

COMMISSIONERS' DECISION MAKING MEETING

Wednesday, 17 June 2015 at 6.30 p.m.
MP701, 7th Floor, Town Hall, Mulberry Place, 5 Clove Crescent,
London, E14 2BG

2nd SUPPLEMENTARY AGENDA

The meeting is open to the public to attend.

Members:

Sir Ken Knight (Chair)	(Commissioner)
Chris Allison (Member)	(Commissioner)
Max Caller (Member)	(Commissioner)
Alan Wood (Member)	(Commissioner)

Public Information:

The public are welcome to attend these meetings.

Contact for further enquiries:

Antonella Burgio, Democratic Services,
1st Floor, Town Hall, Mulberry Place, 5 Clove Crescent, London, E14 2BG
Tel: 020 7364 4881
E-mail: antonella.burgio@towerhamlets.gov.uk
Web: <http://www.towerhamlets.gov.uk/committee>

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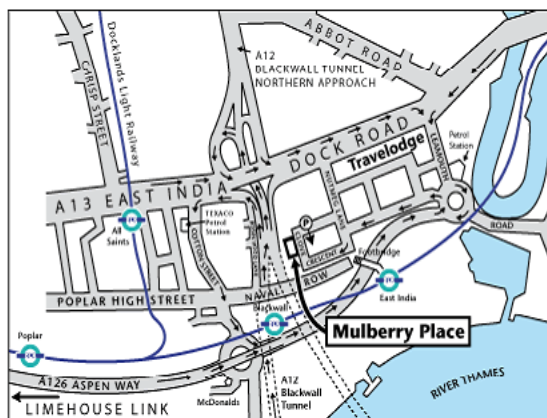
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A Guide to Commissioner Decision Making

Commissioner Decision Making at Tower Hamlets

As directed by the Secretary of State for Communities and Local Government, the above Commissioners have been directed to take decision making responsibility for specific areas of work. These include examples such as the disposal of properties, awarding of grants and certain officer employment functions. This decision making body has been set up to enable the Commissioners to take their decisions in public in a similar manner to existing processes.

Key Decisions

Executive decisions are all decisions that are not specifically reserved for other bodies (such as Development or Licensing Committees). Most, but not all, of the decisions to be taken by the Commissioners are Executive decisions. Certain important Executive decisions are classified as **Key Decisions**.

The constitution describes Key Decisions as an executive decision which is likely

- a) to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or
- b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the borough.

Upcoming Key Decisions are published on the website on the 'Forthcoming Decisions' page through www.towerhamlets.gov.uk/committee. The Commissioners have chosen to broadly follow the Council's definition in classifying their determinations.

Published Decisions

After the meeting, any decisions taken will be published on the Council's website.

- The decisions for this meeting will be published on: **Friday, 19 June 2015**

**LONDON BOROUGH OF TOWER HAMLETS
COMMISSIONERS' DECISION MAKING MEETING**

WEDNESDAY, 17 JUNE 2015

6.30 p.m.


5 .5 Events Fund applications

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All Wards

Report attached

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Commissioner Decision Report 17 th June 2015	 TOWER HAMLETS
Report of: Head of Arts, Parks and Events Officer	Classification: Unrestricted
Event Fund Applications	

Originating Officer(s)	Stephen Murray/Alison Denning
Wards affected	All
Key Decision?	Yes
Community Plan Theme	One Tower Hamlets

Reasons for Urgency

On 3rd June 2015 officers were advised that the Commissioners wish to take this decision in their public meeting rather than through the individual decision-making process. Some of the events this decision relates to take place prior to the subsequent Commissioners' Decision Making Meeting and as a result this report is being presented urgently on 17th June 2015.

Executive Summary

The Event Fund is a small grant fund for community arts events which has been operating successfully for a number of years. It works on a rolling programme with monthly deadlines to support small scale local events.

In line with the Directions made by the Secretary of State for Communities and Local Government, this report seeks decisions from the Commissioners for grant awards in the current application round.

Recommendations:

The Commissioners are recommended to:

- 1) Approve funding for new Event Fund applications as set out in Appendix B
- 2) Reject funding for new Event Fund applications as set out in Appendix C
- 3)

1. REASONS FOR THE DECISION

- 1.1. To award or reject Event Fund grant application award proposals in line with the rolling Event Fund Programme.

2. ALTERNATIVE OPTIONS

- 2.1. Commissioners can reject officer recommendations
- 2.2. Commissioners can accept officer recommendations
- 2.3. Commissioners can amend award amounts

3. DETAILS OF REPORT

- 3.1. The Event Fund is a small grant fund for community arts events. It works on a rolling programme with monthly deadlines.
- 3.2. The events the fund supports must take place in Tower Hamlets and benefit Tower Hamlets residents but the organisers applying for funding do not have to be Tower Hamlets based.
- 3.3. The Event Fund is administered and managed through the Arts, Parks and Events service, and assessment of the applications is carried out by three officers following a scoring system against a list of criteria as set out in the Event Fund application form. Details of the criteria and assessment framework are attached to this report in Appendices D and E.
- 3.4. Appendix B to this report sets out the details of new Event Fund applications recommended for approval.
- 3.5. Appendix C to this report sets out the details of new Event Fund applications recommended for rejection.

4. COMMENTS OF THE CHIEF FINANCE OFFICER

- 4.1. The report seeks the approval of the Commissioners to make the grant payments awarded from the Events Fund. There is a total of £52,500 available to fund community arts events. The process is managed through Arts, Parks and Events team who consider the grant applications and assess them for the purposes of grant award.
- 4.2. The approval is sought for the decisions made on the 20 Event Fund applications. Officers have recommended that 13 are approved and the remaining 7 be declined on the basis that they have not met the necessary criteria for approval. The size of the awards recommended is dependent on the overall demand for grants, the level of priority attached to the event, the

proposed use of the grant, and to what extent the stated criteria can be met and in each case this has been applied.

- 4.3. Awards of £500 or more, will receive an initial payment of 80% of the grant. The balance of the 20% of the award will be retained until receipt of the completed evaluation form & final budget statement and all supporting documents as specified in the guidelines and criteria.

5. LEGAL COMMENTS

- 5.1 The power of the commissioners to make decisions in relation to grants arises from directions made by the Secretary of State on 17 December 2014 pursuant to powers under sections 15(5) and 15(6) of the Local Government Act 1999 (the Directions). Paragraph 4(ii) and Annex B of the Directions together provide that, until 31 March 2017, the Council's functions in relation to grants will be exercised by appointed Commissioners, acting jointly or severally. This is subject to an exception in relation to grants made under section 24 of the Housing Grants, Construction and Regeneration Act 1996, for the purposes of section 23 of that Act (disabled facilities grant).
- 5.2 To the extent that the Commissioners are exercising powers which would otherwise have been the Council's, there is a need to ensure the Council has power to make the grants in question. The Commissioners will wish to be satisfied that this is the case. It appears from the information provided in the report that the grants are capable of being supported under the Council's powers and, in this regard, the powers set out below appear particularly relevant.
- 5.3 The proposed grants may be supported under a variety of the Council's statutory powers. For example, the Council has power –
- To support the provision of entertainment in the borough under section 145 of the Local Government Act 1972.
 - To secure sufficient educational and recreational leisure-time activities for young people in the borough under section 507B of the Education Act 1996
- 5.4 Section 1 of the Localism Act 2011 gives the Council a general power of competence to do anything that individuals generally may do, subject to specified restrictions and limitations imposed by other statutes. This power may support the giving of grants to community groups, provided there is a good reason to do so. There may be a good reason for giving a grant if it is likely to further the Council's sustainable community strategy under section 4 of the Local Government Act 2000. The Council's strategy is set out in the Tower Hamlets Community Plan, which includes "One Tower Hamlets" as a cross-cutting theme. The eligibility criteria for these grants include a requirement that funded activities contribute directly to priorities in the Tower Hamlets Community Plan or the Council's Strategic Plan (which is concerned with delivery of the Community Plan).

- 5.5 The Council has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness. This is referred to as the Council's best value duty and the following matters are relevant to discharge of the duty –
- The scheme is advertised and, to this extent, the grants are exposed to a degree of competition.
 - Applications are assessed against pre-defined criteria designed to ensure benefits are delivered in Tower Hamlets, including by reference to the Tower Hamlets Community Plan. Based on this, the Council should be able to demonstrate a direct benefit accrued from the money spent under each grant.
- 5.6 There should be a grant agreement for each grant and provision made to ensure delivery of the projects in line with the application and approval and in the event of non-delivery to protect the Council's position. Robust monitoring requirements need to be in place and appropriate performance related payment mechanisms introduced into the terms of any grant award.
- 5.7 When making grants decisions, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who do not (the public sector equality duty). A proportionate level of equality analysis is required to discharge the duty and information relevant to this is contained in the One Tower Hamlets section of the report.
- 5.8 When implementing the scheme, the Council must ensure that no part of the funds issued represents a profit element to any of the recipients. The inclusion of profit may indicate that the grant is really procurement activity and would otherwise be subject to the Council's Procurement Procedures and other appropriate domestic and European law.
- 5.10 All the proposed grants appear to fall under the *de minimis* threshold for the purposes of European restrictions on State aid.

