Black History 365 (BH365) Grant Programme 2024 to 2025

Criteria and Guidance

# Introduction

This guidance sets out information about the BH365 grant programme and online application process. It outlines the level of detail needed to complete the application form. You’ll need to make sure the responses show how your project meets our funding criteria.

If you need additional support to complete your application, please let us know and we will try and meet your needs where possible.

# Criteria

Applications open on Tuesday 2 July 2024 and close on Sunday 28 July 2024.

This fund supports projects that connect with and support our local communities to creatively interpret and celebrate our Black cultural heritage and experiences.

All events and activities must be free of charge and delivered during the period 1 October 2024 to 30 September 2025, some of which will be included as part of the October 2024 Black History Month programme. Other activities will happen throughout the following year.

We may also ask you to move the date of our event to ensure a spread of events throughout the annual programme.

We would like to be able to select a good range of engaging cultural experiences that could include:

* Music, dance and theatre performances and workshops
* Film screenings and discussions
* Historical and educational events
* Visual art installations, exhibitions and craft and makers workshops
* Open mic, poetry and spoken word showcases.
* Science
* Other projects that relate to the national theme of “reclaiming narratives”

You should:

* Demonstrate benefit to both participants and the wider community within the Royal Borough of Greenwich, clearly showing how your project will make a difference to the communities and audiences you plan to work with
* Work and connect with audiences and participants that reflect the make-up of the area/borough
* Aim to develop and build new audiences and participants
* Demonstrate the number of people who will be working on developing and delivering your project, and the number you expect will benefit
* Demonstrate good value for money (encompassing resource and skill sharing with partners where possible)
* Work in partnership with local organisations to widen your engagement with local communities
* Work with partners collaboratively to showcase work developed through the project in public spaces

In addition, applicants should demonstrate:

* That your project/activities will be managed effectively and safely
* That you intend to work with either a; local small arts organisation, local artist, local community group, or local school of which prior contact must be established
* Your project/activities will be open and accessible to all members of the community, and be accessible to people with disabilities e.g., wheelchair accessible toilets, sign language interpreters, performances by disabled performers
* The relevant event licenses will be applied for (where applicable)
* The final event/activities will be appropriately publicised to ensure that the public are aware of and have access to your event or activities
* You hold a bank account, and that two-named people will be responsible for the delivery of the project

# How much can you apply for?

The total grant fund available this year is £73,000.

Applicants:

* can apply for a grant of up to £5,000
* can only receive one BH365 grant during this funding period
* must ensure that infrastructure costs make up a maximum of 50% of the overall funds requested

# What we will not fund

We will not fund projects, activities or elements that:

* are not related to Black history
* do not have a strong arts or cultural component
* have already taken place
* have no public benefit for residents of the Royal Borough of Greenwich
* take place outside the Royal Borough of Greenwich
* promote a political, religious or extremist view
* take place in a formal education setting as part of the core curriculum
* are for ongoing costs such as regular workshops
* duplicate existing provision
* relate to regular, core running costs, website maintenance/development, loan repayments, VAT, budget deficits, endowments, study or training fees
* are for fundraising events, for private gain or result in profit being made
* are not free of charge to residents

# Who can apply?

Registered charities, community groups and non-profit making organisations which are:

* based within the Royal Borough of Greenwich
* based outside of the Royal Borough of Greenwich but applying for a project that will take place within the Royal Borough and involve and benefit residents

# Who cannot apply?

You cannot apply if you’re:

* a school, college or educational establishment (cultural organisation or groups must submit applications on your behalf)
* a maintained organisation or department within the Royal Borough of Greenwich
* an organisation based outside the Royal Borough for work that has no direct benefit to residents
* a member of the 2024 BH365 Community Advisory Panel

# Grant conditions

If your application is successful, the following conditions will apply:

* your project should not start until funding has been agreed and the agreements have been signed.
* your project will be monitored by the Royal Borough of Greenwich and access to the project and any related performances or activities must be granted.
* the Royal Borough’s support must be acknowledged in all printed and online communications, in line with our communications guidelines which will be provided.
* all publicity including print (flyers, poster, leaflets), and press releases must be submitted to Royal Borough of Greenwich for approval prior to release.
* the final report must be submitted within 30 days of project completion.
* where possible, accessible venues should be used. Access details must be stated on all publicity materials
* those working with or providing activities for children, young people and vulnerable adults must ensure that staff, artists, or volunteers working with children, young people or vulnerable adults have a Disclosure and Barring Service (DBS) check, copies of which must be kept on file. For more information visit [www.disclosuresdbs.co.uk](http://www.disclosuresdbs.co.uk)

# Funding and deadlines

# As funding is limited, projects will need to demonstrate high quality professional arts and cultural engagement with extensive levels of community participation and involvement.

