

## WAF2023 STRATEGIC COMMISSION FUND APPLICATION FORM

Through our ‘Going Places’ commissions Wandsworth Council will bring performances to high streets, parks and other public spaces as part of Wandsworth Arts Fringe (WAF). We want to bring people and places together to help people feel pride and celebrate our much-loved shared spaces. Through a series of **three separate** commissions, we will bring together a programme of high-quality public performances, events and interventions which celebrate our **communities and places**. Successful organisations will work directly with existing, active community networks within the borough.

Successful applicants will consider how to **engage with diverse local communities** in meaningful ways and work directly with them to encourage participation in their events. Applicants will be experienced in creating cultural projects which respond to local people and their stories and have experience of successful community engagement. Applicants should have worked on complex **performance projects of scale** previously and be able to effectively **coordinate and manage the delivery of multiple projects** dispersed across the borough. Priority will be given to proposals from Wandsworth-based applicants.

The commissions available will respond to **ONE** of the following environments:

- High Streets
- Housing Estates
- Green Spaces
- Libraries

Applicants can apply for up to **£10,000** focussing on one the above contexts. Please refer to full ‘Going Places’ commission brief for detailed information.

The highest-scoring applications will then be **shortlisted for interview**.

Interviews for shortlisted applicants will take place in January 2023 (date TBC with shortlisted applicants)

### Application Summary

<b>Name of Applicant/Organisation</b>			
<b>Activity / Event Title</b>			
<b>Project Summary</b>			
<b>Total Project Budget</b>		<b>Amount Requested</b>	

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

**About you**

<b>Lead organisation</b>		
<b>Name lead person(s) leading</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 (1500).**

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

As per Going Places ‘Commission Brief’ your activity must take place across **THREE OR MORE** wards within Wandsworth Borough. The commission **MUST respond to ONE** of the following environments:

- High Streets
- Housing Estates
- Green Spaces
- Libraries

**Please check which ward your activity will take place is situated within a Wandsworth Borough Council Ward ([Wandsworth Wards Map](#))**

<p>Environment your commission responds to (select from above list):</p> <p>Location 1:</p> <p>Location 2:</p> <p>Location 3:</p> <p>Please enter additional locations here if applicable:</p>	<p><b>Conversations started? Partners confirmed?</b></p>
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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 (9-25 June 2023)

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

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

**Outcome**

**5. Tell us how you meet at least TWO of the strategic priorities of the fund (up to 500 words per strategic priority). It is mandatory all applicants meet first priority ‘Communities & Partnerships’.**

- 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 use culture as part of Wandsworth’s drive to be the greenest inner London Borough and carbon neutral by 2030.

**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 how you will ensure people attend and/or participate in your work. Please include details for community engagement activity and performance/event activity. Please include plans for marketing and promotion**

**Project Planning & Delivery**

**9. Please describe your potential delivery partners. Provide evidence of previous successful community partnership and engagement. Please provide details of people within your organisation who will be responsible for overall Project Management and provide evidence of managing budgets/commissions of a similar scale and nature.**

**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 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. 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:

- Any **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.
- **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.
- **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.
- **Applicants may also submit a separate (balanced) project budget**
- **Applicants may apply for 100% of commission, however projects would be strengthened with confirmed cash match funding from other sources.**

Expenditure	Breakdown of Costs	£ cash	£ in-kind
WAF Registration fee			
Artists fees			

Audience/Participant Engagement			
Equipment hire / materials			
Venue hire			
Marketing e.g., printing			
Advertising			
Permits			
PRS licence (if applicable)			
Public Liability Insurance			
Administration Costs			
Access Costs			
Contingency			
Other			
<b>Total Expenditure</b>			
<b>Grand Total Expenditure</b>	Cash + in-kind income		

<b>Income</b>		<b>£ cash</b>	<b>£ in-kind</b>
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			
Amount requested	Max £10,000 and 70% of your budget		
<b>Total Income</b>	<b>If your income and expenditure do not 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 thirty 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. Including any evaluation materials.

**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?**

**13. Please indicate any dates in January 2023 you would NOT be available for interviews if shortlisted**

## Feedback

**14. 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 third parties.

Signature	Print name	Date

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

Please return this form by **Thursday 15 December 2022** to:  
[lucy.murray@richmondandwandsworth.gov.uk](mailto:lucy.murray@richmondandwandsworth.gov.uk)