



Meeting of the

# COMMISSIONERS' DECISION MAKING MEETING

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Wednesday, 19 August 2015 at 6.30 p.m.

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## SUPPLEMENTAL AGENDA

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	PAGE NUMBER	WARD(S) AFFECTED
4.2 Event Fund applications - September 2015	1 - 50	All Wards


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<b>Commissioner Decision Report</b> 19 <sup>th</sup> August 2015	 <b>TOWER HAMLETS</b>
<b>Report of: Head of Arts, Parks and Events and Festivals and Events Officer</b>	<b>Classification:</b> Unrestricted
<b>Event Fund Applications – September 2015</b>	

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

### Reasons for Urgency

The assessment period for these applications went beyond the 29<sup>th</sup> July 2015 and for this reason it was not possible for them to be presented at the public decision making meeting that took place on the 29<sup>th</sup> July. Some of the events this decision relates to take place prior to the Commissioners' Decision Making Meeting scheduled for 9<sup>th</sup> September and as a result this report is being presented urgently on 19<sup>th</sup> August 2015.

Early applications to the Event Fund were recommended by Officers to applicants for events wishing to be part of Black History Month. This would enable the successful applicants to advertise their event in the Black History Month brochure and achieve greater participation. This brochure is due to go to print at the end of August for distribution in early September.

### 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

## **1. REASONS FOR THE DECISIONS**

- 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. These applications received an assessment score of 51 – 90
- 3.5. Appendix C to this report sets out the details of new Event Fund applications recommended for rejection. These applications received an assessment score of 0 - 50

## **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 14 Event Fund applications. Officers have recommended that the 9 applications in Appendix B that total £8,550 are approved. The remaining 5 applications set out in Appendix C, are declined on the basis that they have not met the necessary assessment threshold for approval. The size of the awards recommended is dependent on the overall demand for grants, the amount of money available, 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 reflecting the spend profile of events that typically require necessary infrastructure to be purchased in advance of the events. 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. LEGALCOMMENTS**

- 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. 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.

## **7. BEST VALUE (BV) IMPLICATIONS**

- 7.1 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
- 7.2 The level of funding offered takes 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.
- 7.3 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
- 7.4 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.

## **8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

- 8.1 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.

## **9. RISK MANAGEMENT IMPLICATIONS**

- 9.1 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.

## **10. CRIME AND DISORDER REDUCTION IMPLICATIONS**

- 10.1 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.

## **11. SAFEGUARDING IMPLICATIONS**

- 11.1 There are no specific safeguarding implications.
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### **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:**

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## EQUALITY ANALYSIS QUALITY ASSURANCE CHECKLIST

<b>Name of 'proposal' and how has it been implemented</b> (proposal can be a policy, service, function, strategy, project, procedure, restructure/savings proposal)	<b>Event Fund applications September</b>
<b>Directorate / Service</b>	<b>CLC/ Culture, Learning and Leisure</b>
<b>Lead Officer</b>	<b>Steve Murray</b>
<b>Signed Off By (inc date)</b>	
<b>Summary – to be completed at the end of completing the QA (using Appendix A)</b> (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; margin-bottom: 10px;"> <div style="width: 20px; height: 20px; background-color: green; margin-right: 10px;"></div> <div><b>Proceed with implementation</b></div> </div> <p>As a result of performing the QA checklist, the 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>

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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)
<b>1</b>	<b>Overview of Proposal</b>		
a	Are the outcomes of the proposals clear?	Yes	Commissioners are recommended approving funding for new Event Fund applicants set out in Appendix B and rejecting funding for the Event Fund applications set out in Appendix C.

			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 community cohesion and, cross-cultural understanding. The events will involve a range of equalities groups (e.g. children, young people, women, ethnicity, families, people with disabilities and asylum seekers/refugees).
<b>2</b>	<b>Monitoring / Collecting Evidence / Data and Consultation</b>		
a	Is there reliable qualitative and quantitative data to support claims made about impacts?	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
<b>3</b>	<b>Assessing Impact and Analysis</b>		
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.
<b>4</b>	<b>Mitigation and Improvement Action Plan</b>		
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 rejecting.
<b>5</b>	<b>Quality Assurance and Monitoring</b>		
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).
<b>6</b>	<b>Reporting Outcomes and Action Plan</b>		
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 (EF) for events in September 2015 and early applications for Black History Month in October 2015 have been assessed by officers and are recommended for approval.

Details of each event are provided below.

### Events for September 2015 (end of Quarter 2 budget allocation)

<b>Application reference</b>	EF201516.40
<b>Event</b>	Third Bangla Music Festival
<b>Event Date</b>	25 <sup>th</sup> – 27 <sup>th</sup> September
<b>Organiser</b>	Saudha
<b>Venue</b>	Rich Mix, Kobi Nazrul Centre, Micro Business Centre, Montefiore Centre
<b>Ward</b>	Spitalfields and Banglatown, Weavers
<b>Amount requested</b>	£1700
<b>Amount awarded</b>	£1000
<b>Event detail and summary assessment</b>	<p>Third annual Bangla Music Festival celebrating traditional Bengali folk music in various venues around the Brick Lane area. Concerts spread across the 4 venues, 3 x interactive discussion and workshop with high profile academics on ‘creating a new audience of Bangla music in the west’ looking at music as a whole and areas of Bengali folk traditions that are dying, how to engage with local young people and promoting Bengali music to multi-cultural society. Inclusion of Dhamail Dance to encourage participation of socially excluded Bengali women, and focus of Bangla Music as part of a global multi-dimensional fusion trend. Event designed to fuse semi-classical Bengali music with western troubadours and western poetry (performers from Bethnal Green area).</p> <ul style="list-style-type: none"> <li>• Good track record of delivery of similar events in the borough. Wards receive high number of Event Fund awards to the venues. Has received previous EF funding.</li> <li>• Focus on under represented and dying forms of Bengali arts, folk music and dance. Local demand from previous events. Targeting younger people as performers and volunteers and intergenerational dialogue. Promoting activities for socially excluded Bengali women and young people.</li> <li>• Promotes One Tower Hamlets, demonstrating commitment to cross cultural understanding and celebrating diversity with “global multi-dimensional</li> </ul>

