

HAVING CHANGING

CREATIVE COMMUNITY SUPPORT

**Process and guidance for
applying for support**

Creative Community Support

Haverling Changing **Creative Community Support** is a process by which **local people, community groups and local/national artists and companies can apply for support to make work, events and projects that respond to the needs and aspirations of communities living in Harold Hill, Orchard Village, Rainham and Romford.**

The programme supports **activities that increase opportunities for people living in Harold Hill, Orchard Village, Rainham and Romford to experience great creative and cultural experiences** in the place where they live and **brings local people together to share new experiences around the arts.**

Haverling Changing Area Workers will support individuals and groups to develop proposals which meet the **criteria set by local area Steering Groups** to access project support to deliver new creative activities.

Creative Community Support will be **awarded by local area Steering Groups** following set criteria and budget available. The Steering Groups will be supported by an Haverling Changing Area Worker to devise clear criteria for support which are informed by **Haverling Changing's vision, aims and desired outcomes.** Each of four Steering Groups will have an annual budget of £18,000, with a minimum of (usually) £500 and maximum of £3,000 level of support available per application.

Haverling Changing Area Workers are available to support individuals and groups in developing and planning their project ideas.

Anyone can ask for support from our Area Workers, they don't have to have a formal group or have a fully formed idea, just a desire to do something creative in our local communities. The Area Workers can **help connect people to groups that may benefit from ideas** where a group is not yet formed.

Haverling Changing will proactively invite proposals from under represented individuals and groups to respond to Creative Community Support opportunities.

Haverling Changing will not be prescriptive about the projects that are supported. What is **important to us is that local people are involved in the design and delivery of the project,** and that it **reaches people who may not normally have this kind of creative opportunity.**

The process:

A Havering Changing Area Worker will have an **initial conversation with an individual or group about the activity or project** they would like to create.

During further conversations or meetings (if needed) the **Area Worker will support the development of the project or idea**, including signposting to other sources of support and relevant groups and organisations in the area.

If cash support is needed to help develop an activity or project a simple proposal will be completed that provides the following information to the Havering Changing team:

- **Name & contact details**
- **Proposed name and title of the idea (if applicable)**
- **An outline of the activity or project (who, what, where, when and why)**
- **How many people will be involved as creators, participants and audiences (an Area Worker will be available to support you to do this if needed)**
- **Timeline for the project**
- **Potential outcome or benefit to the people involved**
- **Amount requested up to £3,000 per project**
- **A monitoring form providing equality information about the potential recipient individual or group will need to be completed and submitted with the proposal.**

The Havering Changing **Steering Groups will be responsible for reviewing requests for support against the criteria and budget available.**

Applications should be submitted by the last day of the calendar month and applicants should **expect a response within one month.**

When there is more demand for support than there is budget available, the following requests will be prioritised:

- **Requests from locations within the four areas that have had little or no previous or recent support from Havering Changing**
- **Requests from groups or individuals that have not been supported by Havering Changing before**
- **Requests from groups that represent the least engaged people in our communities**

Support criteria:

Any activity or project supported by this programme must meet the following criteria:

- **The activity must be new and must not have been previously delivered as a pilot/taster session or have already started as we cannot invest in projects retrospectively**
- **The activity should build audience engagement for arts and culture in the region, reaching people who do not regularly engage**
- **Activities should aim to reach a minimum audience of 10 people. This can include people attending participatory activity (i.e. classes and workshops)**
- **The project or activity should involve local people in the design and/or delivery of the activity**
- **The activity should be an inspiring experience – potentially working with artists or organisations and/or using good quality materials**
- **The activity should be planned to be as accessible as possible.**

Area Workers will encourage and support individuals or groups to consider the following questions when planning their activity:

How will the project engage local people in creative and cultural activity, who do not regularly engage in the arts and culture currently?

How does the project or activity involve local people in the design and/or delivery of the activity?

How will the project or activity give people new creative and cultural experiences that are not currently available in the area?

How will you ensure that the project or activity provides an inspiring experience for participants?

