



MAKE IT HAPPEN 2023

ARTS AND CULTURE PROJECT GRANTS APPLICATION GUIDANCE NOTES

BACKGROUND

Waltham Forest is a borough in north-east London with a diverse population of over 270,000 residents covering Leyton, Leytonstone, Walthamstow, Higham's Park and Chingford. More information about the borough can be found [here](#).

In 2019 Waltham Forest was London's first Borough of Culture. Over 500,000 visitors attended events over the course of the year, all 88 schools in the borough participated in cultural initiatives and 1000 residents signed up to volunteer and create the Legends of the Forest network. In 2021 Blackhorse Lane was also announced as a Mayor of London's Creative Enterprise Zone, and the Council has long-term ambitions to establish Walthamstow as one of a number of cultural destinations over the coming years, building upon venues such as William Morris Gallery, Fellowship Square

and next year's opening of the refurbished Soho Theatre Walthamstow.

A key element of the London Borough of Culture programme was the launch of the Make it Happen Grants, through which the council invested over £270k into a range of arts projects in schools, libraries, community venues and green spaces. Make it Happen remains as a legacy of the London Borough of Culture and in the most recent funding round, successful applicants have produced engaging and ambitious initiatives: in 2022 these have included a project on the history of skateboarding in the Borough, creative writing workshops with the Waltham Forest Antigua, Barbuda and Dominica Twinning Association and a series of events led by women at Walthamstow Trades Hall. More information about the 2022 grant recipients can be found [here](#).

FUNDING OPPORTUNITY

You can apply for between **£1,000** and **£15,000**, and will need to make your submission by **January 8th 2023**. The council will be investing a total of **£85k** into Make it Happen grants across 2023.

The grants scheme has been designed to support arts and cultural activities taking place in Waltham Forest between **April 2023 and January 2024**. For Make it Happen 2023 we will be accepting applications that align with one of the following themes:

Storytelling

The Culture and Destinations team are focussing on activities which bring local communities together through exploring the eclectic histories and traditions that characterise our borough. We are therefore seeking to support proposals from across artforms that help to create a more nuanced understanding of people and places in Waltham Forest and, in particular, highlight lesser-known stories that continue to shape the changing landscape of our Borough.

Examples could include the following arts and culture projects:

- Projects that are shaped around lesser-known historic events, heritage or social movements in Waltham Forest
- Workshops and residencies based around sharing of diverse stories and experiences
- Events taking place in libraries and community-run venues
- Film, photography or publications that platform our residents

Climate Emergency

Over the past decade the council have delivered programmes that have driven down carbon emissions in the Borough by 32%, and have ambitions to reach the net-zero target by 2030. We welcome applications that highlight issues and activate behaviour change around climate change, that promote access to the many Green Spaces and a greater understanding of the natural world. The recently published Climate Action Plan can be found [here](#).

Examples could include the following arts and culture projects:

- Programmes that connect residents with local green spaces and nature reserves in the Borough
- Film, photography or residencies that explore local areas of ecological interest
- Projects that align with existing council initiatives, such as School Streets or 15 Minute Neighbourhoods as part of the response to the climate emergency
- Projects that make use of recycled or waste materials

MAKING AN APPLICATION

In order to apply you will need to complete an application form presenting your proposal in full, and a budget spreadsheet outlining how you will spend the grant – please see the Make it Happen 2023 page on the Council website.

Alternatively you may make a submission by video, recorded on a phone, camera or laptop – this can be up to five minutes in length, responding to the six questions below.

Again, you will need to send this to culture@walthamforest.gov.uk, using the title **Make it Happen 2023 – Application – *your organisation name***.

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

You will be asked to answer the following questions in your application:

Question	What you need to tell us	Weighting %
Tell us what you want to do. What is your arts/culture project and what do you want to achieve?	<p>An overview of the arts/culture project that you wish to deliver. Make sure to include specific details to help us understand your proposal better: times and dates for example, or a sample of activities that you would like to organise.</p> <p>What are the key aims and objectives of this project, what do you want to achieve?</p>	20
Tell us about you or your organisation's links to Waltham Forest	<p>Let us know about you or your organisation's relationship to the borough, and how your experience working here will enable you to deliver a project that engages with our diverse communities. If you have not worked in the borough before, how will you make sure that your planned activity successfully engages Waltham Forest residents?</p>	10
Discuss your recent experience in delivering similar projects	<p>Tell us about projects you have completed in the past, and how you will use this experience to deliver your proposal in Waltham Forest (including links and case studies if applicable). If you are working with another artist or organisation, tell us about them and what they will contribute to the project. Provide links to their work.</p>	15
How will your project respond to our funding aims?	<p>Your proposal will be scored against the funding aims set out above and therefore you need to demonstrate how your project will support one or more of these.</p>	20
How much will your activity cost and how would you spend the grant money?	<p>Complete the budget spreadsheet. Make sure that all project costs are covered.</p> <p>List all the costs for your project including those that will be provided in-kind (e.g. use of a venue or equipment for free) or using funding identified from elsewhere, even if this is not yet secured (e.g. an Arts Council grant application). Whilst we welcome match or additional funding we need to be sure you can deliver your project with the funds provided.</p>	15
What impact do you hope your project would have?	<p>Explain how your project will have a positive impact on communities in Waltham Forest. Will residents have an opportunity to participate and connect with one another; will they gain new skills, experiences or knowledge in the process? How will your project support local businesses and suppliers?</p>	20

