



## WAF2021 GRANT FUND APPLICATION FORM

Wandsworth Arts Fringe is Wandsworth Council's flagship arts event, which shakes up the borough with an eclectic programme of arts and culture that thrills, moves and inspires audiences from across the city. To support this programme of activity the WAF Grant Fund provides grants of up to £2,000 to supports activities and events that will contribute to Wandsworth Arts Fringe over 7 – 23 May 2021.

The grants are funded directly by Wandsworth Council through Wandsworth Grant Fund. All applications will be assessed by the WAF Assessment panel. The highest-ranking applications will then be recommended to the Grants & Scrutiny Committee for funding.

*Word limits are guidelines only.*

<b>Ward(s)</b>		<b>Date</b>	
<b>Name of Applicant</b>			
<b>Activity / Event Title</b>			
<b>1-sentence summary of proposed project</b>			
<b>Total Budget</b>		<b>Grant requested</b>	

### About you

#### 1. Contact details of the individual, group or partnership applying for funds.

Contact name:	
Group/ Partnership name/s:	
Address:	
Telephone:	



Email:		
Website (if appropriate):		
Sign me up to the monthly 'arts update'	YES	NO

**2. Tell us about your work or the work of your organisation and its key interests or aims (100 words).**

**3. Confirm that you have/ or will have Public Liability Insurance in place.**

Yes	No
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**About the Event or Activity**

**4. Tell us what you would like to do (300 words).**

**5. When will your event or activity take place?**

*Community engagement and education work can start before the festival provided the public event takes place during WAF.*



Start date:	End date:
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**6. Where will it take place?**

*Due to the uncertainty surrounding Covid-19 restrictions, we recommend that applicants who are planning to deliver live events/activities, integrate adopting Covid safe social distancing guidelines into their event plan and make all plans in liaison with the WAF team and relevant venue or outdoor site managers, and to also consider a digital version should live events not be possible.*

If you are planning a live event, please include the full postcode and indicate if permission is confirmed.

- *To scope venues, go to <https://www.wandsworthfringe.com/get-involved/venue-list>, where you can filter venues by area, capacity, facilities and equipment.*
- *For events / activities which take place in a public park, you will need a permit issued by Enable Leisure & Culture. Please email [events@enablelc.org](mailto:events@enablelc.org) to enquire about availability and costs before submitting your application. Please note that the parks will remain open and freely publicly accessible for the duration of your event.*
- *If you want to find out more about a particular place and what goes on there to help you plan the scale and scope of your event, please email [arts@wandsworth.gov.uk](mailto:arts@wandsworth.gov.uk) marking your email "Wandsworth Arts Fringe Outdoor Venue" and we can talk through the practicalities with specific regard to the site you have in mind.*

Venue: Address:  Postcode: Area:	<b>Permission confirmed?</b>
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**7. Demonstrate that this is a quality arts-led activity (150 words).**

