



## WAF2023 GRANT FUND APPLICATION FORM

Wandsworth Arts Fringe is Wandsworth Council's flagship arts event, which shakes up the borough every June with an eclectic programme of arts and culture that thrills, moves and inspires audiences from across the city.

The WAF Grant Fund provides grants of up to £2,000 to supports activities and events that will contribute to Wandsworth Arts Fringe over **9-25 June 2023**.

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 Sub-Committee for funding.

### Application Summary

<b>Ward(s)*</b>		<b>Council reference</b>	
<b>Name of Applicant</b>			
<b>Activity / Event Title</b>			
<b>Project Summary (1 sentence max)</b>			
<b>Total Budget</b>		<b>Grant requested</b>	

Please state all the wards your activity will take place in. A new wards map is in effect since May 2022. If unsure, check on [maps.wandsworth.gov.uk](https://maps.wandsworth.gov.uk).

**Incorrect information in your application summary will render your application ineligible.**

### About you

<b>Contact name:</b>	
<b>Group/ Partnership name/s:</b>	
<b>Address:</b>	
<b>Telephone:</b>	

<b>Email:</b>		
<b>Website (if appropriate):</b>		
<b>I confirm that we have Public Liability Insurance</b>	YES	NO
<b>Sign me up to the monthly 'arts update'</b>	YES	NO
<b>Sign me up to the WAF newsletters</b>	YES	NO

**About your project**

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

**2. Where will it take place?**

If your event is live, please include the full postcode and correct ward for each venue and indicate if permission is confirmed. Please indicate above if your event is online or a 'Do-It-At-Home' format.

- To scope venues, go to [www.wandsworthfringe.com/get-involved/venue-list](http://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 enquire with Cath Mattos at [cath.mattos@richmondandwandsworth.gov.uk](mailto:cath.mattos@richmondandwandsworth.gov.uk) in the first instance.
- Please check which ward your venue is situated on [maps.wandsworth.gov.uk](http://maps.wandsworth.gov.uk).

Venue: Address: Postcode: Ward:	<b>Permission confirmed?</b>
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**3. When will your event or activity take place?**

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

Start date:	End date:
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**4. Demonstrate that this is a quality arts-led activity (150 words).**

*For example, give details about the lead artists and/or provide links to previous work.*

**Outcome**

**5. Tell us how you meet one or more of the strategic priorities of the fund (up to 150 words per strategic priority).** You will be expected to demonstrate how you met those priorities in your evaluation.

- 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.

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**Impact**

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

	Professional 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 in total

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

	Participants (to workshops and/or performances, who are not the artists)
	Visitors / live audience members
	Broadcast audiences (audiences that engage digitally)

**8. Describe the kind of people you are targeting, and how you will ensure people attend and/or participate in your work (150 words).**

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**Project Planning & Delivery**

**9. Please describe potential delivery partners, detailing what stage of discussions you are in: potential, interested, confirmed.** Please note that we may talk to your partners about your application, and that this will impact our assessment of the deliverability of your project. **(max. 150 words)**

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**10. Please give a brief timetable for the project that shows 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.*
- *Feel free to delete or add lines as required.*

WEEK/ MONTH	MILESTONE	PERSON RESPONSIBLE

**Budget**

**11. 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.** The match-funding can be in-kind.
- **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.
- **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.

- **If your event takes place in a park**, remember to budget for park fees, litter clearance and removal. Count at least £100 admin park fee per event. 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, according to the fee structure outlined below, so please do include this expense in your budget! For the sake of clarity: a public event is a performance, workshop or exhibition taking place in one or several venues; if your project includes a workshop, a performance, an exhibition and a film, you will need to register each of those as separate events to support visitors’ wayfinding. **There will be no free registration; you will need to pay as many registration fees as events.**
- **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.

Expenditure	Breakdown of Costs	£ cash	£ in-kind
Registration fee	- <b>Single-venue Live</b> (in-person) events £45 (early bird £35) per event - <b>Multi-venue Live</b> (in-person) events £75 (early bird £60) per event – up to 10 venues possible - <b>Online and Do-It-At-Home</b> events £40 (early bird £30) per event		
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>Grand Total Expenditure</b>	Cash + in-kind income		

Income		£ cash	£ in-kind
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 total amount of in-kind support in your expenditure		
Other / Contingency			
Grant requested	Max £2,000 and 70% of your budget		
<b>Total Income</b>	<b>If your income and expenditure don't match, your budget is ineligible</b>		
<b>Grand Total Income</b>	Cash + in-kind income Must be equal to Grand Total Expenditure		

## Evaluation

- I will collect at least 10 of the in-depth audience surveys sent by the WAF team and share them with the Arts Team by 20/07/2023.
- I will complete the WAF Artist evaluation form sent to me by the WAF team, including the grant and finance sections, by 20/07/2023.
- I will provide detailed examples and information about the impact of my project against each strategic priority identified as a potential outcome in Q5.

**12. How will you collect the in-depth audience surveys and the quantitative and qualitative information necessary to meet your evaluation obligations as stated above? (150 words max)**

**13. Please give any other comments you would like to make about this application.**

**Feedback**

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

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

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

Yes	No	N/A
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**16. How could the application process be improved?**

**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).
- I confirm that I or the organisation named in this application will have public liability in place for the duration of the proposed activity.
- I understand that Wandsworth Arts Service may share my personal information (name, address, telephone number and email address) with other grant giving bodies to which I am applying for funds, but that my personal information will not be shared with any other third parties.
- I accept the [terms and conditions](#) of the WAF Grants Fund.



Signature	Print name	Date

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

Please return this form by **10am on Monday 14 November 2022** to:  
[wafgrants@wandsworth.gov.uk](mailto:wafgrants@wandsworth.gov.uk).