6. ONE TOWER HAMLETS CONSIDERATIONS

- 6.1 The events fund is designed to support small local events that bring people together and help promote a sense of community. Tower Hamlet has a very rich and diverse community. The events fund helps to support the local community to celebrate this richness of cultures creating an environment where there is a sense of wellbeing, community and local pride. Many of the events promote diversity, equality and intergenerational work which support the Council's One Tower Hamlets theme, making a significant contribution to creating a cohesive community.

- 6.2 The evaluation criteria for applications under the scheme set out the types of events which will be given priority for funding. These are focused on promoting equality of opportunity, including for people who share protected characteristics under the Equality Act 2010.
- 6.3 All applicants under the scheme must demonstrate that they will comply with the Equality Act 2010 and will not discriminate on the grounds of any of the protected characteristics specified in the Act. All groups funded must fill in the attached monitoring forms which include a template for the recording the nine protected characteristics. This information may be used by the Council to assess the degree to which funded events are successfully serving people with protected characteristics.
- 6.4 An equality analysis assurance checklist has been completed which indicates that it is not necessary to carry out a more detailed equality analysis.

6. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 6.1. There are no issues connecting to action for a greener environment other than some events taking place in parks and helping to bring more people into them. Terms and conditions of using parks for events include protection for the environment including clearing of all litter.

7. RISK MANAGEMENT IMPLICATIONS

- 7.1. These are relatively small amounts of funding and with anything over £500 we will retain a proportion of grant offered on receipt of monitoring information. Any group not providing information may be asked to pay back funds and will not be eligible for any future funding.

8. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 8.1. Free community events help to promote community cohesion which in turn helps to reduce crime and disorder, particularly where young people are engaged in volunteering and supporting local events.

9. EFFICIENCY STATEMENT

- 9.1. The conditions of the Event Fund state that it cannot be the sole source of funding so in all cases it helps to lever in other funding and assistance in kind for community activity

10. SAFEGUARDING IMPLICATIONS

- 10.1. There are no specific safeguarding implications.

Linked Reports, Appendices and Background Documents

Linked Report

- NONE.

Appendices

- Appendix A: Equality Analysis Assurance Checklist
- Appendix B: New applications recommended for approval
- Appendix C: New applications recommended for rejection
- Appendix D: Event Fund Application, including criteria and guidelines
- Appendix E: Assessment Questions

Background Documents – Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2012

- NONE

Officer contact details for documents:

- Alison Denning, Festivals and Events Officer
alison.denning@towerhamlets.gov.uk 020 7364 7907

EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST

Name of 'proposal' and how has it been implemented (proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal)	Process for deciding on awarding Events Funds
Directorate / Service	CLC/ Culture, Learning and Leisure
Lead Officer	Steve Murray
Signed Off By (inc date)	
Summary – to be completed at the end of completing the QA (using Appendix A) (Please provide a summary of the findings of the Quality Assurance checklist. What has happened as a result of the QA? For example, based on the QA a Full EA will be undertaken or, based on the QA a Full EA will not be undertaken as due regard to the nine protected groups is embedded in the proposal and the proposal has low relevance to equalities)	<div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: green; margin-right: 10px;"></div> <div> <p>Proceed with implementation</p> <p>As a result of performing the QA checklist, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p> </div> </div>

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Stage	Checklist Area / Question	Yes / No / Unsure	Comment (If the answer is no/unsure, please ask the question to the SPP Service Manager or nominated equality lead to clarify)
1	Overview of Proposal		
a	Are the outcomes of the proposals clear?	Yes	The decision making body is asked to approve officers recommendations to fund or not fund applications to the events fund.

			Through the provision of the Events Fund, high-quality public events and festivals, which are accessible to, and of benefit to the community, will be made available to the residents and those work in the Borough.
b	Is it clear who will be or is likely to be affected by what is being proposed (inc service users and staff)? Is there information about the equality profile of those affected?	Yes	Monitoring forms provide an audience profile. Appendix B identifies expected benefit from each event that officers recommend for approval. The evaluation highlights benefits for residents, including equalities groups (e.g. children, young people, older people, families, people with disabilities and people whose first language is not English).
2	Monitoring / Collecting Evidence / Data and Consultation		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	Yes	Yes monitoring forms reflect this data.
	Is there sufficient evidence of local/regional/national research that can inform the analysis?	Yes	The applicants provide necessary information by completing Events fund application (Appendix D).
b	Has a reasonable attempt been made to ensure relevant knowledge and expertise (people, teams and partners) have been involved in the analysis?	Yes	The service have evaluated the data and information provided by the applicants and recommended events making high scores.
c	Is there clear evidence of consultation with stakeholders and users from groups affected by the proposal?	Yes	Covered in application process
3	Assessing Impact and Analysis		
a	Are there clear links between the sources of evidence (information, data etc) and the interpretation of impact amongst the nine protected characteristics?	Yes	Appendix B 'New Event Fund applications recommended for approval' includes expected benefits and impact on the different protected characteristics.
b	Is there a clear understanding of the way in which proposals applied in the same way can have unequal impact on different groups?	Yes	See above.
4	Mitigation and Improvement Action Plan		
a	Is there an agreed action plan?	Yes	The report includes a project timeline.
b	Have alternative options been explored	Yes	Appendix C lists event fund applications that the service recommend for rejection.

5	Quality Assurance and Monitoring		
a	Are there arrangements in place to review or audit the implementation of the proposal?	Yes	The fund is reviewed annually along with its criteria and how its marketed
b	Is it clear how the progress will be monitored to track impact across the protected characteristics??	Yes	The successful applicants will be asked to provide a completed assessment form (Appendix E).
6	Reporting Outcomes and Action Plan		
a	Does the executive summary contain sufficient information on the key findings arising from the assessment?	Yes	

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Appendix B: New Event Fund applications recommended for approval

The following new applications to the Event Fund have been assessed by officers and are recommended for approval. Details of each event are provided below.

Application reference	EF201516.03
Event	Knowing One Another Cultural Night and Book Launch
Event Date	20 th April 2015
Organiser	Brick Lane Circle
Venue	Rich Mix
Ward	Weavers
Amount requested	£750
Amount awarded	£350
Event detail and summary assessment	Community cohesion and diversity project with 15 individuals from diverse communities; entertainment, interactive art workshop and multicultural food. Commissioners have already approved this for 2014/15 however the decision was too late for the event to go ahead and they reapplied for 2015/16 for the same project. The full award is for £750 however they received £400 in the last financial year for their original application which was for an event in October which was cancelled. As a consequence this amount is being deducted from the new award.
Assessment score	62/90

Application reference	EF201516.14
Event	Robin Hood's Forest
Event Date	6 th to 10 th July 2015
Organiser	Story Spinner
Venue	Mowlem, John Smith, Meath, Mile End, Overland & Ocean Children's Centres.
Ward	Bethnal Green, Bow East, Mile End, St Dunstan's, Stepney Green, Whitechapel
Amount requested	£1,160
Amount awarded	£750
Event detail and summary assessment	<p>Storytelling show of with narrator/performer and live music aimed at under 3's– 6 interactive, sensory performances across 6 Children's Centres. Simple narrative so that people who do not have English as a first language and babies and young children can understand. One performance will be with BSL interpreter at centre with children with hearing difficulties.</p> <ul style="list-style-type: none"> • Professional West End Actor, performances in various under-represented wards across the borough. (1,3,11,15,18,20) • Strong track record of delivery, with a number of past events delivered in the borough, confident that project

	<p>will be delivered as planned.</p> <ul style="list-style-type: none"> • Identifies a need for bringing literature through outreach theatre into the community to people who would not normally access such events. • Little or no provision for under 3's for events of this type. Aimed at diverse audiences. • Participatory and innovative approach aims to engage with and increase literacy in young children. • Free accessible venues encourage participation and community involvement to families with young children (children's centres) thus eliminating some of the social barriers to accessing theatre. • Outcomes increase access to the arts for young children and families, increasing literacy, encouraging Community Cohesion. • Promotes One Tower Hamlets, Great Place to Live, Safe and Cohesive Community. Demonstrated Cross – Cultural understanding. • Partnerships mainly children's centres. • ACE funding confirmed, reasonable costs for number of beneficiaries.
Assessment score	60/90

Application reference	EF201516.15
Event	LIMEfest
Event Date	5 th July 2015
Organiser	Limehouse Community Forum
Venue	Ropemakers Fields
Ward	Limehouse
Amount requested	£2,500
Amount awarded	£1,000
Event detail and summary assessment	<p>Community festival with music, local food and festivities in local park. Including Half Moon Theatre for young people, fitness for seniors, 'Canary Woof' dog club, Tug-of-war, mini farm and live music. Free admission.</p> <ul style="list-style-type: none"> • Local organisation with good track record of delivery. Event happened last year. Under represented ward. Officers are confident that the event can be delivered as planned. Clear sense of purpose to bring local businesses and communities together and to promote the use of the park. • Strong community focus with good mix of activities and entertainment from established local organisations. Demonstrates need through highlighting the isolation of the community through being sandwiched between business communities of CanaryWharf and Wapping

