

COMMUNITY IN FELLOWSHIP SQUARE FUND

2023 – GUIDANCE NOTE

INTRODUCTION

Fellowship Square is a place for community and since its opening in 2021, we have seen our residents bring great joy and energy into the space. Following a successful series of events over the past two years, we want to further support community groups to enjoy all that Fellowship Square offers through offering funding to enable communities to host activities in the square.

In 2023, we will be hosting two Community Days in Fellowship Square, on Monday, 8 May (Bank Holiday) and on Saturday, 16 September. Each day will see various community groups coming together in the square and hosting activities in gazebos and surrounding grassed areas as well as performances in the stage area.

The Community in Fellowship Square Fund has been designed to support community groups hosting activities as part of one of the Community Days in Fellowship Square.

APPLICATION SUPPORT SESSIONS

We will be hosting 2 application support sessions, led by an independent advisor.

Spaces on these support sessions are limited, we recommend 1 representative per organisation attends where possible.

- Friday 10 March 2023 – 11:00 - 12:00 – On Zoom - [Sign up here](#)
- Wednesday 15 March 2023 – 13:00 – 14:00 - Waltham Forest Town Hall – [Sign up here](#)





THIS GUIDANCE COVERS

Awards up to	Who can apply	When to apply	What we can fund
£1,000	Organisations with an annual income of under £250,000 per year or structured groups of residents	Applications will be open between 24 February - 28 March 2023	Activities and performances hosted at the Community Days in Fellowship Square on 8 May and 16 September

WHO CAN APPLY

Applications are accepted from any constituted voluntary, community or recreational group working with residents in the London Borough of Waltham Forest.

Examples of these include:

- Unregistered community group
- Charitable Incorporated Organisation (CIO)
- Registered charity
- Charitable company or Social Enterprise (companies must have asset locks, be not-for-profit and without share capital)
- Community Interest Company (CIC)
- Structured groups of residents

We will also accept applications from structured groups of local residents who have formed for a specific purpose. They may be an established group who have been meeting for a number of years or a group who have recently formed for a one-off event or purpose.

Social Enterprises and Community Interest Companies (CICs) are only eligible to apply for a grant if they operate on a wholly not-for-profit basis. This means that the following criteria must all be met:

- 100% of surplus funds are reinvested into the organisation
- executive directors operate in a voluntary capacity and not as paid shareholders
- as an indicator of the above, there is no 'profit distribution' clause and/or an 'asset lock' in the governing document

WHEN TO APPLY

Applications will be welcomed during one application window in 2023.

Application Window Open	24 February 2023 - 28 March 2023, by 12pm
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Applicants notified of outcome by	6 April 2023
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Contracting and liaison with awarded organisations	6 – 20 April 2023
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Projects to be delivered	8 May 2023 OR 16 September 2023, 11am to 5pm
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If your application is missing documentation that is required and not submitted on request, your application may be withdrawn.

WHAT WE CAN FUND

Applications must meet the following essential criteria:

- Projects should be one-off projects or short-term activities to be delivered as part of one of the Community Days in Fellowship Square on 8 May or 16 September 2023.
- At least 90% of the project's beneficiaries must be Waltham Forest residents.
- All activities must be free for attendees to participate.
- Projects must demonstrate how they will achieve the grant objectives of ***'Celebrating different communities coming together to create new positive social connections in Fellowship Square'***

Examples of projects that may be funded are:

- Cultural performances in the stage area located in the Fellowship Square fountain – applicants can think creatively about ways to use fountain area as a stage. It is possible for it to be turned off and the space it usually occupies to be used for activity.
- Workshops and cultural activities hosted in gazebos or surrounding grassed areas, that will help residents learn about and experience different cultures.
- Family friendly activities.
- Healthy activity sessions that bring young and older people together.
- Community picnics in the grassed areas that bring together our diverse communities to share experiences over a meal.



Applications must consider how event participants will be engaged to take part in activities that will help them experience and learn about a culture/theme. Applications for information stalls, promotion stalls and trading will not be accepted.