	<p>fusion” with cross-cultural music genres with dedicated marketing and outreach team to reach 40% non-Asian audience.</p> <ul style="list-style-type: none"> <li>• Improves access to Bengali and non-Bengali audience to traditional Bengali traditions whilst fusing with western style of Bengali Music. Strong marketing strategy.</li> <li>• Partnerships in-kind through venues, 22 young Tower Hamlets volunteers, Bengali and mainstream media partners. Limited match cash funding.</li> <li>• Outcomes increase participation of non-Bengali audience, connecting with socially excluded Bengali women, develop 22 young TH volunteers &amp; 7 TH performers will gain artistic skills. Connecting with mainstream media.</li> <li>• Reasonable costs per head, and reasonable PM / Admin costs. Good progression routes for volunteers and participants. Free to attend.</li> </ul>
<b>Assessment score</b>	68/90

<b>Application reference</b>	EF201516.46
<b>Event</b>	Street Life
<b>Event Date</b>	2 <sup>nd</sup> – 5 <sup>th</sup> September 2015
<b>Organiser</b>	Cardboard Citizens
<b>Venue</b>	Cardboard Citizens Bromley by Bow Centre
<b>Ward</b>	Bromley North Whitechapel
<b>Amount requested</b>	£2000
<b>Amount awarded</b>	£1500
<b>Event detail and summary assessment</b>	<p>Street/Life is a collaborative participatory performing arts project between Cardboard Citizens (CC) and the Bromley by Bow Centre (BBBC). Street/Life will create a theatrical snap-shot of one street in Bromley North, creating dialogue between the marginalised and better-off, revealing where/how community resilience exists and interacts. This contemporary piece of theatre reflects the complex social and housing situation everyone faces.</p> <p>A core element of this event is providing a platform for CC company members - those with homeless/vulnerable backgrounds. CC has trained and employed six company members as citizen-researcher-performers who have surveyed one Bromley North street, taking oral histories of residents and workers, who will answer questions around their housing situation. These interviews aim to capture stories from up to twenty residents, along with other non-resident community players (e.g. estate agent; police officer; shopkeeper.) relevant and significant excerpts will be rehearsed and performed by CCs Member actors.</p>

	<p>Four free performances of this theatre piece will be played to local audiences followed by shared reflection and debate.</p> <ul style="list-style-type: none"> <li>• Both venues are in underrepresented wards. CC has an excellent track record of delivery in the borough and has received previous funding from the Event Fund.</li> <li>• Different from other events in the borough, raising issues of homelessness, deprivation, social isolation and inequality. Contributes to all aspects of the TH Community Plan. Increases community cohesion and cross – cultural understanding.</li> <li>• Improves access to the arts with an innovative approach by involving those affected by homelessness, inequality and isolation in active participation and creating dialogue with the wider community. Accessible to the whole community although focused on community in North Bromley. Standard marketing approach with targeted outreach to relevant professionals &amp; organisations.</li> <li>• Collaborative partnership with Bromley By Bow Centre, members of the community. Financial and artistic support from the Calouste Gulbenkian Foundation.</li> <li>• Increases community cohesion and promotes cross-cultural understanding. Increases access to and participation in the arts for social benefit. Aims to reduce social isolation and build social networks and increase awareness and understanding of issues around where and how people live. Encourages participation and community involvement.</li> <li>• Relatively high costs for the number of beneficiaries, however reasonable admin and management costs and strong element of match funding. Clear benefits and progression routes for artists and participants and free for all to attend and be involved.</li> </ul>
<b>Assessment score</b>	70/90

Events for Black History Month in October 2015, submitted early in order to find out before submission into the BHM brochure in early August.  
(start of Quarter 3 budget allocation)

<b>Application reference</b>	EF201516.33
<b>Event</b>	Celebrate your Roots
<b>Event Date</b>	25 <sup>th</sup> October 2015
<b>Organiser</b>	SPLASH
<b>Venue</b>	St Matthias Community Centre
<b>Ward</b>	Poplar
<b>Amount requested</b>	£500
<b>Amount awarded</b>	£350
<b>Event detail and summary assessment</b>	<p>An afternoon and evening event organised by local young people in collaboration with SPLASH art and local community members. Programme will include a family of Drummers, a young Black Drama student and others who want to demonstrate their talents. The aim of the event is to promote the ethos of "One Tower Hamlets" and encourage inclusion built on knowledge and understanding. The building is wheelchair accessible and open to all. The aim is to have an audience which is a mixture of young and older Asian, Black and White residents as they try to build cohesion together.</p> <p>The audience will be local people, families and friends of the participants and the general public. The entrance will be free to all and there will be cultural refreshments.</p> <ul style="list-style-type: none"> <li>• Strong track record of delivery in the borough. Provides a vital service dedicated to breaking down barriers and bringing together different cultural groups in an under represented ward. Organisation has failed to meet evaluation deadlines or has submitted incomplete information on occasion and has been marked down for this.</li> <li>• Community talent show event that will provide a platform for young people to perform and participate in planning and delivery. Emphasis on young people and One Tower Hamlets with the aim to bring down racial and cultural barriers.</li> <li>• Event has free entry and is accessible to all. Marketing plans are not clear. Clear commitment to Equal Opportunities.</li> <li>• Evidence of fairly broad range of partnerships but roles not clearly defined. Involvement of local community in organising and delivering the event. Some other cash funding.</li> <li>• Clear commitment to celebrating cultural diversity and cross-cultural understanding. Outcomes include providing a platform for involvement and active</li> </ul>