	<ul style="list-style-type: none"> • Good programming with involvement from local arts organisations and improving access to arts-based activities. • Free to all and accessible space • Strong network of local business and organisations working together to deliver the event with roles clearly defined. • Good local marketing demonstrated, and community involvement in planning and delivery of the event. • Increases participation in arts based activities, promotes Community Cohesion and potential for building networks • Costs reasonable for number of beneficiaries. In kind support from members of the Community forum with clearly defined roles.
Assessment score	64/90

Application reference	EF201516.17
Event	Show Dance Festival
Event Date	11 th to 12 th July 2015
Organiser	Show Dance Company
Venue	Brady Arts Centre
Ward	Spitalfields and Banglatown
Amount requested	£1,494
Amount awarded	£1,000
Event detail and summary assessment	<p>Two day event with a range of dance workshops, talks, stalls and performances. Mix of dance styles and genres and professional dance companies will be providing dance skills progression for attendees and trainee dance leaders.</p> <ul style="list-style-type: none"> • Fairly well funded ward due to location of community centre where many community events are staged (Ward 14 Spitalfields and Banglatown). New organisation formed by Showmi Das who has a good track record of delivery in the borough with Rokeya Project. Officers are confident that work will be of high quality and can be delivered as planned. • Event aims to promote healthy living, access to the arts, and networking. Also aims to promote dance as career or hobby. Mixed dance forms celebrating diversity and cross-cultural understanding, although not clear what the dance forms will be. Dance is under represented in the borough. Supports a healthy and supportive community. • Workshops free and accessible to all regardless of dance level / experience. Improves access to dance. Free during the day however paid performance in the evening which could be cost prohibitive to some.

	<ul style="list-style-type: none"> • Sponsors and partner organisations – strategic with clear roles identified. Stalls for promotion of local dance organisations. Mix of cash and in-kind support identified • Commitment to cultural diversity and cross cultural understanding. Promotes dance for the sake of arts and healthy lifestyle. Opportunities for artistic / career progression for those leading, and promotion of local dance organisations through stalls. • Reasonable budget for number of beneficiaries, reasonable costs and fees, good progression routes for artists and participants. Workshops, demonstrations and activities during the day are free, however evening performance has a ticket price which could be cost prohibitive to local audiences.
Assessment score	64/90

Application reference	EF201516.20
Event	Teviot Festival
Event Date	25 th July 2015
Organiser	Teviot Partnership
Venue	Teviot Centre and Wyvis Street
Ward	Poplar
Amount requested	£2,000
Amount awarded	£600
Event detail and summary assessment	<p>Intergenerational and family-orientated community festival with open mic karaoke and sports activities. Event includes intergenerational activities, and activities targeted at specific age groups. Family friendly event aimed at bringing different communities together and promoting community cohesion in an area which has little or no arts activity.</p> <ul style="list-style-type: none"> • Under represented ward in the borough. Good track record of delivery. Local organisation, good evidence of previous experience in same event in the borough. • Clearly demonstrates commitment to One Tower Hamlets, A Great Place to Live, Healthy and Supportive and Safe and Cohesive community. Application emphasises intergenerational work and community cohesion celebrating diverse cultures. Clear Priorities identified to include whole community, encouraging community cohesion, cross-cultural understanding, health and happiness. • Free access to community, inclusive and accessible. Focus on mental health issues. Arts activities not clearly defined, however platform for local talent. Marketed locally through school, groups and social and

	<p>printed media.</p> <ul style="list-style-type: none"> • Good demonstration of community involvement with opportunities for upskilling, through planning, implementing and assisting in running the event. Good network of community groups involved and partnership funding and support with clearly defined roles and responsibilities. • Demonstrates commitment to community cohesion with outcomes matching the scale of the event and sustainability. Aims to increase local participation and community involvement as a barrier to loneliness, isolation, anti-social behaviour and mental health issues. • Costs are quite high for the number of beneficiaries.
Assessment score	56/90

Application reference	EF201516.21
Event	Museum of Childhood Summer Festival
Event Date	26 th July 2015
Organiser	V & A Museum of Childhood
Venue	V & A Museum of Childhood
Ward	Bethnal Green
Amount requested	£1,500
Amount awarded	£1,000
Event detail and summary assessment	<p>13th annual summer festival with live music, dance, street performances, arts & crafts, 20 stalls run by local community groups and organisations offering hand made crafts, food, traditional games. High quality programme which entertains and educates which is accessible to a local family audience. Artist led workshops. 'A Great Place to Live' priority.</p> <ul style="list-style-type: none"> • Quite high volume of awards in BG ward. Museum has strong track record of delivery of similar events in the borough. Evidence of events successfully happening in the same venue, confident that the event will be delivered as planned. • Targeting local families and diverse communities. Provides opportunities for local community organisations to engage with wider community. Different to other events in the borough set in the museum, very inclusive, celebrating folk traditions both British and other cultures and working with diverse local groups and organisations. Promotes Safe & Cohesive community strand of TH Community Plan, celebrates diversity and promotes cross-cultural understanding. • High quality arts activities and programme on offer. Free to access. Wide marketing campaign.

	<ul style="list-style-type: none"> • Input from local groups and community members, schools and ESOL group. However not involved in delivery of the event. Good mix of organisations involved, no partnership funding. • Demonstrates cultural diversity and promoting cross-cultural understanding. Demonstrates artistic progression, • In-kind funding costs are not included in the budget. Costs low for number of beneficiaries. Low staff costs, high quality offer.
Assessment score	63/90

Application reference	EF201516.23
Event	African Street Style Festival 2015
Event Date	26 th July 2015
Organiser	Simplicious CIC
Venue	Calvert Avenue and Arnold Circus
Ward	Weavers
Amount requested	£1,900
Amount awarded	£1,000
Event detail and summary assessment	<p>African street festival comprising of artists, performance, film, fashion, debate, photography and dance. Acoustic music performances of authentic and traditional sounds of Africa. Dance performances with influences from Brazil and Africa, fashion show, and live gallery.</p> <ul style="list-style-type: none"> • Good track record of delivery, same event over last 2 years in same location in the borough. Has not received EF funding before. Ward has high volume of applications. Confident that event can be delivered as planned. • Different to other events in the borough, celebrating traditional and contemporary African creative culture. Promotes cross cultural understanding and community cohesion, aimed at the diverse family audience. • Demonstrates programme creative and of high quality. Free to access and open to whole community. • Local and London wide partners. Delivery and support through friends and community. Strategic partners. Agreed Cash and in-kind funding and support. • Commitment to celebrating cultural diversity and cross cultural understanding. Increasing knowledge between different cultural groups of African culture. Developing sustainable partnerships and providing a platform for emerging artists. Realistic and achievable outcomes. • High budget and some costs fairly high, but good quality event with significant infrastructure. Partnership cash funding agreed. Significant number of

	beneficiaries.
Assessment score	68/90

Application reference	EF201516.24
Event	Blackwall Road Show
Event Date	3 rd to 28 th August 2015
Organiser	SPLASH
Venue	5 estates in Poplar
Ward	Blackwall and Cubitt Town, Limehouse, Poplar
Amount requested	£1,000
Amount awarded	£800
Event detail and summary assessment	<p>5 community roadshows promoting 'One Tower Hamlets' with a programme which demonstrates inclusion and cohesion. Variety of activities including art and drama workshops, fun games, bouncy castle, face and henna painting and services such as Met Police, housing officers and health professionals.</p> <ul style="list-style-type: none"> • Under represented wards. Experience in delivering similar events in the borough. Have received funding previously. • Identifies needs of residents for community events to build cohesion work to eliminate anti-social behaviour. Avoiding Ramadan to ensure that all local communities are able to participate. • Engaging all areas of the estates that have been segmented through years of local development. • Marketed to local audiences, targeted through letter drops & word of mouth. Free to access and fully acceptable venues. Working with local TRAs and residents to organise and deliver the events. • Outcomes based on level of attendance and cultural diversity. Meets Safe and Cohesive Community priority. • Demonstrates strong need in the community. Costs reasonable for the events and number of beneficiaries. Progression routes for volunteers working on the project.
Assessment score	55/90

Application reference	EF201516.25
Event	All Stars London 2015 Talent Show
Event Date	1 st August 2015
Organiser	All Stars London
Venue	Calvary Charismatic Baptist Church
Ward	Poplar
Amount requested	£600
Amount awarded	£600

Event detail and summary assessment	<p>Community Talent Show featuring 15-25 acts performed by young people spanning genres of vocals, dance, rap, instrument, poetry and more. Auditions, workshops and coaching, performance and awards. All are encouraged to take part regardless of ability or disability. Meets the 'Great Place to Live' and 'Safe and Cohesive Community' priorities</p> <ul style="list-style-type: none"> • Under represented ward, not previously funded through the Event Fund. Previous experience of putting on similar successful events in Tower Hamlets. Based in the borough. • Aimed at younger people, free admission, promotes cross-cultural understanding and community cohesion. Open to a broad range of cultural groups representing diverse communities. • Increases access to arts based activities. Demonstrates ambition and high quality offer. Targeted to local audiences and wider community. Accessible venue. Special educational needs and ESOL trained staff. Demonstrates equality and diversity. • Wider community involved in the planning and delivery of the event as well as performing and participating. Community partners strategic and appropriate for area. Some cash funding from other sources, and in kind support. • Clear outcomes for young people developing skills and confidence. Demonstrates commitment to celebrating cultural diversity and cross-cultural understanding. Progression routes for young people, and participation in youth committees in addition to organisational development. • Fairly low costs for number of beneficiaries. Staff costs are in kind, some match funding.
Assessment score	69/90