# It's important to note:

# applications close on Sunday 28 July 2024 at 5pm

# your project should not start until funding has been agreed

# we will not fund any activity that starts before funding is agreed

# all funded activity must complete by 30 September 2025

# you must submit final reports within 30 days of your project completion date

# Financial and payment terms

* Payment will be paid on agreed terms and receipt of signed contracts
* Failure to meet all the grant conditions may result in clawback of funds
* You must not make any commitment to spend the grant funding until you have been officially notified of the outcome of your application.

## Payment terms

* 90% of the grant funds will be made by bank transfer once the acceptance form has been received. The final 10% instalment will be retained until the project report, including evaluation information and the final accounts have been submitted and approved.
* We retain the right to negotiate a variation to the grant amount, project, or performance.

Please note:

* failure to meet all the grant conditions may result in us withholding the final payment
* you must not make any commitment to spend the grant funding until you have been officially notified of the outcome of your application.

# Programming and scheduling

To ensure the spread of events throughout the year, 1 October 2024 to 30 September 2025, we may need funded organisations to deliver their projects at different times than stated in the original application.

# Programme timeline

|  |  |
| --- | --- |
| Stage | Date |
| Applications open | Tuesday 2 July 2024 |
| Applicant online workshops | Thursday 11 July 2024, 5pm to 6pm Monday 15 July 2024, midday to 1pm |
| Application deadline | Sunday 28 July 2024 at 5pm |
| Assessment and decision-making process:1. Assessment of applications.2. Panel recommendations to the Cabinet Member.3. Formal decision by Cabinet Member. | August to September 2024 |
| Applicants notified | August to September 2024 |
| Formal decisions published | August to September 2024 |
| Delivery of funded activities | October 2024 to September 2025 |

# Online application form template

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| --- |
| Important informationDo not complete this form. This template is for information only. We have included it in the guidance so you can see what information you’ll need when you complete the online application form.We only accept applications submitted using the [online form](https://www.royalgreenwich.gov.uk/xfp/form/878). |

## Communication needs

If you have any communication needs, we’ll try and meet them where possible. Please select your need:

☐ Text phone

☐ Sign language

☐ Other language

☐ Other (please specify)

## Amount of funding required

Your funding request must not exceed £5,000

|  |
| --- |
| £ |

## Information about your group or organisation

For correspondence – please remember to include the post code

|  |  |
| --- | --- |
| Name of your group/organisation |  |
| The group/organisation address |  |
|  |  |
|  |  |
| Website |  |
| Facebook |  |
| Instagram |  |
| Twitter |  |
| You Tube |  |

## Main contact person responsible for this application

|  |  |
| --- | --- |
| Name |  |
| Position/relationship to the group |  |
| Daytime telephone |  |
| Evening telephone |  |
| Email |  |

## Secondary contact person responsible for this application

|  |  |
| --- | --- |
| Name |  |
| Position/relationship to the group |  |
| Mobile number |  |
| Email |  |

## Organisation structure and management details

Please tell us what type of group you are by ticking the relevant box and providing appropriate registration numbers

|  |  |  |
| --- | --- | --- |
| [ ]  Registered Charity  | Number |  |
| [ ]  Company Limited by Guarantee  | Number |  |
| [ ]  Other (e.g., co-operative, not-for profit community group etc.) | Number |  |

Does your group/organisation have its own bank account? ☐Yes ☐No

Do you have a bank account with two signatories? ☐Yes ☐No

Are any staff or committee members related to each other? ☐Yes ☐No

If your application is successful to whom should the grant be made payable?

|  |
| --- |
|  |

## Other Royal Borough of Greenwich funding

Has your group applied for funding from the Royal Borough of Greenwich in the last 2 years or are you currently in receipt of funding?

If yes, please complete the table below and continue on a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Funding provider/Department nameE.g., Neighbourhood Services | Project Title | Amount (£) | Dates /period of award |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Project description

Your project should not commence until funding has been agreed. Any activity commencing prior to this will not be considered for support.