	<p>participation for young people. Skills development for participants in planning and delivery and performing. Encourages participation and community involvement.</p> <ul style="list-style-type: none"> <li>Reasonable budget, low costs for number of beneficiaries. Some match funding. Progression routes for participants.</li> </ul>
<b>Assessment score</b>	52/90

<b>Application reference</b>	EF201516.34
<b>Event</b>	Rise Up and Still Rising
<b>Event Date</b>	1 October 2015
<b>Organiser</b>	Theatre Centre Ltd
<b>Venue</b>	Mulberry School For Girls Mulberry and Bigland Green Centre
<b>Ward</b>	Shadwell
<b>Amount requested</b>	£850
<b>Amount awarded</b>	£500
<b>Event detail and summary assessment</b>	<p>This is a new play entitled 'Rise Up' and accompanying activist workshop 'Still Rising' aimed at Mulberry School for girls pupils, parents and wider Shadwell community. The play covers the history of the 'Freedom Riders' – groups of black and white students who rode the buses across the southern states of North America in 1961 forming part of the Civil Rights Movement, and breaking the rules of segregation and igniting a revolution. A participatory workshop will help the audience to understand the significance of the protests and contemplate their own social and political engagement. Part of the programme is confined to the school with performance to 150 13 -18 year olds followed by 60 young people taking part in the Still Rising workshop which will be part of a Black History Month launch for the school at the Bigland Centre with performance and debate, attended by parents and the wider community. The cast is mixed race, and the topic covers contemporary and historical characters to make the subject more accessible and relevant to contemporary audiences</p> <ul style="list-style-type: none"> <li>Established track record of delivery and background of working with range of cultural forms. Taking place in underrepresented ward. No previous funding from the Event Fund.</li> <li>Event aims to build community understanding of significance and relevance of the Civil Rights Movement in society today. Encourages debate in issues affecting the local community and supports community cohesion. Free to attend performance and debate at Bigland Centre.</li> <li>Free Access, targets diverse local community of Shadwell to actively engage in the arts. Innovative by</li> </ul>

	<p>engaging in historical arts based project with a contemporary approach. Utilises existing marketing channels.</p> <ul style="list-style-type: none"> <li>• Limited but strategic partnerships providing in kind support, in addition to participation by local people.</li> <li>• 250 people will learn about the Freedom Rides. 150 people will take part in debates around local community issues and action that can be explored. 60 young women will work with trained facilitators to explore the issues and how they can be tackled and resolved. Free accessible evening performance provides opportunity for cross-cultural Understanding and engagement in the arts to develop critical thinking. One Tower Hamlets, Healthy and Supportive, Safe and Cohesive. Empowering young people to use the arts as a tool for discussion and to actively engage in social issues.</li> <li>• Admission is free, however day time event at the school is restricted to pupils. Good value for money per head, project costs outlined are reasonable.</li> </ul>
<b>Assessment score</b>	62/90

<b>Application reference</b>	EF201516.35
<b>Event</b>	Photomonth
<b>Event Date</b>	1 October – 30 November 2015
<b>Organiser</b>	Alternative Arts
<b>Venue</b>	Various across the borough
<b>Ward</b>	All
<b>Amount requested</b>	£2500
<b>Amount awarded</b>	£1800
<b>Event detail and summary assessment</b>	<p>Photomonth is an annual international photography festival across the 3 East London Boroughs, Tower Hamlets, Newham and Hackney. It is committed to the creative development of photography. The exhibitions present work of the highest possible standard giving exposure to photographers from around the world in addition to those who are locally based. It has a reach of 180,000 over the course of the festival, with many venues in Tower Hamlets in both existing galleries and innovative temporary arts spaces. The festival includes a programme of talks, tours, seminars, walks, workshops, exhibitions and courses which celebrate the depth and diversity of contemporary photography. It is the only festival of its kind in London in which all of the art forms are photography in all of the spaces at the same time. There are new projects this year looking at book launches, discussions, self-publishing workshops, work with youth and community groups, professional development talks to name a few. There is an open call for submissions giving emerging</p>

	<p>artists the opportunity to exhibit in a variety of unusual and interesting spaces alongside internationally renowned photographers in major institutions.</p> <ul style="list-style-type: none"> <li>• All wards will be covered. Excellent track record of delivery in the borough, event has been funded previously.</li> <li>• Different to other events in the borough as focuses purely on photography. Targeted at cross cultural and cross generational participants and audience. Local amateur and professional photographers can exhibit side by side. Wide ranging programme of photography exhibition across the borough, contributes to One Tower Hamlets, Community Cohesion and a Great Place to Live.</li> <li>• Application demonstrates improved access to high quality arts based activity within the borough, in accessible spaces. Events are mainly free to access although a minority will have a charge. The project has demonstrated that it is sustainable as it takes place on a yearly basis. Clear commitment to Equal Opportunities. Strong marketing strategy with own website.</li> <li>• Vast range of partners with clearly defined roles. Strong collaborations with various venues providing in kind support, community involvement.</li> <li>• Outcomes include encouraging local community to participate or visit the exhibitions, potential for progression routes for participants. Increasing exhibitions in venues and raising the profile of the venues, increasing community involvement.</li> <li>• Overall very good value for money, match funding pending. High quality, innovative and artistic project.</li> </ul>
<b>Assessment score</b>	74/90