Application reference	EF201516.26
Event	Me & Mum - Stories of Childhood
Event Date	July – August 2015
Organiser	Deep Black
Venue	St Mary's Community Hall (Cable St) and Mile End Arts Pavilion
Ward	Shadwell, Bow West
Amount requested	£2,500
Amount awarded	£500
Event detail and summary assessment	Series of workshops providing access for girls and women from migrant communities, exploring relationships between different generations of female family members using oral history and photography, followed by an

	<p>exhibition. The girls aged 8 - 14 will put together the stories of their female elders documenting their experiences when they were a similar age to them.</p> <ul style="list-style-type: none"> • Events taking place in under-represented wards. Have run successful events previously. Confident that projects will go ahead as planned. • Strong community engagement, intergenerational and community cohesion targets. Demonstrates a strong contribution to the TH Community Plan working with under-represented groups giving opportunities for them to voice their stories. Demonstrates commitment to cross-cultural understanding and celebrating cultural diversity. • Providing artistic and creative activities for local people. Good range of session leaders including artist and community leaders. Creating community exhibition which can be toured. High quality artistic offer. Clear 3 tier marketing plan. • Some local community partners involved although roles not clearly defined. In kind support from venues and exhibition space. High dependence on other funding not confirmed at this stage. • Strong commitment to celebrating cultural diversity. Clear sense of purpose. Clear outcomes for participants. Offers insight into elder women's experiences who do not generally have a voice. Some artistic progression for participants. • Budget relies on pending funding. Staff costs quite high for number of beneficiaries.
Assessment score	53/90

Application reference	EF201516.27
Event	Susie & Beryl: The Art of Positive Ageing
Event Date	1 st October – 12 th November 2015
Organiser	Globe Community Project
Venue	Idea Store Whitechapel
Ward	Spitalfields and Banglatown
Amount requested	£2,310
Amount awarded	£1,500
Event detail and summary assessment	<p>Event designed to bridge generations and cultures to reduce ageism and the invisibility that can be experienced with the ageing process. It also aims to inspire local people and give them the tools to 'age well' particularly during the transition from work into retirement. Includes participation in creation of art installations / sculptures of two elderly inspirational local women and having them on display in the Idea Stores in prominent positions. Event follows the theme of ageing for United Nations Day of</p>

	<p>Older Persons, including associated art, writing and life coaching.</p> <ul style="list-style-type: none"> • Fairly high number of awards in ward in 2014. GCP have not been funded previously through the Event Fund. Good track record of delivery of other events exploring different themes such as ex-offenders and migrant women. Confident that work will be completed as planned. Evidence of similar projects in the borough. • Event different from other events as deals with positive ageing, combating loneliness and engaging specifically with older residents. Contributes to One Tower Hamlets objectives. Will engage with wider community from around the borough. • 70 older people will directly benefit from arts activities and arts and life skills workshops. Demonstrates an innovative approach which will grab attention and provoke thought and comment from Idea Store visitors. Venue accessible, broad marketing plan, sustainability through 'Prime Time' elderly group at the idea store. • Wider community will participate through workshops and viewing exhibition. Part of 'Full of Life' network celebrating 'Older People's Day'. Mainly funded by artist and in kind support. Good mix of organisations involved including FE college and community centres. • Commitment to celebrating cross cultural understanding and cultural diversity through working with diverse groups, neutral venue and broad marketing across the borough. Clear outcomes developing practical skills, confidence and providing progression routes for older people. Clear that project benefits older residents and promotes understanding with whole community. Participation with older groups and TH college adult learners. • Costs are reasonable for the number of beneficiaries. Match funding and support mainly in kind and from Artist. Application demonstrates quality and innovation leading to progression routes and greater understanding of older people and their isolation.
Assessment score	63/90

Application reference	EF201516.28
Event	Fun Palaces
Event Date	4 th October 2015
Organiser	Half Moon Theatre
Venue	Half Moon Theatre
Ward	St Dunstan's

Amount requested	£2,200
Amount awarded	£1,500
Event detail and summary assessment	<p>Based on the Fun Palaces idea devised by Joan Littlewood, this event brings the arts and sciences together looking at climate change and the environment. This is a family event with free visual arts, drama, dance and music workshops under the theme of climate change.</p> <ul style="list-style-type: none"> • Under represented area for EF awards. Strong track record of delivery. Confident that work will be completed as planned. Half Moon well established in the borough with clear track record of similar events. • Aimed at families and young people, this contributes to the TH Healthy and Supportive Communities, One Tower Hamlets and Safe and Cohesive communities strand of the TH Community Plan. Providing arts activities where few exist, in an accessible space. • Centre caters for people of all abilities and disabilities, with free visual arts, drama and gallery trail to engage with the audience. Geographically in the middle of the borough which should provide easy access from across the borough. Good marketing plan with both print and on line media and social media. Signposts young people to further involvement and capacity building the organisation. • Wider community targeted through media and participate through workshops. ACE funding agreed. Mainstream grants funding pending. Application does not specify in kind support. Good mix of organisations invited to take part. Partners roles are not clearly defined as mainly providing financial support. • Demonstrates broad reach to community and organisations, outcomes largely measured through numbers attending and participants. Also, greater awareness of climate change and importance of recycling to young people and their families. Young people will gain skills and confidence through taking part with the option to take up further activities at the centre. • Reasonable costs for number of beneficiaries. Limited match funding confirmed. Free admission and activities. High quality offer.
Assessment score	69/90

Application reference	EF201516.30
Event	Call the Shots
Event Date	17 th – 22 nd August 2015
Organiser	Kazzum

Venue	Weavers Fields and Derbyshire St Pocket Park
Ward	St Peter's
Amount requested	£2,500
Amount awarded	£2,000
Event detail and summary assessment	<p>Family festival involving a week of community participation based events, culminating in community curated festival with numerous performances and arts/crafts workshops. Young people will devise, plan and deliver the event, they will also be involved in building wicker sculpture and sets for the event.</p> <ul style="list-style-type: none"> • Medium number of events funded in ward. Organisation has a strong track record of delivery of innovative and high quality events and immersive theatre projects in the borough. Confident that the event will be delivered as planned. Organisation has good track record of community engagement with young people in the borough. • Event is different to other events in the borough as it actively seeks to work with the community to devise and deliver the event. Priorities are to engage with local people and create inclusive, high quality work for and with young people. Meets TH Community Plan objectives, Safe and Cohesive Community and One Tower Hamlets • Clear demonstration that improves access to arts based activities through workshops and participation. Innovative approach, building the props and wicker sculpture in the park, will encourage access to the local community. Broad marketing plan, clear demonstration of commitment to equality. • Clear demonstration of community involvement and participation. ACE funding agreed, other cash funding pending. In kind support from strategic organisations working with young people and migrant communities. Mix of partner organisations appropriate for the event. • Diverse communities will be involved in the project, demonstrating cultural diversity and cross-cultural understanding. Skills and performance progression routes for participants. Clear demonstration of participant, audience and company development and increased community involvement. • Costs are reasonable for the number of beneficiaries and the outputs. Activities and event are free. High element of match funding. Application demonstrates artistic excellence, quality and innovation.
Assessment score	70/90

Appendix C: New Event Fund applications recommended for rejection

The following new applications to the Event Fund have been assessed by officers and are recommended for rejection. Details of each event are provided below.

Application reference	EF201516.13
Event	Strong Back Tales
Event Date	16 th May 2015
Organiser	Strongback Productions
Venue	Rich Mix
Ward	Weavers
Amount requested	£800
Amount awarded	Nil
Event detail and summary assessment	Untold stories of Bangladeshi women. Application was received late and therefore rejected.
Assessment score	n/a

Application reference	EF201516.16
Event	Cuba Fantastique
Event Date	10 th July 2015
Organiser	Docklands Sinfonia
Venue	St Anne's Church, Limehouse
Ward	Limehouse
Amount requested	£1,897
Amount awarded	Nil
Event detail and summary assessment	<p>Concert with programme of Cuban music - including free pre-concert talk with Cuban guitarist.</p> <ul style="list-style-type: none"> • Under represented ward. No previous funding from Event Fund. Some members of the Sinfonia live or work in Tower Hamlets but not clear how many. Previous experience of similar events. • High quality event working with young musicians and talented amateurs. • Not accessible to wider community due to ticket price which is prohibitive and 40 comps available but not clear that these would be available to the wider community. Accessible building. Promotes cross-cultural understanding. • Good range of income sources and in kind support. • Celebrates cross cultural understanding. • High cost per head and cost prohibitive ticket price with minimal beneficiaries caused this application to be rejected.
Assessment score	51/90