Please note that all funded activity must be completed by **30 September 2025.** Final reports must be submitted within 30 days of project completion.

|  |  |
| --- | --- |
| Project name |  |
| Project dates (from/to) |  |
| Location/s for project |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Number of workshops |  | Number of participants |  |
| Number of events |  | Number of audiences |  |

Please provide us the estimated numbers is the boxes of the different ethnicities you would like to reach through this project:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| White (Excl. Irish) |  |  | Pakistani |  |
| Irish |  |  | Bangladeshi |  |
| Black Caribbean |  |  | Chinese |  |
| Black African |  |  | Asian other |  |
| Black Other |  |  | Other groups |  |
| Indian |  |  | Disabled |  |

## About the project?

Please provide a description of the project outlining how your project meets the criteria.

Your proposal must align with the national theme for the Black History Month 2024, “reclaiming narratives” – more information can be found on the [Black History Month website](https://www.blackhistorymonth.org.uk/article/section/bhm-intros/reclaiming-narratives-theme-for-black-history-month-2024/).

We would like to be able to select a good range of engaging cultural experiences that could include:

* Music, dance and theatrical performances and workshops
* Historical and factual events
* Art installations, exhibits and craft workshops
* Poetry and spoken word

### Criteria

Please demonstrate:

* Demonstrate benefit to both participants and the wider community within the Royal Borough of Greenwich
* Work and connect with audiences and participants that reflect the make-up of the area/borough
* Aim to develop and build new audiences and participants, who are not regular users or members to your group/organisation
* Demonstrate the number of people who will be working on developing and delivering your project, and the number you expect will benefit
* That your project/activities will be managed effectively and safely
* Your project/activities will be open and accessible to all members of the community, and be accessible to people with disabilities e.g., wheelchair accessible toilets, sign language interpreters, performances by disabled performers
* The relevant event licenses will be applied for (where applicable)

(500 words maximum)

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Please list all the workshops and events that will be delivered as part of your project.

(500 words maximum)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Workshop name/s | Description | Date/s | Time | Location |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Partnerships

Tell us that you will work in partnership with local small arts organisation(s), local artist(s), local community group(s) and/or local school(s) to deliver your project. Prior contact must be established. We may contact the organisations noted below during assessment, please make sure that you advise them of this.

Which local organisations/groups do you plan to work with? What role will they play in the partnership? (500 words max.)

### Criteria

Please demonstrate:

* Demonstrate good value for money (encompassing resource and skill sharing with partners where possible)
* Work in partnership with local organisations to widen your engagement with local communities
* Work with partners collaboratively to showcase work developed through the project in public spaces

|  |  |
| --- | --- |
| Partnership organisation(Connecting with as many local organisations) | Description of partnership(How will they support the delivery of your project? Please refer to the Criteria above). |
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## Working with local schools and Greenwich Music Hub

Contact should be made to ensure that the relevant departments within the Local Authority are aware of your project and can assist where appropriate. We will contact them prior to agreeing your funding to ensure that they are in support of your application.

* If the project involves schools, have you contacted Children’s Services Dept.? Yes/No
* If the project involves music, have you contacted Greenwich Music Hub Manager? Yes/No

## Marketing

Let us know the ways that your will engage with residents to let them know about the activities and events that you will be delivering as part of your project.

### Criteria

Please demonstrate:

* The final activity/performance will be appropriately marketed to ensure that the public are aware of and have access to the performance/activities

How will you let people know what you are doing?

(250 words maximum)

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## Budget information

### Income

Please provide income from other funders, support in kind, ticket sales and private income.

|  |  |  |  |
| --- | --- | --- | --- |
| Income | Name/Description | Confirmed/ Predicted | Income (£) |
| Application Request | Black History 365 grant |  | £ |
|  |  |  | £ |
|  |  |  | £ |
| Other Funding |
| Other Council Departments: |  |  | £ |
| Trust & Charities: |  |  | £ |
| Other: |  |  | £ |
|  |  |  |  |
| Private Income |
| Sponsorship |  |  | £ |
| Donations |  |  | £ |
| Earned Income |  |  | £ |
| \*Own Funds |  |  | £ |
| In Kind |  |  | £ |
|  |  |  | £ |
|  |  |  | Total (£) | £ |