<b>Application reference</b>	EF201516.36
<b>Event</b>	Better for Knowing You
<b>Event Date</b>	19 <sup>th</sup> October to 26 <sup>th</sup> November 2015
<b>Organiser</b>	Poetry in Wood (PIW)
<b>Venue</b>	Montefiore Centre
<b>Ward</b>	Spitalfields and Banglatown
<b>Amount requested</b>	£1559.15
<b>Amount awarded</b>	£800
<b>Event detail and summary assessment</b>	Exhibition and opening party in reception of Montefiore Centre exploring different Black cultures in Tower Hamlets. PIW will use personal stories and objects from homes of their members of black heritage and will include field trip around the borough which will inform content, followed by 6

	<p>half-day printing workshops using different printing techniques, exhibition and opening party in the Montefiore Centre which houses a variety of different organisations who do not necessarily mix normally. Poetry in Wood, work with people with learning disabilities and this event would bring them into a safe though public environment. Workshops and exhibition open to existing service users, other learning disabled groups and the wider community. The workshops will also lead to some of the participants gaining experience in their social enterprise which makes wooden articles and printed bags etc to sell.</p> <ul style="list-style-type: none"> <li>• Ward receives high number of applications. Long established organisation with strong track record of delivery of similar projects. Previously funded but no application for a number of years.</li> <li>• Different as working with people with learning disabilities and non-disabled people. Access to arts based learning in woodwork and printing. Celebrates cultural diversity and cross cultural understanding, in addition to promoting community cohesion. Accessible to the whole community however marketing is fairly limited and emphasis on getting to know the other organisations in the Montefiore Centre. One TH strands, Safe and Cohesive, Prosperous, and Healthy and Supportive Community.</li> <li>• Improves access to arts based activity. Exhibition and workshops in public space opening up to wider community and other learning disabled groups. Standard local community marketing (local paper, web, email, flyers in centres etc). clear commitment to Equal Opportunities. Potential for sustainability due to potential new partnerships formed with other centre users and organisations.</li> <li>• Lack of partnerships stated beyond the venue and volunteers and roles not clearly defined. Refer to unconfirmed partnership funding support however it is not defined and amounts are not given.</li> <li>• Outcomes include celebrating cultural diversity and cross cultural understanding, breaking down barriers between those with and without learning disabilities, creative and artistic progression opportunities, skills and paid work opportunities, raising the profile of the organisation and the venue, reducing isolation and increasing community involvement.</li> <li>• Costs are reasonable, unclear how many participants will be involved in workshops, no other income specified, good progression opportunities. Budget only includes the Event Fund amount therefore difficult to assess the VFM per head. Free to attend and participate.</li> </ul>
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<b>Assessment score</b>	55/90
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<b>Application reference</b>	EF201516.41
<b>Event</b>	Arriving in the UK as an Unaccompanied Minor
<b>Event Date</b>	17 <sup>th</sup> October
<b>Organiser</b>	Half Moon Theatre
<b>Venue</b>	Half Moon Theatre
<b>Ward</b>	St Dunstons
<b>Amount requested</b>	£1070
<b>Amount awarded</b>	£600
<b>Event detail and summary assessment</b>	<p>Event following week long presentation of 'Map of Me' a spoken word performance for teenagers exploring how the displaced child finds a sense of self and belonging, based on real life experiences of asylum seekers. The story tells the girl's journey fleeing war in her homeland revealing emotional and heartfelt experiences along the way of her forced migration. The performance is followed by discussion with the audience.</p> <p>On the Saturday, there will be a series of free family events as part of BHM to accompany the play exploring the issues in the play. Working with TH New Residents and Refugee Forum in addition to other refugee arts organisations. These include Scriptwriting workshop, panel discussion and spoken word workshop mainly aimed at 13-18 year olds.</p> <ul style="list-style-type: none"> <li>• Located in underrepresented ward for Event Fund. Excellent track record of delivery of similar events in the borough. Organisation been funded previously.</li> <li>• Child migration is a different theme than most other events content. Raises important issues and provides opportunities for creative expression and progression for young people. Event is clearly targeted at and focused on young people.</li> <li>• Innovative combination of performance, workshops and panel discussion. Creative and of high quality. Solid targeted and broad marketing strategy. Workshops free although ticket price for show may be prohibitive. Targeting young people so although aimed at families, workshops more accessible to 13-18 year olds. Contributes to One TH, Safe and Cohesive strand.</li> <li>• Strong strategic partnerships with good mix of organisations but roles are not clearly defined. Lack of community involvement beyond participations, and lack of match funding.</li> <li>• High cost per head and ticket price for the show however production costs are reasonable. Limited</li> </ul>

	match funding.
<b>Assessment score</b>	53/90

<b>Application reference</b>	EF201516.42
<b>Event</b>	Well Being Festival
<b>Event Date</b>	29 <sup>th</sup> October 2015
<b>Organiser</b>	THACMHO (Tower Hamlets African Caribbean Mental Health Organisation)
<b>Venue</b>	Oxford House
<b>Ward</b>	St Peters
<b>Amount requested</b>	£2590 (limit £2500)
<b>Amount awarded</b>	£1000
<b>Event detail and summary assessment</b>	<p>One day art and heritage festival curated around the theme of well-being through a heritage exhibition, music, film and performances. Mental health service users and THACMHO members will be facilitated and supported to curate an events programme of exhibitions, screenings, performances and talks that engage a wide audience in a conversation about mental well-being. By addressing the theme of well-being the aim is to change attitudes and behaviour towards African and Caribbean people with mental health problems, reduce mental health stigma and increase understanding of how to promote well-being in the community.</p> <ul style="list-style-type: none"> <li>• Based in a ward with a medium number of Events Fund applications. Good track record of delivery of similar events in Tower Hamlets, and previous funding awarded, however evaluation not received for 1415.</li> <li>• Focus on Mental Health different to most other events in the borough. Aims to tackle inequality strengthen community cohesion and build community leadership and personal responsibility. Clear target audience. Contributes to One Tower Hamlets, Healthy and Supportive, Safe and Cohesive. Responds to the high incidence of mental health in the African and Caribbean community.</li> <li>• Improves access to arts based activities for target audience. Innovative in engaging and addressing the mental health issues through arts participation. Challenges stigma of mental health issues and reaches the wider community. Good range of arts activities in the programming. Targeted marketing.</li> <li>• Good mix of strategic and delivery partnerships, including involvement of volunteers. Good in kind partnership funding support but lack of cash support. Role of partners clearly defined. Potential for sustainability</li> <li>• Outcomes include raising awareness of mental health</li> </ul>