Funding can be used to help with the associated costs to run activities - e.g., promotional materials, independent facilitators, workshop materials, artists for performances - as part of the Community Days in Fellowship Square. We cannot cover core and overhead organisation costs, unless such costs can be specifically attributed to the project applied for.

Community groups can tap into alternative sources of funding to help pay for the costs of their activity – the activities don't need to be funded solely from the Council's fund.

We will aim to distribute funding equally to communities based across Waltham Forest, however priority will be given to projects which engage the following groups of residents:

- Carers
- Disabled people (Including residents with a mental health condition)
- LGBTQ+
- Older people (65+)
- Residents from Black, Asian and Minority Ethnic heritage
- Residents who earn a low income
- Refugees and migrant communities
- Young People (11 to 25 years old)

WHAT WILL BE PROVIDED FOR YOUR ACTIVITY

- Fellowship Square outdoor space.
Applicants to choose between one of the following options of space:
 - 1) Up to 2 gazebos (each gazebo has 3x3metres and includes 1 rectangular table and 2 chairs; applicants must specify if they need access to electricity);
 - 2) Grassed area (no furniture or materials provided, space offered "as is");
 - 3) Stage area located in the fountain to host performances of up to 1 hour (access to music system included; applicants to specify sound system requirements e.g. microphone, USB port to play performance music; musical instruments are not included, applicants must bring those; applicants are encouraged to think creatively about way to use the fountain area; it is possible for the fountain to be turned off and the space it usually occupies to be used for activity)
- Access to accessible toilets in Walthamstow Assembly Hall next to the Square.
- Security / Event staff to support overall event – we are not able to provide dedicated staff to support each activity and applicants are responsible for ensuring they have people at the event that are needed to support and deliver their activity.
- Marketing & communications around event and your activity – applicants to submit organisation logo, activity description and photo/image to be used in promotional materials.

Fellowship Square is an outdoor space with no cover, and you must therefore make considerations for weather conditions; we suggest that you consider this in your application and also highlight how you will mitigate the risks of very hot or poor weather impacting on your proposed activity. We will not be able to offer indoor spaces a weather contingency.

Additional furniture and event materials are not included and would need to be hired by the applicant. Council officers will be able to provide contacts for approved suppliers for additional furniture hire and services not included as part of the venue provision.

MAKING AN APPLICATION

In order to apply you will need to complete an application form outlining your proposal in full and answering the following questions.

Each response will be evaluated with a score from 0 to 5, where 0 is Non-Compliant Response and 5 is Excellent Response. Some answers have more importance than others when calculating an overall score, and that is demonstrated by the weighting they are allocated on the table below.

Question	Description	Weighting
What is your idea? An overview of your proposal and how you plan to deliver it	Describe your project, what will achieve and how it will specifically be delivered. When describing how it will be delivered, include details like: <ul style="list-style-type: none"> • Activity schedule and who are the performers/workshop facilitators if you have any. • How will you decorate your stall/activity space? If you are proposing a performance, how would you use the fountain area as a stage? • How will you promote your activity. (max 500 words)	25%
What impact do you hope your project would have? How will your project respond to the funding aims?	Explain how your project will have a positive impact on communities in Waltham Forest linking it to the funding aims of 'Celebrating different communities coming together to create new positive social connections in Fellowship'. When responding to this question, think about: <ul style="list-style-type: none"> • Is your activity bringing together different communities or generations? • Will residents have an opportunity to participate and connect with one another? Will they gain new skills, experiences or knowledge about a culture/theme in the process? • How will you work together with the local community to deliver the project? Tell us if you are working in collaboration with other organisations. (max 300 words)	30%
Why the project is needed and why your group is best placed to deliver it.	Outline your past experience in delivering similar projects, using examples where necessary. If the project targets a specific group, this should be linked back to why they specifically need this. (max 200 words)	20%
Who will benefit from the project?	<ul style="list-style-type: none"> • Total number of expected beneficiaries. • Let us know if your project engaging any of the following groups of residents: Carers; Disabled people (Including residents with a mental health condition); LGBTQI+ people; Residents from Black, Asian and Minority Ethnic heritage; Older people (65+); Young People (11 to 25 years old); Refugees and Migrant Communities; Residents who earn a low income? Please detail how you will reach priority groups. (max 200 words)	15%

How much will your activity cost and how will you spend the grant money?	Complete the budget overview template.	10%
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You may also attach other relevant documents when submitting your application by email, if you feel these will strengthen your submission: artist portfolios or CVs, letters of support, proof of match-funding, examples or case studies of similar projects delivered by your organisation, for example.