Application reference	EF201516.18
Event	Razor Sharp
Event Date	17 th July 2015

Organiser	Sandpit Arts
Venue	Rich Mix
Ward	Weavers
Amount requested	£1,500
Amount awarded	Nil
Event detail and summary assessment	<p>Arab women artists (three writers, one director, two actresses) coming together to tackle stereotypes around the Arab and the Muslim world through comedy.</p> <ul style="list-style-type: none"> • High volume of applications at this ward. Good track record of delivery, new to the borough. Confident that work would be completed as planned. • Different to other events in the borough. Uses comedy as a tool to break down stereotypes of Arab women. Promotes cross cultural understanding and community cohesion. Innovative project. Contributes to One Tower Hamlets. • Demonstrates access to arts activities for partner organisations targeted. Creative and past events suggest of good quality. Aimed at Muslim and Arab women. Commitment to understanding difference and debating issues for Arab women in society and how they are perceived. Part of a wider festival not just Tower Hamlets. Uses existing venue contacts and marketing from wider festival and targets 3 community groups, not clear how wider community engaged. • Good partnerships, Media, venue and local organisations, though these are partly due to it being part of a larger festival which is national. Some local community involvement through targeted workshops. • Challenges perception of Arab women. Does not clearly demonstrate the number of beneficiaries from the community through involvement. Looks to distinguish the difference between Arab and Muslim women. Outcomes for local community not clear. • Difficult to determine number of beneficiaries beyond the audience attending. No ticket price indicated but indication through budget that ticket income. Not sufficient benefit demonstrated to receive funding.
Assessment score	52/90

Application reference	EF201516.19
Event	NeemaiGeeti and VaishnavSangeet
Event Date	19 th July 2015
Organiser	RadhaRaman Society
Venue	Rich Mix
Ward	Weavers
Amount requested	£2,000
Amount awarded	Nil

Event detail and summary assessment	<p>Folk music and folk dance based on the Indian philosophical movement of Vaishnavism.</p> <p>The application did not score highly on the following points:</p> <ul style="list-style-type: none"> • The ward in which they wish to hold their event receives a very high number of applications and awards. • Application suggests reliance on existing users of the centre rather than broadening out to a wider local audience. • Application did not demonstrate clear need or benefit to the local community. • It did not demonstrate how the event and activities would be accessible to the wider community, although the application mentions this, it suggests that the event was targeted mainly at the Bengali community through the Bengali media • Partnerships were limited to the venue and Bengali media in kind • Application states that they will target young people and combat religious fundamentalism without giving an indication of how this would be done • High cost for the number of beneficiaries with a high reliance on the Event Fund-, Officers considered that the event was not viable if a lesser amount was awarded and did not consider it to merit the level of funding requested. • Outcomes were unclear, and number of beneficiaries was unclear beyond the audience.
Assessment score	43/90

Application reference	EF201516.22
Event	Stepney Green Fair 2015
Event Date	26 th July 2015
Organiser	Stifford Centre
Venue	Stepney Green Park
Ward	Stepney Green
Amount requested	£2,500
Amount awarded	Nil
Event detail and summary assessment	<p>Annual community event with local talent, food, children's rides, games, health info, stalls, crafts, community engagement and sports activity.</p> <ul style="list-style-type: none"> • Organisation on the defaulters list. Organisation have delivered similar events in previous years and received funding. • Priorities around community cohesion, meeting the Healthy and Supportive and Safe and Cohesive

	<p>community objectives.</p> <ul style="list-style-type: none"> Limited artistic content and doesn't demonstrate innovative programming. Largely stalls and rides. Site physically accessible. Local media campaign to engage community. Confirmed funding from Canary Wharf Group. Other input from organisations through having stalls. Outcomes unclear and do not demonstrate arts based outcomes. Not clear who target audience are or how it will be monitored. Little demonstration of how the event will benefit. Overall budget reasonable for number of beneficiaries. High marketing costs. Benefits mainly through health and sport.
Assessment score	40/90

Application reference	EF201516.29
Event	Move Me
Event Date	8 th August 2015
Organiser	Move Me Dance
Venue	Crossrail Roof Garden, Canary Wharf
Ward	Canary Wharf and Island Gardens
Amount requested	£500
Amount awarded	Nil
Event detail and summary assessment	<p>Participatory dance event for non-dancers as part of the launch season for the new performance area of Canary Wharf Roof Garden.</p> <ul style="list-style-type: none"> Under represented wards. Relatively new organisation however demonstrates previous track record of delivering similar events. Would demonstrate that they can deliver as planned. No past track record of funding or delivery in Tower Hamlets. Benefits to wider community not clearly demonstrated. Some mention of community cohesion however not backed up with clear evidence of how this would be achieved. Low number of beneficiaries (25 participants, 50 spectators). Part of a running order for opening of venue. Free event, limited numbers. Targeted through local, regional and social media. Sketchy information about the activity content, limited access. states commitment to equality but no detail. No clear demonstration of wider community involvement apart from taking part in the dance. Some cash and in kind support from partners. Partnerships are low key, venue for rehearsals and in kind technical and marketing support. Does not demonstrate commitment to celebrating

	<p>cross-cultural understanding or diversity. Stated outcomes are not backed up on the application form. No demonstration of engaging with local people rather based on assumption. Potential to raise profile of dance organisation, and develop 6 dance volunteers. Clear that participatory event however not evidenced that these will be local residents.</p> <ul style="list-style-type: none"> • Costs high for limited number of beneficiaries (1 hour in larger programme). Project costs are reasonable. Application does not give sufficient detail of the programme.
Assessment score	39/90

Application reference	EF201516.31
Event	Jungle Book
Event Date	7 th – 18 th August 2015
Organiser	Open Book Theatre Productions Ltd
Venue	Cubitt Town Library, Idea Store Bow, Idea Store Watney Market, Idea Store Whitechapel, idea Store Canary Wharf
Ward	Canary Wharf, Bow East, Shadwell, Spitalfields and Banglatown Town, Blackwall and Cubitt Town
Amount requested	£1,800
Amount awarded	Nil
Event detail and summary assessment	Free adaptation of The Jungle Book for 5-15 year olds in Idea Stores. Application received after deadline and declined.
Assessment score	N/A

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GUIDELINES AND CRITERIA

Tower Hamlets Council recognises the unique position of local voluntary and community groups in supporting residents as well as providing services for them. The Council is committed to supporting the work and the future of the voluntary and community sector, coupled with the drive for the best use of resources.

The Events Fund is a distinct allocation from the Tower Hamlets Mainstream Grants budget and exists to provide small grants for high quality public events and festivals, which are accessible to, and of benefit to the community. Please pay careful attention to the following information and, to avoid disappointment, only apply if fully eligible.

1. When to apply

- a. The Events Fund operates on a rolling programme with monthly deadlines.
- b. Applications should be received 3 months before the event or project takes place, or at a minimum should adhere to the timeframe below.
- c. Successful applicants must return the signed Terms and Conditions Acceptance Form within 4 weeks of the start date of their project or event
- d. We aim to assess applications within three weeks of the deadlines outlined below. However please take into consideration that it can take up to 3 months from application deadline to receipt of first 80% of funding.
- e. Late applications will not be considered and applications cannot be made retrospectively.
- f. Events requiring a Premises Licence (where one does not already exist) are advised to apply a minimum of 3 months before their event date.
- g. All applications must be submitted on the correct application form

Applications must be received by 18:00 (6pm) on the deadline day, late submissions WILL NOT BE CONSIDERED

Event Date	Application Deadline	Event Date	Application Deadline
April 2015	18th March 2015	October 2015	3rd August 2015
May 2015	18th March 2015	November 2015	7 th September 2015
June 2015	6th April 2015	December 2015	5th October 2015
July 2015	4th May 2015	January 2016	2 nd November 2015
August 2015	1st June 2015	February 2016	7 th December 2015
September 2015	6 th July 2015	March 2016	4th January 2016

2. Award Amounts

- a. Awards will depend on the overall demand for grants, the level of priority attached to the event, the proposed use of the grant, and to what extent the stated criteria can be met.
- b. We are unlikely to fund the same organisation twice in the same financial year.
- c. Events funded in one financial year will not be guaranteed funding the following year.
- d. The maximum amount that can be applied for is £2,500. However, most awards will be in the region of £500 - £1,500.
- e. The level of funding offered will take into consideration the cost, subsidy per head, other cash funding agreed or pending, the amount of in-kind support, the audience or participants benefiting from the project and / or the overarching artistic value of the project and its benefits.
- f. Applicants applying for higher level awards will need to demonstrate a high quality offer and good value for money, with sufficient cash funding from other sources.
- g. Events with paid entry will need to demonstrate what the entry cost will be and the breakdown of ticket prices. The application will need to demonstrate that the event will maintain access to the wider community. Priority will be given to events which are free of charge.
- h. Awards will depend on the overall demand for grants, the level of priority attached to the event, the proposed use of the grant, and to what extent the stated criteria can be met.

3. The Events Fund aims to:

- a. Improve access to arts based events.
- b. Encourage good practice.
- c. Provide arts activities where few exist.
- d. Improve quality of festivals and events in Tower Hamlets.
- e. Extend the potential of events to develop audiences, encourage participation and increase community involvement.
- f. Allow for more adventurous or ambitious programming.
- g. Promote community cohesion and cross-cultural understanding

4. Eligibility

- a. Events and projects that are eligible include: community arts festivals, cultural events, creative and performing arts projects.
- b. In all cases events or projects should be led by an organisation which has a formal management

structure and constitution. The organisation must be able to show that it is financially stable, has a company bank account, has suitable premises, and has expertise to carry out and manage the activities that it needs funding for.