	<p>issues in the African and Caribbean communities, increasing wellbeing through arts based activity, increasing participation and skills of those with mental health issues.</p> <ul style="list-style-type: none"> <li>Reasonable budget for the number of beneficiaries, with reasonable management and admin costs. Only in-kind match funding, no other cash so high reliance on Event Fund. Free to attend and participate.</li> </ul>
<b>Assessment score</b>	55/90

<b>Application reference</b>	EF201516.47
<b>Event</b>	Fright Flicks
<b>Event Date</b>	31 October – 1 November 2015
<b>Organiser</b>	Studio Film School Ltd
<b>Venue</b>	PillBox
<b>Ward</b>	St Peters
<b>Amount requested</b>	£1500
<b>Amount awarded</b>	£1000
<b>Event detail and summary assessment</b>	<p>Fright Flicks is an innovative, family orientated, multidisciplinary, short film and interactive arts festival. Audiences will watch 6 short films, 6 installations and 6 live performances on an interactive tour of the festival over the Halloween weekend. The event will bring together a diverse audience of local family audiences to engage with artworks by local practitioners and celebrate immersive and interesting ways to enjoy stories aimed at removing the barriers young people may associate with art creation, making film and visual arts. This project seeks to broaden their experience of film and celebrate short film media.</p> <p>Attendees will be guided through the experience by actors playing themed characters. They will see short film screenings and art installations by London based film makers and artists, specifically designed for young audiences, and also participate in micro-workshops around the tour. As part of this, the audience will contribute to artistic works-in-progress and interact with live art presentations.</p> <p>The event will be hosted in a unique installation in the Pillbox building, which is a converted factory, and the set designer will respond to the building's pharmaceutical factory design to create a high quality, authentic set that will inspire and showcase artworks from local emerging artists.</p> <p>The event will be curated by a panel of 10 young people, the young curators, who will be responsible for selecting the film and artistic programme, and for organizing social media marketing campaigns. The event will be ticketed,</p>

	<p>however ticket prices have been structured with financial accessibility in mind.</p> <ul style="list-style-type: none"> <li>• The organisation has not been funded before, and it is a new venue. Previous experience in the type of event. Ward receives medium support from Event Fund. Good track record, however new to Tower Hamlets.</li> <li>• Different as curated by 14-19 year olds and aimed at engaging with the 11 – 18 age group and breaking down barriers to film making and short films. Explores progression routes in creative industries with the priority being young people. Affordable ticket prices and 50% reduction for TH residents. Supports the One Tower Hamlets, A Great Place to Live and Prosperous Community (looking at career paths)</li> <li>• Innovative in so far as young people are curating and presenting the festival. High quality event delivered by industry professionals supporting the young people. Sustainability through mentoring and development of young people leading to career opportunities. Good marketing strategy linking into young people’s communication networks. The event will improve access to film for young people and is accessible to all.</li> <li>• Wider community involved in delivery and planning of the event through volunteer participation. Some additional cash funding. Partnership organisations weak.</li> <li>• Clear outcomes with 20 artists producing for young audiences, professional development through financial and mentoring support. Increasing accessibility to young people to short film media. 10 youth curators receiving mentoring in events and arts programming contributing to their employability skills and leadership.</li> <li>• Costs are well balanced and reasonable for the number of beneficiaries. Project Management and Admin costs are reasonable. Some match funding, largely pending.</li> </ul>
<b>Assessment score</b>	61/90



## 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.

### September Event Application (out of Quarter 2 allocation for Event Fund)

<b>Application reference</b>	EF201516.32
<b>Event</b>	Bengali Cultural Festival
<b>Event Date</b>	12 <sup>th</sup> September 2015
<b>Organiser</b>	Udichi Shilpi Gosthi
<b>Venue</b>	Brady Arts Centre
<b>Ward</b>	Spitalfields and Banglatown
<b>Amount requested</b>	£2500
<b>Amount awarded</b>	Nil
<b>Event detail and summary assessment</b>	<p>This event aims to celebrate Bengali Culture through Bengali Poets, singers, dancers, writers on one platform. The event also includes children's performance and exhibitions. There will be song and dance contest for young people and children with awards. Young people and children will be able learn the history of Bengali art, music and dance. There will be various workshops in creative writing, painting, music, acting etc.</p> <ul style="list-style-type: none"> <li>• The ward receives a high level of Event Fund awards. The organisation have a consistent track record of delivering similar events within the borough and have received previous EF funding. Organisation have been refused funding previously for being in debt to the council and have returned late evaluations in the past.</li> <li>• This is an annual event with a variety of arts activities however not clear if it is different from other Bengali Arts events. The aim is to bring young and old Bengali people together to improve community cohesion however there is no detail of how this would be achieved.</li> <li>• The event improves access to Bengali arts and culture however no evidence of innovative programming or marketing or appealing to the wider community. Free event and accessible venue. Good mix of Bengali cultural organisations participating in the event. Limited evidence of match funding from partner organisations.</li> <li>• Application celebrates Bengali culture and cross-cultural understanding, but no clear evidence of cultural diversity within the content or how it will appeal to or attract the non-Bengali community. Outcomes are not measurable and progression routes of participants are unclear. Good involvement of community organisations.</li> <li>• Medium costs for number of beneficiaries, reasonable</li> </ul>

	costs for admin and management. Free event, high reliance on Event Fund.
<b>Assessment score</b>	50/90