*For example, give details about the lead artists' experience and training.*

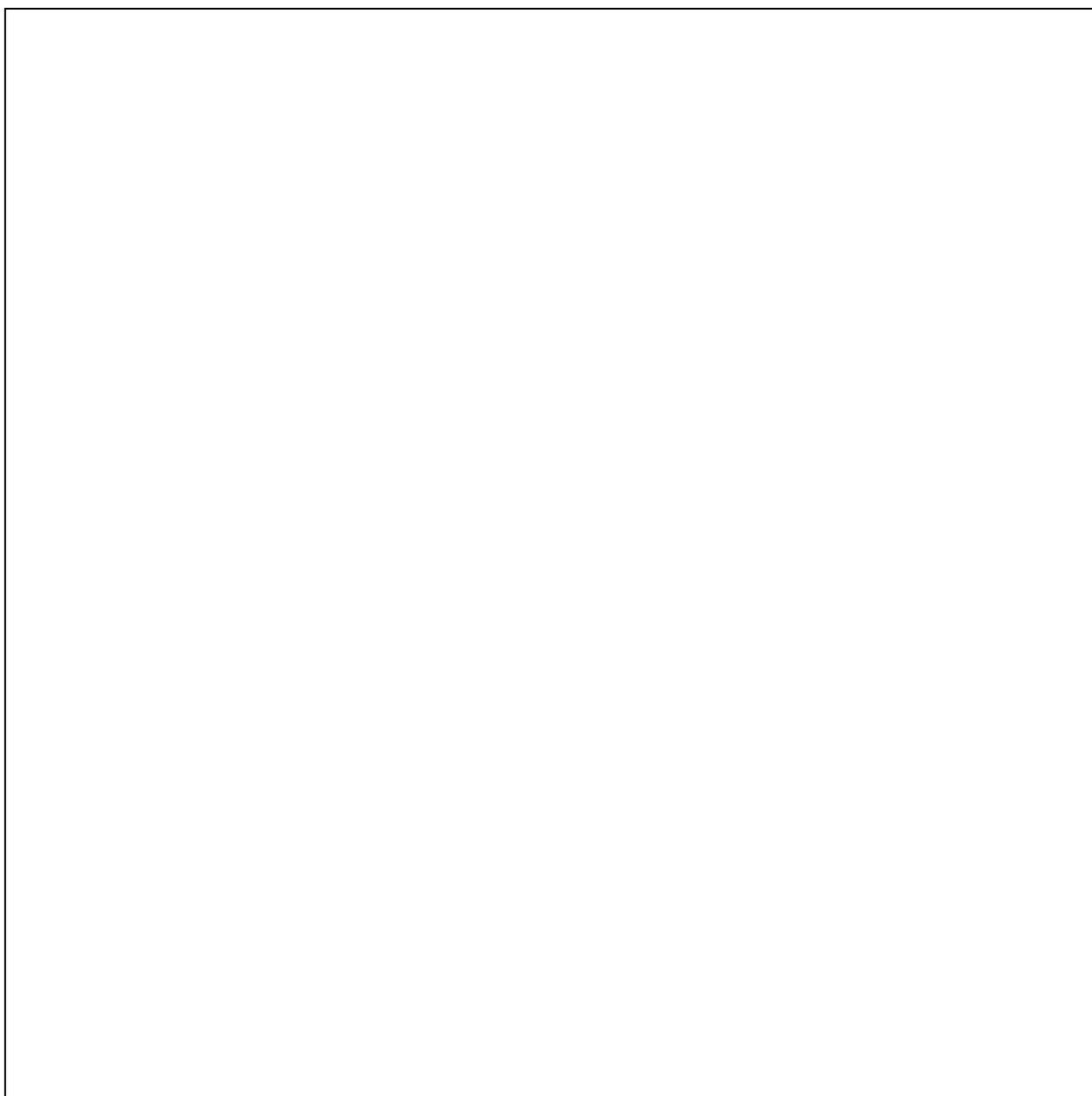
**Outcome**

**8. Tell us how you meet one or more of the strategic priorities of the fund (up to 150 words per strategic priority):**

- **Communities & Partnerships:** To support residents and communities to build stronger neighbourhoods and enhance community cohesion.



- Economic Growth: To ensure that town centres and shopping parades are vibrant and culturally rich places to explore and enjoy.
- Health and Wellbeing: Using arts, culture and creativity to inspire and support people to live healthy, fulfilled and independent lives.
- Access for all: to actively work to improve accessibility for all our residents (in particular, reaching new and hard-to-reach participants) both to enjoy culture and to join the borough's creative workforce.
- Learning/Education: To support our young residents to access creative outlets, nurturing talents and establishing pathways into the cultural and creative industry sector.
- Sustainability: To utilise culture as part of Wandsworth's drive to be the greenest inner London Borough and carbon neutral by 2030.





**Impact**

**9. How many artists will your project employ?**

	Artists
	Of which, how many identify as disabled?
	Of which, how many identify as deaf?
	Of which, how many identify as culturally diverse?
	Number of days of employment

**10. How many participants/ visitors/ audience members will your activity or event reach?**

	Participants
	Visitors / live audience members
	Broadcast audiences (audiences that engage digitally)

**11. Describe the kind of people you are targeting, and how you will ensure people attend and/or participate in your work (300 words).**

*Attach a marketing plan if you have one*

**12. Who else is likely to benefit from your activity? (100 words max)**



**Project Planning & Delivery**

**13. Please give a brief timetable for the project that shows all the key milestones and who is responsible for achieving them.**

- *This should be a very broad record of key dates to indicate that you have considered all elements of the project and have allowed adequate time to deliver the project.*
- *E.g.: first planning stages, confirmation of other funding sources, recruitment of participants, publicity and press deadlines and distribution, rehearsals, production dates, final reports and evaluation.*

WEEK/ MONTH	MILESTONE	PERSON RESPONSIBLE

**14. Please describe potential delivery partners (max 100 words)**



## Budget

15. Please do use the worksheet available on the [WAF Grants page](#) to ensure that your budget is correct before you copy the figures in the table below. Unbalanced budgets are the main reason for ineligibility every year.