- c. All events must take place within the London Borough of Tower Hamlets between 1st April 2015 and 31st March 2016.
- d. Applications must meet the appropriate timescales – deadlines are final and non-negotiable.
- e. The activities must contribute directly to priorities in the Tower Hamlets Community Plan or Strategic Plan, mainly benefiting people who live in Tower Hamlets. For more information go to <http://tinyurl.com/pvlygj3>

One Tower Hamlets Promoting Community Cohesion through a diverse programme of free community events which contribute to tackling inequality, strengthening community cohesion and building community leadership and personal responsibility.

- **A Great Place to Live** – promoting a wide range of free or affordable arts provision to residents of the borough, bringing together residents from different communities both as audience and participants to celebrate the richness, vibrance and energy that our communities provide.
- **A Healthy and Supportive Community** – to support residents to live healthier, more independent lives and reduce the risk of harm and neglect to vulnerable children and adults. Promoting healthy living and mental wellbeing through arts and events.
- **A Safe and Cohesive Community** –to have a safer Tower Hamlets: a place where everyone feels safe, gets on better together and difference is not seen as threat but a core strength of the borough.
- **A Prosperous Community** – to have a Tower Hamlets in which everyone, regardless of their background and circumstances, has the aspiration and opportunity to achieve their full potential. At the heart of this theme is a focus on combating social exclusion, reducing poverty and improving the life chances of all residents. Working in partnership with large and small businesses, delivering activities for older people, young people and children.

5. Priority will be given to the following types of projects or events with a particular emphasis on the points below. Please provide evidence in your application of *how* you will achieve this. Use your own words rather than repeating the phrasing below.

- a. Community arts events which tackle inequality, strengthen community cohesion and build community leadership and personal responsibility.
- b. Community arts events which involve young people and encourage making a positive contribution to the community.
- c. Community arts events aimed at and involving older people.
- d. Arts events or projects which take place in under-represented ward areas in the borough, namely wards 2, 3, 4, 5, 6, 7, 8, 10, 12, 15, 16, 18, 20. To find your ward, please go to 1d on

the application form.

- e. Arts events or arts projects which are able to make a real difference in terms of community provision, neighbourhood renewal and/or community development.
- f. Arts events or arts projects which celebrate cultural diversity and extend cross-cultural understanding in the borough.
- g. Arts events or arts projects which are generated by organisations from within the borough.
- h. Arts events or arts projects which will take place in areas/venues/spaces that have little or no art activity or few public events.
- i. Arts events or arts projects which utilise art forms which are under-represented in the borough, or take a fresh and innovative approach to better represented art forms.
- j. Arts events or arts projects which aim to benefit the local community and increase opportunities for people with disabilities to take part in the arts; especially in areas of the borough where there is little chance to do this.
- k. Arts events or arts projects which involve the community in delivering and managing the event/project.
- l. Arts events or arts projects which attract a family audience.
- m. Arts events or arts projects which are discernibly different from other events in the borough.
- n. Cultural events or community arts projects which provide free access to audience and participants.
- o. Cultural events or community arts projects which celebrate and contribute to the Black History Month programme in October 2015.

6. The Events Fund will NOT:

- a. Be the sole source of income – the organisation must be able to show that it is taking reasonable steps to obtain funding for its activities from sources other than the council. Organisers are advised to seek funding and partnership support from a variety of sources. Other funding should not be solely “in-kind”. Details of other funding schemes and support can be obtained from:
<http://tinyurl.com/TH-other-funding>
<http://tinyurl.com/THOpen4Community>
<http://tinyurl.com/Mayor-s-Community-Grants>
- b. Fund core activities, i.e. main or essential activities of the company/organisation.
- c. Support events devoid of cultural or artistic content.

- d. Support profit making activities or events with a prohibitive charge for entry for local audiences.
- e. Support those who aim to raise money for charity, to promote religious or political beliefs or to promote the interests of an individual or organisation. The organisation must show that it does not want to promote or oppose any political party or cause or otherwise get involved in party political activity. We will not fund activities which promote the adoption of a particular faith or religion.
- f. Support any activity that leads to the long-term segregation of any particular group. (Segregation means keeping a group apart from the rest of the community.)
- g. Make grant payments to individuals. Organisations must have a bank account.
- h. Fund an organisation that did not fulfil grant conditions in full in previous years.

7. The Events Fund has the following mandatory criteria:

(Please bear this section in mind when completing your application form)

- a. Applications must be made on the correct version of the online Events Fund Form which must be completed in full. You should answer the questions in your own words giving evidence of how you will achieve your outcomes and ensure that your application is in an easily read format.
- b. Events / projects must take place in Tower Hamlets.
- c. Events / projects must have a clear sense of purpose and demonstrate a commitment to equality of opportunity. The event / project should contribute to greater mutual understanding, respect and good relations between different groups in the community. Please give clear examples.
- d. Events / projects must demonstrate support for the Council's vision to improve the quality of life for everyone living or working in the borough by ensuring they are compliant with the Equality Act 2010 and not discriminating on grounds of Age, Disability, Gender Reassignment, Pregnancy and Maternity, Race, Religion or belief (or lack of belief), Sex, Sexual Orientation, Marriage and Civil Partnership.
- e. Events / projects must be accessible to the general public (i.e. not be restricted to closed groups such as members of an organisation). Please demonstrate how you will promote your event to the wider community.
- f. Events / projects must demonstrate community involvement and active participation. Please demonstrate how you would do this, e.g. through workshops, organising, performance etc with clear outcomes stated.
- g. Applicants must be able to demonstrate their ability to attract partnership funding and support. Give examples.
- h. Income and Expenditure totals should be the same (balance). All cash and in-kind amounts should be included, as well as any projected income from ticket sales if applicable.

- i. Applicants must demonstrate good management and organisational practice as well as the viability of the event / project and their ability to carry it out.
- j. Applications can only be made by fully constituted organisations and must be accompanied by a copy of the constitution and most recent set of accounts.
- k. Acceptance forms must contain organisation bank account details, not those of personal current accounts. Payments are made by BACS transfer.
- l. Applicants must take out appropriate and adequate public liability insurance for the event.
- m. Events / projects must comply with statutory requirements for entertainment licensing, health and safety, safeguarding children and vulnerable adults, copyright etc. Organisers must obtain all necessary consents.

For further guidance regarding licensing go to: <http://tinyurl.com/THLicensing>

- n. Where possible, events will take place in accessible venues & your organisation must demonstrate an understanding of your obligations with regard to the Equality Act 2010. For further guidance go to: <http://tinyurl.com/TH-Equalities>
- o. Our monitoring requirements (Events Fund Evaluation) must be met within given timelines. Late and incomplete submissions may result in your second payment being withheld.
- p. Any payments granted to organisations supplying false information on their application forms are to be repaid in full to the Council.
- q. Events cancelled after receiving award will require organisations to repay the award in full.

8. Successful recipients of Events Fund grants MUST:

- a. Ensure that the programme/content of the event does not differ substantially from how it is described in your application. Any substantial changes to the programme or other income / funding received should be discussed with one of the Festivals & Events Officers prior to the event date, and we reserve the right to reconsider our funding commitment and to require repayment of any monies paid.
- b. Acknowledge the support of Tower Hamlets including use of logo and the following text inserted "Supported by Tower Hamlets Council", in all event publicity and promotional material including digital platforms such as websites or social media, press releases and post-event reports. Please use the correct version of the logo as supplied to successful applicants within the acceptance pack.
- c. Electronic versions of publicity and promotional material must be emailed to festivalsandevents@towerhamlets.gov.uk before your event, and hard copies should be submitted with your completed Evaluation Form.

- d. Be aware that any illegal fly posting of posters or promotional material around a funded event will mean that there will be no future funding for the group involved.
- e. Understand that for awards of £500 or more, 20% of the award will be retained until receipt of the completed evaluation form & budget statement (see point i. below) and all supporting documents as specified.
- f. Complete and return an acceptance form at least 4 weeks before the event / project.
- g. Submit details of the event directly onto the Tower Hamlets Arts website also including a photographic image to illustrate the event and register their organisation on our online Arts Directory at least 4 weeks before the event / project.
<http://tinyurl.com/submit-events>
- h. Be aware that payment will not be processed until:
 - o we have received the completed and signed acceptance form complete with BACS details by the specified deadline;
 - o details of the event have been added to the website;
 - o details of your organisation are registered onto the Arts Directory. (Tower Hamlets based organisations only)

Failure to receive a signed acceptance form at least 4 weeks prior to the date of your event will result in the Events Fund grant offer being withdrawn, as we are to assume that either you do not wish to accept the grant offered, or that your event is not taking place.

Please note that, in accordance with council finance procedures, it may take up to 28 days to process each payment instalment.

- i. Submit an evaluation report, photographs of the event, publicity samples, Equalities monitoring and final budget statement no later than the stated deadline. It will be the responsibility of the successful applicant to return these documents on time – we do not routinely send out reminders. Failure to submit an evaluation form and final budget statement within stated deadline will result in the final instalment of grant being withheld (for grants over £500) and may jeopardise any future application to the Events Fund regardless of grant total.
- j. Provide free access for THC arts team and/or their representatives to the event/project for purposes of monitoring.