**October Event Applications (Early BHM submissions out of Quarter 3 Allocation for Event Fund)**

<b>Application reference</b>	EF201516.37
<b>Event</b>	BHM Celebration
<b>Event Date</b>	2-3 October 2015
<b>Organiser</b>	Grand Union Music Theatre Ltd (GUO)
<b>Venue</b>	St John on Bethnal Green
<b>Ward</b>	Bethnal Green Ward
<b>Amount requested</b>	£2500
<b>Amount awarded</b>	Nil
<b>Event detail and summary assessment</b>	<p>Proposed as launch event for BHM. Exploring the themes of migration past and present, this event would aim to bring different communities together through participating in music workshops and performance at St John's Church. Event would have free admission.</p> <ul style="list-style-type: none"> <li>• Although GUO have received previous funding for events and have a good track record of delivery of similar events in the borough, this is an experimental concept or proposal rather than an event application.</li> <li>• The application proposes engaging with a diverse range of organisations however there are no partnerships or agreements with other organisations or individuals identified at this point. Supports community cohesion through bringing together diverse communities in a collaborative project. High dependence on word of mouth of artists to widen audience attendance and some social media and council outlets. Supports a Great Place to Live and Safe and Cohesive Community.</li> <li>• The project aims to bring artists together through workshops which will culminate in a public performance. Demonstrates commitment to equality and diversity.</li> <li>• Although a range of community partners have been identified it is not clear what the roles are in all cases apart from the venue which is being provided. Proposed mix of cultural groups is appropriate however no clear detail of how this would be achieved. Event is reliant on receiving full funding from EF.</li> <li>• The project is ambitious but embryonic and not developed beyond the conceptual stage. The event would engage with a diverse community to participate</li> </ul>

	<p>in the project helping to extend cross-cultural understanding in the borough. Although it mentions it, it does not illustrate how it would increase awareness of Black History and culture specifically. Lack of detail of outcomes for participants and unclear of the number of beneficiaries involved. Appears to be more beneficial to GUO and increasing their cross-cultural collaborations and organisational development as outcomes for participants and audience are not clear.</p> <ul style="list-style-type: none"> <li>• High costs per head, numbers not clearly identified. Complete reliance on EF to receive full amount requested.</li> </ul>
<b>Assessment score</b>	47/90

<b>Application reference</b>	EF201516.39
<b>Event</b>	A Fool's Paradise
<b>Event Date</b>	Not confirmed but part of BHM in October
<b>Organiser</b>	AAA 4 Strike 4 Success Ltd
<b>Venue</b>	Brady Arts Centre
<b>Ward</b>	Spitalfields and Banglatown
<b>Amount requested</b>	£2000
<b>Amount awarded</b>	Nil
<b>Event detail and summary assessment</b>	<p>The event is a musical play giving an account of the mass migration from the Caribbean to England during the late 1950's reminiscing on their journey to the motherland. The hopes and aspirations of the migrants based on the mythical tales from across the seas and the reality as the proposed streets paved with gold turn out to be an illusion.</p> <p>A play for all the family with a bit of humour. It has songs that are familiar from 1950's – 2000 from artists such as Nat King Cole, Luther Vandross, Millie, Ruby Winters, Blue Mink etc. The play is devised collaboratively with the cast and includes some audience participation. The play is aimed mainly at people of Caribbean origin however it is open to the wider community.</p> <p>The cast are non-professional young people who want to pursue a career in the arts industry ages from 16yrs – 30yrs. The play aims to Conserve and enhance the cultural heritage of the Caribbean community for the present and future generations and celebrate their presence and contribution to today's society.</p> <ul style="list-style-type: none"> <li>• The ward has a high number of EF awards. Organisation has a track record of organising events however no evidence of similar events in the application. Not been funded previously.</li> <li>• Contributing to community cohesion as part of BHM highlighting positive impact and contribution of African</li> </ul>

	<p>and Caribbean immigration on Britain. Targeted towards young people but open to a family audience. Focus on bringing young and older people together to share experiences (intergenerational). Contributes to One Tower Hamlets</p> <ul style="list-style-type: none"> <li>• Limited information about structure and content of workshops and performance. Difficult to say whether innovative or of high quality. Fairly high ticket price would make performance inaccessible to some. Marketing strategy not clear. Clear commitment to equal opportunities</li> <li>• Limited information on partnerships. Youth organisations mentioned but not specified, lack of partnership funding. Mentions liaison with schools and project starting in early September however not clear if this is already agreed, and schools now on holiday for the summer.</li> <li>• Outcomes include raising issues of the African Caribbean migration in the 50s, development of performance skills for participants (although not clear if workshop participants are performers), potential organisational development. Outcomes are difficult to measure. Clear commitment to celebrating cultural diversity.</li> <li>• Reasonable admin and management costs although unclear how many beneficiaries involved in workshops, performance or audience. Limited match funding and high reliance on event fund with high ticket prices.</li> </ul>
<b>Assessment score</b>	48/90