How will you ensure your project or activity is accessible? (e.g. consider cost, venue location and who your audience will be)

Who is eligible?

Support is available to individuals, groups or organisations wanting to become involved in arts and cultural activity in **Harold Hill, Orchard Village, Rainham and Romford**.

Individuals and groups **must work with a trusted umbrella group or organisation** that will **administrate project budgets, and ideally work in partnership on the project**.

Successful and unsuccessful applicants from previous Having Changing programmes are welcome to submit proposals, but priority may be given to people we haven't supported before.

Individuals might include: artists, musicians, writers, performers, designers, promoters, producers, curators, directors or a **local person who wants to give something creative a go**.

Collectives, consortiums and informal groups of people i.e. a performance group (**one member will need to take the lead and have the main responsibility for managing the project**).

Organisations who **CAN** submit proposals:

- **Voluntary organisations e.g. arts clubs, collectives, choirs or groups that meet regularly, not for Profit organisations and community groups, whether registered charities or not and faith groups/organisations**
- **Arts organisations**
- **Public organisations such as schools, colleges, libraries, youth centres, etc for new arts and culture activities aimed at **Harold Hill, Orchard Village, Rainham and Romford****
- **Organisations whose normal activity is not related to the arts who want to include arts in what they do e.g. an allotment or residents' association, youth group, senior citizens group etc**

Who **CANNOT** submit requests for financial support?

- **The following individuals or organisations cannot receive financial support from this programme:**
- **Those running activities that do not benefit people living in **Harold Hill, Orchard Village, Rainham and Romford****
- **Organisations that share out profits to members or shareholders (phrasing business wise)**
- **University students using this grant to fund their tuition fees as part of their undergraduate or postgraduate course**
- **Activities that are already taking place or have already been completed. This must be a new activity.**

If you who receive financial support will need to:

- **Complete a Havering Changing Support Agreement for the activity or project**
- **Complete a simple evaluation at the end of the project and require all participants to complete the Havering Changing evaluation cards or an online survey (which we will provide and support you with)**
- **Provide basic documentation of the activity. This could be photographs, film or online documentation**
- **Ensure they have all the necessary consents or permissions in place to undertake the project or activity**
- **Provide proof of project expenditure via the 'expenditure form' which will be provided on confirmation of our support**
- **Acknowledge support from Havering Changing in any publication, publicity materials, communications, website, or events relating to the project. Projects should also include the Havering Changing logo and Arts Council England's national lottery logo. Havering Changing will provide all relevant logos upon receipt of support.**

Access and Inclusion:

We are committed to ensuring that all of the activity we support is as accessible as possible. Where appropriate we may provide additional resources to a group to help them to make their activity more accessible, such as BSL interpretation, subtitles or audio description.

Partnerships

We encourage partnerships. Area Workers will encourage you to seek advice from local arts and community venues and organisations to help the activity reach more people. We will also encourage working with professional artists and naming the artist you are working with in the proposal.

Match funding and rates of pay

Match Funding Support - Cash and in-kind:

We do not require any match funding for this support. However, if there is additional support for an activity, we will ask recipients of support to record and report it to us so that we can evaluate the scale of activity our support is enabling.

What is cash match funding:

This refers to actual cash contributions to your project received through fundraising, other grants and awards.

What is in-kind support:

This refers to 'in kind' contribution to the project. For example, receiving rehearsal space without cost, expertise in voluntary time, equipment at no cost.

Rates of pay for artists:

We are committed to making sure those who work in the arts and culture are properly and fairly paid. We are unable to suggest rates of pay for artists or creatives. Area Workers will signpost to Arts Council England's Fair Pay webpage that contains information on where to find advice on this subject https://www.artscouncil.org.uk/sites/default/files/download-file/ACNLPG_Fair_pay_0.pdf

Begin your journey by contacting a Havering Changing Area Worker:

Harold Hill

Sarah Stuchfield
Sarah@haveringchanging.org

Orchard Village

Lucy McDonald
Lucy@haveringchanging.org

Rainham

Norma Stevenson
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Romford

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