For further details about the Events Fund please contact:

Festivals & Events Officer,
Arts, Parks & Events,
Tower Hamlets Council,
Brady Arts Centre,
192 -196 Hanbury Street,
London, E1 5HU
Tel. 020 7364 7907
Email: festivalsandevents@towerhamlets.gov.uk

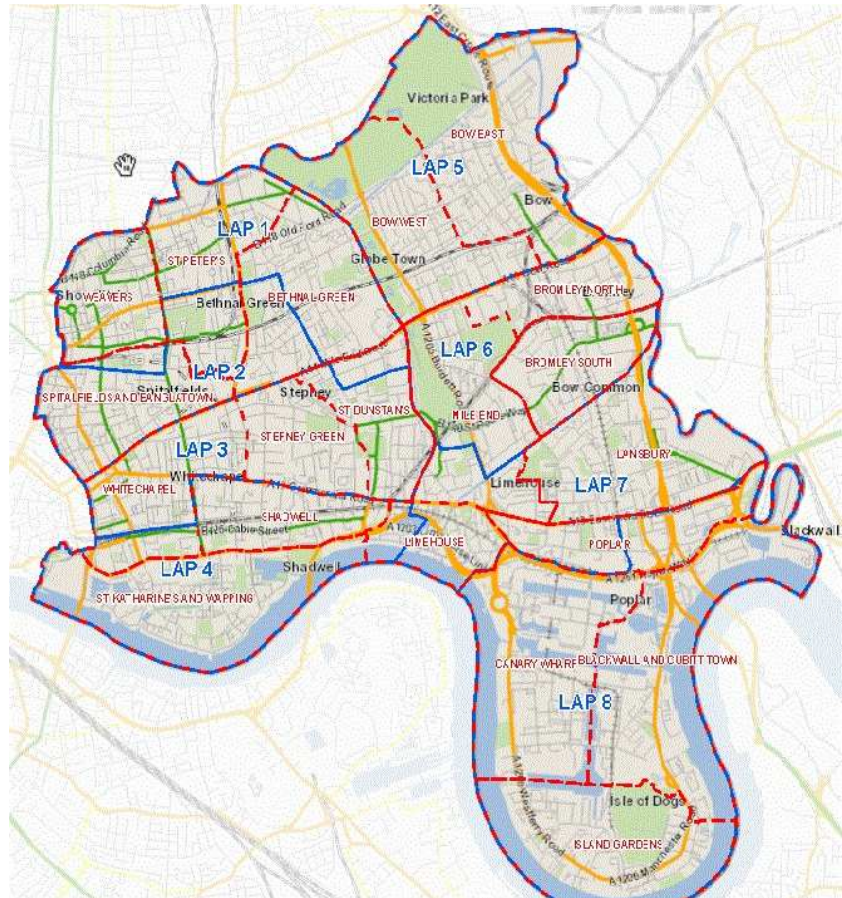
If you wish to have confirmation that your application form has been received, please email festivalsandevents@towerhamlets.gov.uk

All sections of the Events Fund Form must be completed in full. You should answer the questions in your own words, giving evidence and examples where appropriate. PLEASE KEEP A COPY OF YOUR APPLICATION. Please ensure your application is in an easily read format.

1		Event Details	
a	Title of event / project		
b	Date & Times of Event	Include start and end date and times.	
c	Venue	Where will the event/ project be taking place? Include postcode and Ward area	

Geographical Area where event is taking place

- 1. Bethnal Green
- 2. Blackwall and Cubitt Town
- 3. Bow East
- 4. Bow West
- 5. Bromley North
- 6. Bromley South
- 7. Canary Wharf
- 8. Island Gardens
- 9. Lansbury
- 10. Limehouse
- 11. Mile End
- 12. Poplar
- 13. Shadwell
- 14. Spitalfields and Banglatown
- 15. St Dunstan's
- 16. St Katharine's and Wapping
- 17. St Peter's
- 18. Stepney Green
- 19. Weavers
- 20. Whitechapel



2 Your Organisation																	
a Contact Details	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Contact name:</td> <td style="height: 40px;"></td> </tr> <tr> <td style="padding: 5px;">Position in company:</td> <td style="height: 40px;"></td> </tr> <tr> <td style="padding: 5px;">Organisation name:</td> <td style="height: 40px;"></td> </tr> <tr> <td style="padding: 5px;">Registered address:</td> <td style="height: 80px;"></td> </tr> <tr> <td style="padding: 5px;">Phone No:</td> <td style="height: 30px;"></td> </tr> <tr> <td style="padding: 5px;">Mobile No:</td> <td style="height: 30px;"></td> </tr> <tr> <td style="padding: 5px;">Email address:</td> <td style="height: 30px;"></td> </tr> <tr> <td style="padding: 5px;">Web address:</td> <td style="height: 30px;"></td> </tr> </table>	Contact name:		Position in company:		Organisation name:		Registered address:		Phone No:		Mobile No:		Email address:		Web address:	
Contact name:																	
Position in company:																	
Organisation name:																	
Registered address:																	
Phone No:																	
Mobile No:																	
Email address:																	
Web address:																	
b When was your organisation set up?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; padding: 5px;">Please give the set-up date</td> <td style="height: 60px;"></td> </tr> </table>	Please give the set-up date															
Please give the set-up date																	
c Organisation Management & Description	<ul style="list-style-type: none"> • How is your organisation managed? • Include legal/charity status and company and/or charity number if you have one. • In no more than 100 words please describe the work of your organisation. • Include a mission statement if you have one. • Give details of your organisation's long-term objectives/strategy. 																

3	Your Event	
a Attendance	<p>How many people do you expect to benefit from your event? Please include audience, participants, artists, Managers and organisers in the total.</p>	
b Description of Event	<p>What is the Event?</p> <ul style="list-style-type: none"> • Include details such as event content, audience profile, etc. • Include number of workshops, performances etc. • You should demonstrate that your event is accessible, innovative, creative and of high quality. Make reference to the Event Fund priorities & mandatory criteria • Please give examples and evidence to demonstrate each of these in your own words. • What is the purpose and expected outcomes of your event? • Will there be ticketed entry? Please include all ticket prices, including concessions, subsidies for local residents and free admission. 	

<p>c Benefit</p>	<ul style="list-style-type: none"> • What evidence is there that the event/project is needed? (Include how it will benefit the community and how your event is different from other events in the borough) • What are your priorities and how do they correlate with the Tower Hamlets Community Plan? • Please provide as much detail as possible. Think about content, location, and target audience. • Please refer to priorities in sections 4 and 5 of guidelines and criteria.
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<p>d Responsibility</p>	<ul style="list-style-type: none"> • Who will be responsible for delivering the event/project? Please include CVs of main leader/s. • Include a brief account of their ability to manage the event/project (i.e. track record). • Which other personnel (paid or unpaid) will be involved?
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<p>e Community involvement</p>	<ul style="list-style-type: none"> • How are you going to include the wider community in organising or actively participating in your event/project? • Please include details of partnerships, volunteers, cultural diversity, workshops, development etc. • How will you recruit participants to this project?
<p>f Accessibility</p>	<ul style="list-style-type: none"> • How will you ensure that your event/project is accessible to the whole community? This includes physical, financial, social and cultural accessibility. • Include how you will you market the event/project. Please include electronic and social media. • You are advised to demonstrate a commitment to equality of opportunity. • Please also demonstrate that you have understood your obligations regarding the Equality Act 2010
<p>g Previous Council Funding</p>	<ul style="list-style-type: none"> • Were you funded by LBTH in the previous 4 years? • If yes, please give the name & date of your event and funding award. • NB. Previous funding does not guarantee funding in subsequent years.

4		Partners	
a		Who are your partners on this project and how are you working together? <ul style="list-style-type: none"> • Include details & evidence of partnership funding, help in kind and collaborative work e.g. venue hire, office space, free marketing, use of equipment, etc. • Include any other funding/ in kind help from other Tower Hamlets council departments. • Please quantify in monetary terms. These amounts should be entered under income and expenditure in kind in Section 6. 	
5		Outcomes	
a		<ul style="list-style-type: none"> • What are the intended outcomes of the event/project? Please give a minimum of 4 outcomes and their evidencing requirements. • E.g. who will benefit, how will they benefit, how will it benefit the wider community? • How will you measure these outcomes? • Please detail any artistic development or progression routes for participants. • Please include increased participation and community involvement as a result of your activity. 	
	Outcome Description	Evidencing Requirements (How this will be measured)	
1			
2			
3			
4			
5			

B	<ul style="list-style-type: none">• How does this project fit into your long term objectives/strategy? (You should have given details of your long term objectives in Section 2c – Your Organisation)• How will you measure if this has been a success?

b. Expenditure Give details of the TOTAL projected expenditure of the proposal. (the total expenditure should be the same as the total income)			
Details		Cash or In Kind (please indicate for each cost)	Total Expenditure £
Staff:			
Administration:			
Equipment and materials:			
Infrastructure: e.g. stages, marquees			
Services: e.g. stewarding, medical.			
Artists fees / entertainment:			
Venue:			
Marketing:			
Licensing/ Health & Safety: MANDATORY			
Insurance: MANDATORY			
Monitoring and evaluation: MANDATORY			
Other – please list:			
TOTAL: This should be the same as your total income.	Total should include the in kind and cash expenditure		£

Tower Hamlets Council upholds the principles of the Data Protection Act and will hold on computer personal data supplied by you on this form or in any subsequent telephone conversation or correspondence during the course of our business relationship for the purpose of community development. The information held will be sourced from your employer or colleagues and may also be disclosed to your employer, colleagues, suppliers providers of goods of services in relation to effecting repairs upon our computing equipment, employment recruitment agencies and education or training establishments and examining bodies. The information supplied by you will also be available widely within the public domain.