Please bear in mind the following guidelines:

- WAF Grants can **support up to 70%** of the total project cost and **the maximum you can apply for is £2000**.
- **Your budget will be ineligible for consideration** if the total income does not equal the total expenditure or if it includes costs which we are unable to fund. A full list of these is in the terms and conditions.
- **Be clear** about how you have arrived at the figures in your budget. For example, if you have put £70 as a venue hire, please explain the hourly, or daily rate e.g. 2 hours at £35 per hour = £70. All items must be clearly broken down and must evidence value for money.
- **In kind contributions** can be discounted or donated materials, venue hire, transport etc. and can also be the contribution of professional time, both artistic and administrative.
- **If your event takes place in a park**, remember to budget for park fees, litter clearance and removal. To determine availability and the park fee, please contact [events@enablelc.org](mailto:events@enablelc.org). The rate to clean a small "pocket park" sized site after a modest community event is min £81.36. For larger events, plan £40.68 per hour, plus the cost of tipping the waste.
- You will be expected to **register each public event** onto the WAF website, at a cost of **£45 each** (£30 for early birds), so please do include this expense in your budget! There will be **no free registration**; you will need to pay as many registration fees as events.
- All amounts must be **NET of VAT** (ie you must deduct VAT off the gross amount).

Expenditure	Breakdown of Costs	£	In kind? Yes / No
Registration fee	£45 (£30 early bird) PER EVENT - no exception		
Artists fees			
Equipment hire / materials			
Venue hire			
Marketing e.g. printing			
Advertising			
Permits			
PRS licence			
Public Liability Insurance			
Administration e.g. postage			



Other			
<b>Total Expenditure</b>			
<b>Income</b>		<b>£</b>	
Ticket sales (advance, at the door and online)			
Other earned income (workshop fees, merchandise, bar etc.)			
Grants e.g. from trusts			
Donations			
Sponsorship			
In kind support	This amount must be equal to the amount of in-kind support in your expenditure		
Other			
Grant requested	Max £2,000 and 30% of your budget		
<b>Total Income</b>	<b>If your income and expenditure don't match, your budget is ineligible</b>		

### Evaluation

**16. How will you evaluate your project? (150 words max)**

WAF will provide you with a link to an evaluation form at the end of your project. However, your evaluation should be of use to you, so think about what you will need to ascertain in order to know if your event or activity was a success and how you can improve in future.

### Feedback

To help us measure and improve the service we offer, please answer the following questions.



**17. How could the application process be improved?**

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**18. If you discussed your application with the WAF team, was the advice helpful?**

Yes	No	N/A
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**19. Did you attend one of the WAF Grants Surgeries?**

Yes	No	N/A
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**20. Please give any other comments you would like to make.**

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**Declaration**

Please note the following:

- Wandsworth Arts Service may share your personal information (name, address, telephone number and email address) with other grant giving bodies to which you are applying for funds.
- Your personal information will not be shared with any other third parties.
- An application to the WAF2021 Grant Fund is an acceptance of the [terms and conditions](#) of the scheme.
- If your application is successful you will be asked to formally accept the grant offer, which requires the signatures of two people responsible for the project and who have read and accept the conditions that are attached to the award.

**Declaration:** I accept that the information provided in this application is, to the best of my knowledge true and accurate. If the application is submitted from an organisation, I confirm that the organisation named in this application has given me the authority to sign this application on their behalf. I confirm that the activity in the application falls within the powers of the organisation’s constitution or memorandum and articles of association (the legal document setting out the rules governing the organisation).

Signature	Print name	Date

Typing your name here will be taken as a binding signature.

Please return this form by **10am on Friday 8 January 2021** to: [wafgrants@wandsworth.gov.uk](mailto:wafgrants@wandsworth.gov.uk). Outcomes will be communicated during the week commencing 1 February 2021.