### Expenditure

Include all expenditure relating to the activity and ensure costs are broken down.

|  |  |  |
| --- | --- | --- |
| Expenditure | Description/Breakdown | Expenditure (£) |
| Project Delivery |
| Venue/Room hire costs |  | £ |
| Licencing and permissions |  |  |
| Equipment (e.g., PA, Staging, etc.) |  | £ |
| Materials (e.g., Craft supplies, stationery) |  | £ |
| Travel |  | £ |
| Other: (e.g., Printing, P&P etc.) |  | £ |
| Salaries / Fees / Etc. |
| Project management |  | £ |
| Artistic fees |  | £ |
|  |  | £ |
| Volunteer Expenses |  |  |
| Travel and Refreshments |  | £ |
| Childcare |  | £ |
| Phone, Administration, Meetings |  | £ |
|  |  |  |
| Monitoring and Evaluation |
| Focus groups, Surveys, Photos  |  | £ |
| Reports/Evaluation |  | £ |
|  |  |  |
| Marketing and Publicity |  |  |
| Leaflets, Posters, Adverts, etc. |  | £ |
|  |  |  |
| Other Expenses –please give details |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  | Expected Expenditure (£) | £ |

# Equality and Equity Charter

Applicants must sign up to the [Royal Borough of Greenwich’s Equality and Equity Charter](https://www.royalgreenwich.gov.uk/info/200164/about_the_royal_borough/2230/royal_greenwich_equality_and_equity_charter) to be eligible for funding.

Please tick to show that you have signed up to the Equality and Equity Charter.

* Yes, I have signed up to the Equality and Equity Charter

# Supporting documents

If you have trouble uploading supporting documents, the file might be too big. Try using a file compressor to reduce the size of the file.

### Required documents

Please ensure the following documents are included with your application as we will not be able to fully assess your application without them.

To complete your application, please provide the following documents. Please tick the boxes for the documents you have provided: (Required) checkbox(es)

To complete your application, please provide the following documents. Please tick the boxes for the documents you have provided: preview

* Copies of insurance policies
* Health and Safety Policy
* Diversity and Equalities Policy
* Child Protection Policy (if applicable must be provided)
* Volunteers’ Policy (where applicable)
* Other (please state)

# Disclosure and Barring Service (DBS)

You must provide all the information required in the following section.

The Royal Borough of Greenwich requires the following information for child safety, protection of vulnerable adults and monitoring purposes.

If your organisation delivers activities or programmes that involve the participation of children or vulnerable adults, a Disclosure and Barring Service check (DBS check, previously known as the CRB check) will be required for staff, volunteers and management committee members.

If you are unsure whether any of your volunteers/staff require a Criminal Records Bureau disclosure, please contact the Disclosure and Barring Service on 030 0 020 0 190 for further information.

The Chair of your organisation must sign the declaration below if DBS checks apply to your application.

Please choose one of the statements below.

* I confirm that all volunteers/staff working on the project have had an appropriate DBS disclosure
* I confirm that none of our volunteers/staff are required to have DBS disclosure

Name

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| --- |
|  |

Position

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Date

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# Data Protection and Freedom of Information Act

The contents of this application are protected under the Data Protection Act (1998). Information gathered on this form may be shared with, external assessors, auditors, and funders. The contact details of your organisation may be shared with other organisations and individuals with a legitimate interest in learning more about your work, or for the prevention and detection of fraud.

We might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

## Freedom of Information Act

The Freedom of Information (FOI) Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act, we’re required to release the information, subject to exemptions, although we may consult with you first. If you think that information you’re providing may be exempt from an FOI request, you should let us know when you apply.

* I agree to The Royal Borough of Greenwich sharing my organisation’s contact details with others.

# Declaration

## Accept terms and conditions

Before submitting your application, you must accept the grant application terms and conditions.

I declare that:

* The information provided in this application is, to the best of my knowledge, true and accurate.
* The Royal Borough of Greenwich Events and Culture Office can hold details of this application, which may be shared with other relevant departments.
* I do not owe any money to the Royal Borough of Greenwich.
* The organisation I represent does not owe any money to the Royal Borough of Greenwich.
* If this grant application is successful, I agree that the Royal Borough of Greenwich can use details for promotional purposes.
* I agree to the grant application terms and conditions.

Name

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Position

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|  |

Date

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