% |
| 13. Covid contingency | 5% | 6% |
| 14. Budget | 8% | 8% |

| | | |
|------------------|--------------|--------------|
| 15. Comms plan | 8% | 8% |
| 16. Company docs | Pass or fail | Pass or fail |
| 17. Declaration | Pass or fail | Pass or fail |

Project Outcomes

There are two questions in the application form about what the outcomes will be from your project. It is really important that you are really clear about the outcomes you aim to achieve and clearly describe how you will measure these.

Outcomes are the changes, differences or benefits your project makes. What difference will your project make to the CEZ or key CDI clusters, particularly on their high streets? What impact will it have on local people? What changes will happen for those who take part or experience your work? It is better to focus on no more than four key outcomes that clearly set out what you are trying to achieve. Ways of measuring these could include:

Questionnaires: A questionnaire at the start of the project and one at the end to evaluate what has changed for your participants during the project. Use open questions like, ‘What has been the most significant change for you as a result of this piece/project?’

Case studies: at the beginning and at the end of the project.

Quotes from participants and audiences.

For further information on measuring impact, you might find the following websites useful:

The Arts Council: www.artscouncil.org.uk/selfevaluation

Inspiring Impacts which includes information on data collection in Covid-19
<https://www.inspiringimpact.org/>

Recruitment & Marketing of your project

It is important that the Creative Happenings raises awareness of the CEZ programme and benefits local creatives and as many residents as possible. Recruiting residents to be involved can be challenging, so you must carefully consider how you will do this and ensure that you allow enough funds in your budget for marketing materials to support this. This may include:

- Social media campaigns
- invitations/leaflets/poster design
- printing
- distribution e.g., postage, leaflet dropping

Support from Lewisham Creative Enterprise Zone and London Borough of Culture, 2022

We will acknowledge and publicise your grant award and the nature of your project or event on our Shapes Lewisham platform www.shapeslewisham.co.uk and using our social media channels and CEZ Partners communication networks.

If accurate and approved content is provided to us in good time, we can promote events or opportunities to our residents and broader community via:

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- Lewisham Council website
- Social media accounts
- Press releases
- Mailing lists

Safeguarding

If your project involves working with children, young people under 18 or vulnerable adults you must also provide evidence of the following:

- safeguarding policy.
- written confirmation that anyone delivering your project has a DBS (formerly CRB)
- complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references
- follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults
- provide child protection and health and safety training or guidance for staff and volunteers
- carry out a risk assessment
- secure extra insurance cover, if appropriate.

Where needed we can direct recipients to sources for good template policies and training opportunities.

Grant Expenditure

- a breakdown of your costs and grant expenditure will be required
- to ensure Value for Money, we may ask you to provide more than one quote for goods and services
- Any equipment costs included within the application must be supported with a detailed explanation of use and how necessary it is for delivery of the project.
- 20% of the value of the grant awarded will be withheld pending receipt and agreement of the final report. When the report is agreed this final payment will be made.
- **the grant could be required to be repaid if:**
 - false information has been supplied
 - the money has not been spent on delivering the project agreed in the Service Level Agreement
 - the final report is not submitted
 - the money has not been spent in the agreed time limit of the project

Final Report

If your application is successful, you will be required to submit a report after the project has finished. This must include what outcomes have been achieved from the project, how they were measured, the number of participants and an overview of how the grant funding was spent. The report must be submitted no later than 1 month after the project has been completed.

Supporting Documents

If your project is successful you will need to provide copies of relevant supporting documents which may include:

- Constitution, Terms of Reference, Articles of Association or governing document
- Last Audited accounts for groups who have them
- Public Liability insurance

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- Policies
 - Health & Safety
 - Equal opportunities
 - Safeguarding
 - Data protection
- Risk assessment(s)
- Written confirmation that anyone delivering the project has a DBS (Disclosure & Barring Service, formerly CRB) in place (for projects working or volunteering with children or vulnerable adults)

Projects unable to provide policies listed may be able to adopt template policies from CEZ partner organisations. Freelancers or individuals will only be expected to provide policies relevant to the scope of their project.

The Application Form

All application forms will be received via google forms. Links below. There is a strict character count limit on all the questions. This limit includes spaces and punctuation. The form does allow you to partially fill and return, saving your progress. However if you wish to prepare your answer in a word document first you can download .docx versions of the forms from the links below. The word document does not enforce the character count limits so if you prepare your application in word first *you will need to check the character count as you go*.

[Large Grant Application Form](#) (for submission)

[Small Grant Application Form](#) (for submission)

[Large Grant Application Form Word Version](#)

[Small Grant Application Form Word version](#)

(see image on where to find the download button - click **file > download**)

The screenshot shows a Google Docs interface for a document titled 'Large Grant Application Form V4 .docx'. The 'File' menu is open, and the 'Download' option is highlighted with a red box. The 'Download' submenu is also open, showing various file formats, with 'Microsoft Word (.docx)' selected and highlighted with a red box. In the background, the content of the document is visible, including the title 'Creative Happenings Large Grant Application Form', a paragraph of instructions, and a form with fields for 'Project title:' and 'Amount of funding being requested'. Below this is a section titled 'Your details – for completion by applicants applying as individuals only' with a table for 'Contact Name', 'Contact Telephone', and 'Address incl Post Code'.

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For the questions on your 'Budget' and your 'Comms Plan' you will need to download and complete a blank table (excel for budget .doc for the comms plan) then email them to cezgrants@gmail.com. Follow the instructions in the application form as to how to label the subject field in these emails. There is a screen grab image in the form that shows you how to download the files (file > download). You also need to email the relevant supporting documents and policies. **All emails with supporting documents must be received by the same deadline as the application form.**

Glossary of terms

Lewisham CEZ – Depford and New Cross

Emerging cluster areas OR CDI areas – Forest Hill, Brockley, Lewisham Central and Catford

Creatives / Artists - practitioners of all art forms

Participants - people who participate in any proposed community projects

Beneficiaries - people who benefit from any proposed projects. This can be specific groups in the local area and people who participate in the project.

Recipients - people / organisations who go on to receive funding

Community Links

Your bid is more likely to be supported if the project takes place in the CEZ area or one of the emerging clusters of Catford, Brockley, Lewisham Central or Forest Hill.

CEZ Map:

<https://www.shapeslewisham.co.uk/businesses/>

Emerging Clusters Maps / CDI areas:

<https://lewisham.gov.uk/inmyarea/neighbourhoods>