

# Multicultural Grants 2019 - 2020

## Guidance Notes



### What is the Multicultural Grant?

This is a new fund for local community groups, faith groups, residents and charities wishing to put on multicultural activities and events. The fund will be open throughout the year to enable interfaith events, celebrations and cultural learning events. Our aim is for these events to be accessible to all ages, backgrounds and cultures to help bring people together and strengthen community ties.

### What can it be used for?

- Religious celebrations such as but not limited to Eid, Divali, Christmas, Vikram Samvat, Rosh Hashanah
- Events that showcase a specific culture, country or continent through art, music, performances, food or talks.
- Celebratory Feasts
- Mini Festivals
- Exhibitions that showcase different cultures
- The event must be open to all ages and backgrounds, unless there is valid reason that it cannot.

### Where can events take place?

The grant can be used to host activities and events at any public place or community friendly venue around the William Morris Ward. (<http://wmbiglocal.org/william-morris-ward/>) This includes but is not limited to community centres, schools, function rooms, parks, sports facilities, streets and public squares, though please make sure to seek permission from your desired venue before you apply to us. There may be times when there is not a suitable venue for your event within the ward and you need to go a little further out. You will need to make clear in your application why you are not able to hold the event in the ward and show that it will benefit residents from the William Morris Ward.

### What type of things can the grant pay for?

Funding can be used to pay for items and materials necessary to delivering your event such as venue hire, refreshments, decoration, sound system hire etc.

### How much funding is available?

Multicultural grants of up to £500 are available

### Who can apply?

The grant is available primarily to support;

- Community groups, faith groups and resident groups in the William Morris Ward
- Newly established community groups

- Groups of people in the William Morris Ward
- Small local charities with an annual income of less than £75,000 wishing to deliver a project in the ward.
- Under 18s with the support of an adult who holds a responsible position, such as a Youth Worker or Teacher and can vouch for the project.

**Example 1 of a Multicultural funded activity**

A resident association has put on a few street parties in the past and realised that they have people from lots of different backgrounds and cultures. They decide that a celebration event should be put on at the local community centre to showcase all the cultures that live on their street and to invite the surrounding areas to come along.

They organise performers of all ages to showcase different talents and cultures such as dance, singing, poetry and art. They hire the community centre, PA system and get a local sound engineer to help with smooth running of the evening. The event is well attended, gets local press coverage and is such a hit that plans are underway to make it an annual event. It has also further strengthen ties on the street and people know each other better and keep talking about what a great event it was. The street feels safer, friendlier and more cared for as a result.

**Example 2 of a Multicultural funded activity**

A local Mosque is organising its events calendar for Ramadan and Eid and wants to put on an event that non-Muslims can also attend to learn about Islam, Ramadan and Eid. The idea is that the community can better understand and appreciate the culture of Islam and what Ramadan really means for those whose practice it.

It is hoped this will strengthen ties within the community and help dispel common misunderstandings and stereotypes that can create barriers in the community.

The event is held in a local hall with performances, readings, poetry and prayers shared with the audience. There is social feast at the end of the evening and important new community connections are made. Members of the local Christian Church are in attendance and are inspired to do a similar event for Advent and Christmas.

**PLEASE NOTE: WHO & WHAT THE GRANT CANNOT FUND**

- Projects that take place outside of the William Morris Ward that do not primarily benefit residents of the William Morris Ward.
- Projects that duplicate similar nearby projects.
- Political activities
- Recruiting of religious followers
- Construction or acquisition of buildings
- General appeals
- Debts
- Expenses that have already been incurred

- Local branches of national or regional organisations
- Statutory organisations
- Alcohol
- Organisations with an income of over £75,000
- Personal expenses
- Individuals (however, if you are a collection of individuals with an idea but not a fully formed group yet, there is still a good chance that we can fund your idea)
- Any admin fees or fees to the applicant
- Fees to performers, though reasonable expenses are allowed, such as transport.

**If you are not sure if your project or organisation is eligible to apply please contact us**

### **How and when to apply**

You will need to fill in our application form and submit it to us. The Multicultural grant is open from the 19<sup>th</sup> September 2019 and remains open until further notice.

Application forms are available from;

- our website at <http://wmbiglocal.org/>
- by emailing us at [devwmb1@gmail.com](mailto:devwmb1@gmail.com)
- getting a hard copy from us at Creative Works, 7 Blackhorse Lane, E17 6DS

### **What help can I get?**

#### With the application form

Hopefully you will find the application form easy enough to fill in.

However, if you are new to funding forms or have any questions don't hesitate to get in touch with us on 07947 766 251 or [devwmb1@gmail.com](mailto:devwmb1@gmail.com). We are happy to help you complete it and get your ideas on paper!

#### With your event or activities

Unfortunately we cannot offer practical assistance with the running of your project or help with preparations. You are welcome to contact our staff who have event management experience and can run through your idea and plans. You will need to make sure that you have the people and support in place to deliver your project/event.

#### With advertising and promotion

We can share your event on our website and social media pages to help promote. We also have a quarterly newsletter that goes out to the local area and a monthly e-news.

### **What happens after I've submitted my application?**

1. Once you have submitted your application you will receive notification that we have received it and a date by which you will get a response.
2. The funding panel meet monthly to review all eligible applications.

3. If your application is successful we will send you a conditional offer letter and request some supporting documents.
4. If applicable we will require assurances that Health & Safety measures are in place for your project including a risk assessment, liability insurance and safeguarding measures if working with under 18s
5. On receipt of the supporting paperwork we will draw up a grant agreement that will confirm the amount you are receiving from us and what you are using it for. This will be signed by you and us.
6. Once you receive the funding and have carried out your project we will ask you to provide us with some simple records such as expenditure/receipts and attendance sheets. Where appropriate we would also ask you to take some photographs to show the project in action. We will also send you a simple feedback form to complete to tell us about the successes of the project.
7. In many cases people from the William Morris Big Local would like to attend your event and meet the people involved. We may also ask you to talk about your project at one of our community events.

### **Other useful information**

Street Parties - <https://www.walthamforest.gov.uk/content/residents-street-parties>

### Temporary Event Notices

If you intend to undertake any of the following activities within your event you will need to obtain a Temporary Event Notice (TEN) from LBWF Council:

- Performances of live music / pre-recorded music
- Exhibition of films
- Sale of late night refreshment (hot food or hot drinks sold between 11pm and 5am)
- Charity fundraising

Community halls may already have a licence for the activities above, please check with whoever manages the hall. If it doesn't, you will need to apply for one.

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If you would like support, information or have questions about the Multicultural grant please contact Gabriel Edwards on 07947 766 251 or via email on [devwmb1@gmail.com](mailto:devwmb1@gmail.com)

William Morris Big Local, Creative Works, 7 Blackhorse Lane, Walthamstow, E17 6DS