I the undersigned freely consent to Tower Hamlets Council processing the information provided in the course of our partnership relationship with the Authority as outlined above.

DECLARATION

On behalf of the organisation / management committee, I declare that:

- the information in this application form and attachments is accurate to the best of my knowledge;
- I understand that my event/project must comply with statutory requirements for licensing, health & safety etc – our organisation will obtain all necessary consents & appropriate insurance cover.
- I have included CV of project leaders.
- I have included a copy of the organisation’s most recent set of accounts.
- I have included a copy of the organisation’s constitution.

Two signatures are required.

Name: Signed.....
(Contact person)

Position in organisation / Date
management committee:

Name: Signed
(Management Committee
Member)

Position in organisation / Date
management committee:

COMPLETED, SIGNED APPLICATION FORMS MUST BE SENT TO:

Festivals & Events Officer
London Borough of Tower Hamlets,
Arts, Parks & Events
Brady Arts Centre
192-196 Hanbury Street
London E1 5HU

Email: festivalsandevents@towerhamlets.gov.uk

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EVENTS FUND 2015-2016

Evaluation Form

It is a condition of grant for **ALL** successful applicants that you must complete, sign and return this form to Arts and Events by the deadline that applies to your project. For grants of £500+, the final payment will only be released when we have the information requested on this form **and when we are confident that all the grant conditions have been fulfilled.**

Deadlines for complete Evaluation Forms and all supporting information to be received:

Event Date	Evaluation Deadline	Event Date	Evaluation Deadline
April 2015	30 th June 2015	October 2015	5 th January 2016
May 2015	31 st July 2015	November 2015	31 st January 2016
June 2015	31 st August 2015	December 2015	29 th February 2016
July 2015	30 th September 2015	January 2016	31 st March 2016
August 2015	31 st October 2015	February 2016	30 th April 2016
September 2015	30 th November 2015	March 2016	31 st May 2016

1) **Please include the following with this form:**

a) **A FULL BUDGET STATEMENT**

The statement should detail the entire budget – both income and expenditure. It should be for this project / event only and should not include other core activities of your organisation. It should reflect the projected income and expenditure submitted with your original application. Please use notes to explain any difference from the budget in your original application. Remember to include "in-kind" items and any ticket revenue in both income and expenditure.

b) Please enclose photographs from your event (either prints or digital photos 300dpi or above) with your evaluation form and budget along with declaration that you have written permission from the subjects for their usage by LB Tower Hamlets.

c) Please enclose any publicity or promotional material showing the Tower Hamlets council logo.

2) Insufficient information provided in this evaluation may result in a request for re-submission (provided that it is before the final deadline) or the final payment of grant being withheld.

3) We want to make sure that all of our services are delivered fairly and include everyone's needs. The information provided will help us to improve our services to you and others in Tower Hamlets. With up-to-date and accurate information we are able to better understand our service users / residents to meet their specific needs, identify any possible discrimination or barriers to accessing our services and work to remove them.

- 4) Tower Hamlets Council monitors the delivery of services to ensure that they are representative of all communities and that all service users are treated fairly. The information you provide on this questionnaire will remain strictly confidential, in accordance with the Data Protection Act 1998. Information will only be used by Tower Hamlets Council or other arms-length organisations in the Tower Hamlets Partnership.
- 5) When completing the question on disability, this can be a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities.

If you would prefer an electronic version of this form, please email your request to:
festivalsandevents@towerhamlets.gov.uk



Evaluation Form for Events Fund

1 Event Details					
a	Name of Organisation				
b	Title of event/project:				
c	When did the event/project take place? Give date/s and times (include any reasons for changes from your original application).				
2 Access					
a	How many people were involved in, or benefited from, your project?				
	As participants				
	As audience				
	As artists				
	As managers/organisers				
b	From what ethnic group were the people who benefited from the project (please give a percentage of each category that applies). You may need to estimate this, please indicate if Actual or Estimated.				
	White				
	British		Irish		Traveller of Irish Heritage
	Turkish / Turkish Cypriot		Greek / Greek Cypriot		Gypsy / Roma
	European		other		NOT KNOWN
	Asian				
	Asian British		Bangladeshi		other
	Indian		Pakistani		Mixed / Dual Heritage
	Chinese		Vietnamese		NOT KNOWN
	Black				
	Caribbean		African		Black British
	Somali		Mixed / Dual Heritage		Other
	Latin American		Any other ethnic group		NOT KNOWN

c	Please indicate what percentage of your audience / participants had a disability:						
	Alzheimer's		Dementia		Deaf or Partially Deaf		
	Blind or partially sighted		Physical Disability		Learning Disability		
	NOT KNOWN						
d	Gender: Please indicate what percentage of your audience / participants were:						
	Women		Men		Transgender		
e	Age: Please indicate what percentage of your audience / participants were aged:						
	0-4		5-9		10 – 14		15 – 19
	20 – 24		25 – 29		30 – 34		35 – 39
	40 – 44		45 – 49		50 – 54		55 – 59
	60 – 64		65+		NOT KNOWN		
f	Religion Please indicate what percentage of your audience / participants were:						
	Agnostic		had no religion				
	Christian		Jewish				
	Muslim		Buddhist				
	Sikh		Hindu				
	Humanist		another religion (please specify)				
	NOT KNOWN						
g	Sexual Orientation						
	Heterosexual		Lesbian				
	Gay		Bisexual				
	NOT KNOWN						
h	Pregnancy and Maternity						
	Pregnant		Breastfeeding				
	NOT KNOWN						

i	Relationship Status Please tell us the percentage of people who were:		
	Civil Partnerships		Married
	Single		Co-habiting
	NOT KNOWN		Divorced
3	Your Event	Refer to question 3 in your application	
a	How did the project allow the audience and or/participants to experience a creative and high quality event? Please give examples and evidence.		
b	How did the project meet the priorities that you identified in your original application? Please give examples and evidence.		
C	How did the project enable you to reach the particular groups that you identified in your original application? Please give examples and evidence.		
4	Marketing	Please refer to question 3f in your application	
a	Explain whether your marketing plans were successful. Give examples. Attach copies of all relevant PR material – it is a condition of grant that the Tower Hamlets logo is used on all relevant publicity and promotional material.		

b	How were you able to attract new audiences / participants. Give examples.																		
5	Outcomes Please refer to outcomes you stated in question 5 in your application																		
a	Did you achieve your intended outcomes? Please give evidence / examples:																		
	<table border="1"> <thead> <tr> <th></th> <th>Activity / output / outcome description</th> <th>Evidence</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> </tr> <tr> <td>5</td> <td></td> <td></td> </tr> </tbody> </table>		Activity / output / outcome description	Evidence	1			2			3			4			5		
	Activity / output / outcome description	Evidence																	
1																			
2																			
3																			
4																			
5																			
b	How has this project helped strengthen, develop or change your organisation or its activities? Please give evidence / examples:																		
c	Do you intend to repeat and/or develop this project in the future? Please explain:																		

Budget Spreadsheet To Accompany Evaluation Form.

Please put all costs and income including ticket income and all contributions both cash and in kind and clearly state who has provided the financial support.

This budget should include the sources of income and expenditure given on your original application form with the actual amounts.

6 ACTUAL Income (Total for the event)			
Source of income Please give name of source or sponsor	Amount Total cash and in kind	Cash	In Kind
Amount you received from the Events Fund: (Please put full award amount even if you are awaiting the second payment)			
TOTAL:	£		

7 ACTUAL Expenditure Give details of the TOTAL expenditure reflecting your original application budget.				
Details		Cash	In Kind	Total Expenditure £
Staff:				
Administration:				
Equipment and materials:				
Infrastructure: e.g. stages, marquees				
Services: e.g. stewarding, medical.				
Artists fees / entertainment:				
Marketing:				
Licensing/ Health & Safety: MANDATORY				
Insurance: MANDATORY				
Monitoring and evaluation: MANDATORY				
Other – please list:				
TOTAL: This should be the same as your total income.				

8	Checklist (please tick box)	
	Completed evaluation form (all sections)	<input type="checkbox"/>
	Full budget statement – both income and expenditure with notes if applicable	<input type="checkbox"/>
	Photographs from your event, 300 dpi or above, either digital or prints (optional) I declare that I have obtained signed consent for use of the photos attached:	<input type="checkbox"/>
	Any publicity or promotional material showing use of Tower Hamlets logo	<input type="checkbox"/>
	Copy of Public Liability Insurance	<input type="checkbox"/>
9	Declaration	
	I confirm to the best of my knowledge that the information provided and the assessments made on this form as well as the attached budget statement are true and accurate. We have complied with the standard and special conditions attached to the grant and request payment of the final instalment.	
	Name:	
	Signature:	
	Position:	
	Date:	

Please return your completed form to:

**Events Fund Administrator
LBTH Arts & Events
Brady Arts Centre
192-196 Hanbury Street
London E1 5HU**

email: festivalsandevents@towerhamlets.gov.uk

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