FUNDING AIMS

We will fund arts and culture projects that are **high quality, inclusive, innovative** and **accessible**. For this funding round we are especially interested in projects that:

Are led by people that identify as: Black, Asian, or from a minority ethnic group in the UK, Eastern European, Refugee, D/deaf, disabled or LGBTQI+

Take place in neighbourhoods which are often underrepresented in our programme - Chingford, Higham's Park, Leyton and Leytonstone in particular

Focus on either storytelling or the climate emergency in Waltham Forest

Bring people and communities together again safely, especially our most isolated residents, after the challenges of the pandemic

You must demonstrate that you have considered how your project meets these aims in your application. For further information on the Council's strategic aims please see our [Public Service Strategy](#).

Applications will be assessed by a panel of community representatives and Council officers. In addition to the merits of each application, and how each meet the bid criteria, the panel will take into consideration the need to ensure a balanced programme which takes place across the whole of the borough.

We often have a high volume of applications for projects in Walthamstow. The Culture and Destinations Team are committed to delivering programming across Waltham Forest, and for 2023 we will therefore be prioritising submissions taking place in Chingford, Highams Park, Leyton and Leytonstone. You are still able to propose a project in Walthamstow however we will only have capacity to support a limited number.

ELIGIBILITY

Who can apply?

We welcome applications from anyone, including individuals and organisations:

Individual practitioners

Artist/creative collectives

Community and arts organisations

Residents' associations and charities

Limited companies and CICs (but no profit made from this project)

Schools

You may also consider applying in a partnership, an artist collaborating with a school for example. You must be over the age of 18 to make a submission.

You will need to have a bank account in order to apply. You will also be asked to list two referees, who will be required to provide a statement on your suitability for the grant if you are successful.

CASE STUDY: MAKER MORNINGS

Blackhorse Workshop were awarded a grant to deliver a series of makers workshops at their studio across 2022. The initiative was designed to bring together isolated residents following the challenges of the pandemic, seeing a small cohort come together on a weekly basis to learn basic skills in areas such as metalwork. Pieces of woodwork created during the project were used as part of the workshop's annual birthday celebrations in September 2022, and the organisation has aspirations to gain further funding to rollout the programme to a wider audience.



What will we fund?

Your project must take place in Waltham Forest in order to be eligible, however we welcome submissions from organisations and practitioners who are based outside of the borough provided that the project benefits Waltham Forest. We will be prioritising projects taking place in Chingford, Highams Park, Leyton and Leytonstone for Make it Happen 2023.

Applications must be for arts/culture projects but this may be used to explore a wide range of subject matters, though this must relate to our core themes for Make It Happen 2023: storytelling and the climate emergency.

Applications for any art form will be considered, but we will only fund projects with a defined start and end date; this funding cannot be used to support ongoing running costs for a group or activity. We also cannot fund projects that start before April 2023.



CASE STUDY: TELLING OUR STORY

Waltham Forest Antigua, Barbuda and Dominica Twinning Association were awarded funding to deliver a series of creative writing workshops. WFTA collaborated with writer Jane Ulysses-Grell over the course of 6 months, working with a small group of local residents to explore their lived experiences through poetry and prose – this culminated in a performance at the William Morris Gallery in October 2022, alongside the publication of an anthology of participants' works.

TIMELINE

November 14th 2022	Applications Open
November – December 2022	Workshops and feedback sessions
January 8th 2023	Applications close
February 2023	Application review panels
March 2023	Successful bidders announced
April 2023 – January 2024	Project delivery

NOTIFICATION OF OUTCOME

Applicants will be notified of the outcome by email within 6 weeks of the closing date. It is recommended that you check your junk email, or contact us at culture@walthamforest.gov.uk if you have not heard from us after this date.

CONTACT

If you have any queries about eligibility or making a submission please message us at culture@walthamforest.gov.uk,

For more details about our ongoing cultural programme across Waltham Forest see our website at www.walthamforest.gov.uk