<b>Application reference</b>	EF201516.
<b>Event</b>	How to Write a Play
<b>Event Date</b>	October (date not confirmed but part of BHM)
<b>Organiser</b>	Talawa Theatre Company
<b>Venue</b>	Brady Centre (TBC)
<b>Ward</b>	Spitalfields and Banglatown
<b>Amount requested</b>	£1094
<b>Amount awarded</b>	Nil
<b>Event detail and summary assessment</b>	<p>Two half day playwriting workshops, led by Talawa's Literary Associate and a Black writer, currently taking part in Talawa's Writers' Programme. Approach will be accessible, informal and fun, aimed at participants with little or no experience of drama/creative writing. By the end of the workshop all the participants will have written short scenes.</p> <p>There will be a period of recruitment and relationship building, seeking out groups and individuals with little or no experience of drama and creative writing. Aiming to connect with a range of local organisations and services</p>

	<p>such as Kuumba, the African Women's Welfare Association and the Tower Hamlets Somali Network. They will also ensure that the workshops are accessible to individuals from any background who are not part of a particular group or a service, with spaces held back to accommodate 'walk up' on the day.</p> <p>The purpose of our event is to give participants an insight into writing theatre and to widen Talawa's outreach offer. Their expected outcomes are: to encourage future engagement in arts activities by Black communities as participants and audience members, and to highlight the career entry points through Talawa's own projects and other partners. All workshops will be free to participants.</p> <ul style="list-style-type: none"> <li>• Venue and date unconfirmed. Similar projects delivered of high quality but not in the borough. Talawa have not received previous funding from EF.</li> <li>• Aimed at under-represented group supporting new Black writing for people who have not written before. Workshops targeted to BAME audience who are under-represented in the art form. Clear target audience but unclear as to whether or not they would be TH residents. Limited accessibility to wider community due to specific groups being targeted and only 50 places. No detail that is borough specific beyond the invited groups.</li> <li>• Improves access to a limited audience not clear that commitment to open to the wider community.</li> <li>• Limited information about other funding. Partnership funding as part of organisations core funding. Venue partners not specified.</li> <li>• Outcomes include commitment to increase cultural diversity in play writing, develop confidence, increase participation for under-represented demographic to increase artistic progression and encourage future participation. Organisational development through future engagement of beneficiaries.</li> <li>• High cost per head, limited match funding, heavy reliance on Event Fund. Free to attend.</li> </ul>
<b>Assessment score</b>	41/90

<b>Application reference</b>	EF201516.48
<b>Event</b>	Black History Icons
<b>Event Date</b>	5 – 31 October
<b>Organiser</b>	Bonner Primary School
<b>Venue</b>	Bonner Mile End Primary School Bonner Bethnal Green Primary School
<b>Ward</b>	Bethnal Green

	Mile End
<b>Amount requested</b>	£2000
<b>Amount awarded</b>	Nil
<b>Event detail and summary assessment</b>	<p>Bonner has a long history of celebrating Black History Month. The aim is to educate the children about the History of celebrated black figures and give them a positive attitude towards all ethnicities, cultures and religions. There will be 2 workshops for each class and there are 25 classes. Using 2 companies: "Perform" will provide workshops that will focus on iconic figures that have devoted their lives to giving the black population equal rights. 'Bigfoot' will provide storytelling workshops based on fairy tales embracing the influence of Indian, Chinese and African cultures popular in the Caribbean countries of Trinidad and Guyana today. There is also a workshop about the Windrush which along with all the other workshop content forms an important part of the Curriculum.</p> <ul style="list-style-type: none"> <li>• This application was not assessed as it was established that it is part of core activity and closed to the school community only.</li> </ul>
<b>Assessment score</b>	0/90

**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
<b>April 2015</b>	18th March 2015	<b>October 2015</b>	3rd August 2015
<b>May 2015</b>	18th March 2015	<b>November 2015</b>	7 <sup>th</sup> September 2015
<b>June 2015</b>	6th April 2015	<b>December 2015</b>	5th October 2015
<b>July 2015</b>	4th May 2015	<b>January 2016</b>	2 <sup>nd</sup> November 2015
<b>August 2015</b>	1st June 2015	<b>February 2016</b>	7 <sup>th</sup> December 2015
<b>September 2015</b>	6 <sup>th</sup> July 2015	<b>March 2016</b>	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 1<sup>st</sup> April 2015 and 31<sup>st</sup> 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](mailto: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.

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**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](mailto:festivalsandevents@towerhamlets.gov.uk)

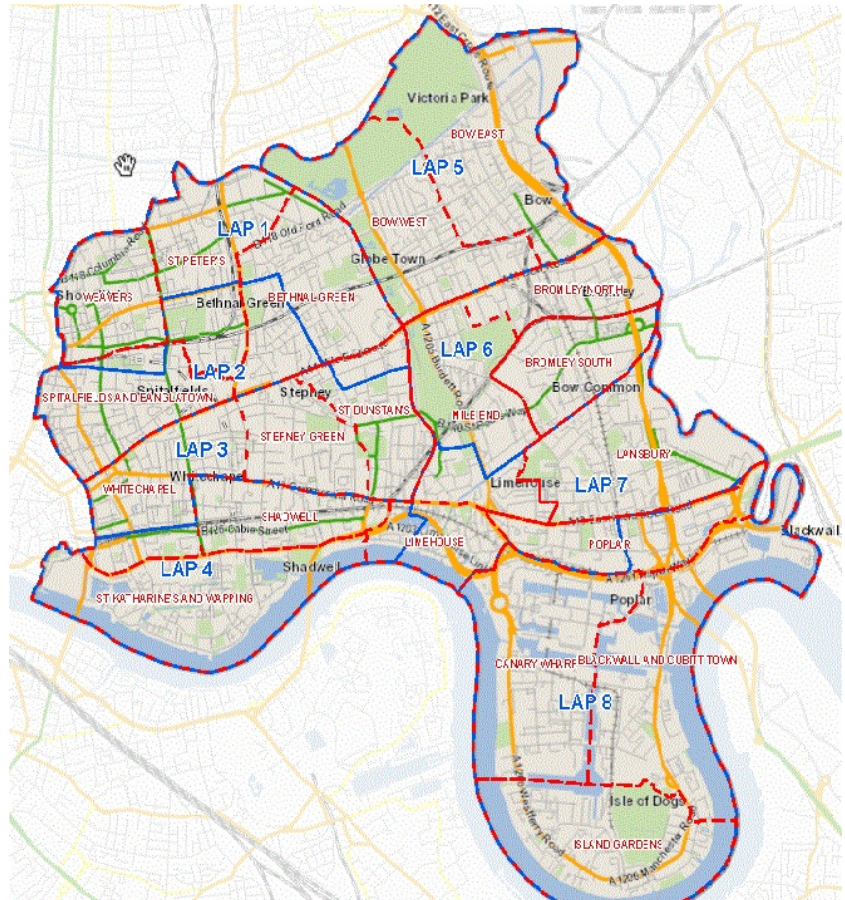
If you wish to have confirmation that your application form has been received, please email [festivalsandevents@towerhamlets.gov.uk](mailto:festivalsandevents@towerhamlets.gov.uk)