Applicants must have all relevant policies and procedures in place required in order to undertake the project and will be required to submit the below key documents.

- Copy of bank statement.
- Evidence of public liability (third party) indemnity insurance for the activity being undertaken to the minimum value of £5 million.
- Copy of your Safeguarding Policy - vulnerable residents and children under the age of 18 are key demographics for this fund, therefore they are likely to be involved in your project and you are required to have Safeguarding Policies in place.
- Activity Schedule – a template can be provided to the community group upon request.
- Risk assessment for the activity being undertaken – a template can be provided to the community group upon request.
- Communication materials, including organisation logo, activity description and image and that can be used on the promotion of the activity.

Other documentation may also be required depending on the nature of your activity (e.g. risk assessment and liability insurance from suppliers will be working with to deliver activity). Council officers will be able to provide support and guidance on exactly what is required and how to put these together. You can use this funding to ensure the above policies are in place prior to your event or activity.

REPORTING REQUIREMENTS

Recipients will be expected to provide reporting on:

- Number and demographic information on beneficiaries of the project.
- Impact the project had on participants (including case studies, where possible).
- Photography from the project being delivered.
- Information on final budget expenditure at the end of project – a template will be provided for recipients to complete.



A post-project survey will be sent to recipients to be completed at the end of the project.

KEY INFORMATION

- Applications will only be assessed after the application window has closed. Successful applicants will be notified by the date outlined above.
- If an organisation was successful in gaining funding in previous Community in Fellowship Square grants programmes they can reapply in a subsequent application windows. If an organisation has been unsuccessful in a previous application window, they are eligible to submit another application for a project in a subsequent application window.
- We welcome applications from groups that have not previously worked with the council.
- We strongly recommend that organisations work in partnership with other community groups, as this will contribute to the success of the fund aims to help bringing different communities together at Fellowship Square. For activities delivered in partnership with more than one community group, the application needs to be submitted in the name of one organisation responsible for the overall activity.
- The first Community Day will be hosted during the Coronation Weekend. On Monday, 8 May (Bank Holiday), volunteering organisation across the UK will celebrate The Big Help Out. We will be using the date as a celebration of local volunteering organisations and volunteers and all their selfless efforts over the last year, by bringing everyone together at the Community Day in Fellowship Square.

CONTACT

If you have any questions, please get in touch with us at connectingcommunities@walthamforest.gov.uk

The application form should be returned to connectingcommunities@walthamforest.gov.uk by 28 March 2023, at 12pm.

Hand-written applications will also be accepted, please post your application form to the below address by the appropriate deadline.

*FAO Communities Team
Waltham Forest Town Hall
Forest Road
London
E17 4JF*

If you would prefer to submit your application in another format, or need to flag any accessibility issues you are experiencing, please email connectingcommunities@walthamforest.gov.uk



OTHER FUNDING OPPORTUNITIES FOR EVENTS AT FELLOWSHIP SQUARE

Fellowship Square – Arts and Culture Grants 2023

The Fellowship Square – Arts and Culture Grants scheme has been designed to support arts and cultural activities taking place in Fellowship Square between June 2023 and September 2023. Applicants can bid for sums of between **£5000** and **£15,000**. This is suitable for community groups looking to host stand-alone events in the square. Applications must be for an arts/culture project, but this may be used to explore a wide range of subject matters, including heritage, identity or current issues such as the climate emergency.

Applications close on 10 March 2023. Applicants will be notified of the outcome by email within 4 weeks of the closing date.

In order to apply you will need to complete an application form and email us at culture@walthamforest.gov.uk with the title “Fellowship Square – Arts & Culture Grants – Application.”. Please [see our website for a full guidance and application form template.](#)