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 <b>Contact Details</b>	Contact name:	
	Position in company:	
	Organisation name:	
	Registered address:	
	Phone No:	
	Mobile No:	
	Email address:	
	Web address:	
b <b>When was your organisation set up?</b>	Please give the set-up date	
c <b>Organisation Management &amp; Description</b>	<ul style="list-style-type: none"> <li>• How is your organisation managed?</li> <li>• Include legal/charity status and company and/or charity number if you have one.</li> <li>• In <b>no more than 100 words</b> please describe the work of your organisation.</li> <li>• Include a mission statement if you have one.</li> <li>• Give details of your organisation's long-term objectives/strategy.</li> </ul>	





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

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

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

B	<ul style="list-style-type: none"><li>• 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)</li><li>• How will you measure if this has been a success?</li></ul>

<b>6</b>	<b>Income &amp; Expenditure</b> Please ensure that both budgets balance.		
<b>a</b>	<b>Income</b>		
<b>Source of income</b> Please give name of source or funder. Please also include any anticipated income from Ticket Sales if applicable.	<b>Amount</b>	<b>Cash or in kind?</b>	<b>Agreed or pending?</b>
<i>e.g. Tower Hamlets Homes,</i>	<i>£200</i>	<i>In kind</i>	<i>agreed</i>
<b>Amount you are applying for from the Tower Hamlets Events Fund:</b>			
<b>TOTAL:</b>			

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

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**Assessment Questions Each section should be scored between 1 & 5 (Total: 30)**

**1) Track Record and Delivery: (Q 1, 2d, 3g)**

- a) Is the Event happening in under-represented ward in the borough?
- b) Does the application demonstrate a strong track record of delivery
- c) Can we be confident that work will be completed as planned?
- d) Is there evidence that the organisations involved have experience of the type of project being proposed and the listed cultural forms?
- e) Is there any evidence of a clear track record of working in Tower Hamlets before?
- f) Is this organisation on the Events Fund Defaulters List?

**2) How effectively does the application demonstrate a need / benefit for the proposed project (with evidence)? (Q 3)**

- a) Is it clear how the event is different from other events in the borough?
- b) Is it clear what the priorities of the event are? – content, location & target audience.
- c) Does the application demonstrate an emphasis on priorities 5a-c (Young People, Older People, Community Cohesion)
- d) Does the application demonstrate a contribution to TH Community Plan: (One Tower Hamlets, A Great Place to Live, Healthy & Supportive, Safe and Cohesive, Prosperous,)

**3) Does the application demonstrate an innovative approach that can inform future planning and delivery (Q 3b & 3f)?**

- a) Does the application demonstrate that it can improve access to arts based activities?
- b) Does the application demonstrate that the event is innovative / ambitious / adventurous / creative and of high quality?
- c) Does the application demonstrate that the event/project is accessible to the whole community?
- d) Does the application clearly demonstrate Include how they will market the event/project?
- e) Does the application demonstrate a commitment to equality of opportunity and obligations regarding the Equalities Act 2010 (See Guidelines & Criteria, section 7n)?
- f) Does the application demonstrate how sustainable the project will be beyond the funding period?

**4) Is the project underpinned by strong partnerships? (Q3,4, 6a)**

- a) Does the application demonstrate how the wider community will be involved in organising or participating in event/project? (Q3e)
- b) Does the application demonstrate an ability to attract partnership cash funding and or support? (4a & 6a)
- c) Is the mix of organisations proposing the project appropriate?(Q3d)
- d) Are the roles of the partners clearly defined? (4a)
- e) Will the project result in any new potentially sustainable partnerships being formed?

**5) Is it clear from the application that the proposed project will result in clear outcomes for the target audience (Q5)**

- a) Does the application demonstrate a commitment to celebrating cultural diversity and to extending cross-cultural understanding within the borough?
- b) Does the application demonstrate clear outcomes for the event / project, and Is it clear what is the purpose of the event?
- c) Is it clear how the event will benefit the community and how this will be measured?
- d) Will the project result in either clear artistic progression or skills?
- e) Does the application demonstrate audience or company / organisation development?
- f) Is it clear how the event will encourage participation and increase community involvement?

**6) Does the proposed project represent clear value for money? (Q6)**

- a) are the total costs set out reasonable for the number of beneficiaries?
- b) Are the Project Management / Administration costs reasonable?
- c) Is any element of agreed match funding being provided?
- d) Does the application demonstrate artistic excellence, quality and innovation? (legacy)
- e) Does the application demonstrate clear benefits and progression routes to artists / participants?
- f) Is there a ticket price? is this affordable to the community?

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