

# **London Borough of Culture Legacy Fund: Development of Cultural and Creative practitioners**

## **Application Guidelines**

Please fully read this document before you complete the application form.

## London Borough of Culture Legacy Fund: Development of Cultural and Creative practitioners

Following Croydon's year as the Mayor of London's London Borough of Culture (LBoC), **This is Croydon**, Croydon Council wishes to build upon its legacy of supporting the development of the cultural sector. One of the ways we are doing this is through the Legacy Cultural Development microgrant scheme, which is designed to help professional **individual Croydon-based** creatives and cultural practitioners who were involved the London Borough of Culture to have an opportunity to **develop** their creative/heritage practice.

Applicants can apply for up to £2,000 toward their development, which may include developing an existing or new piece of work, experimenting with new collaborations or partnerships, training and Research & Development opportunities, attending conferences or events.

To be eligible you must be a self-employed creative/practitioner who lives in Croydon. You must also have had some involvement in the London Borough of Culture programme. You must be aged 18+.

If you will need access support managing your grant finances you may apply through a sponsor organisation. This should be an organisation relevant to your practice or the organisation that led the initial LBoC programme that you were associated with.

At the end of the project you will be required to submit a report outlining how you have benefitted from the grant funding. This must be completed and returned by Monday 6 January 2025. Croydon Council will retain 5% of your grant award until they have received this report, please cash flow accordingly.

### Legacy Cultural Development Fund Criteria

#### Who can Apply?

To be eligible for this funding, you must be a creative/cultural practitioner engaged in the arts or heritage sectors. We recognize the vastness and diversity of these fields and won't limit your artistic expression by defining specific art forms. If your work intersects with arts and heritage, and you were part of **This is Croydon**, we encourage you to apply.

Applications from organisations/community groups will **not** be accepted, this fund is specifically for individual creatives who were involved in the LBoC programme, and individuals cannot apply on behalf of an organisation. An exception will be made for artists with additional needs who will need organisational support as part of their access requirements.

If you're a sole trader you can apply in this capacity. You must have a UK individual bank account in the exact name you're applying in. We can accept business bank accounts for this programme.

Individuals that have already received funding of from **This is Croydon** may apply, but if your grant was for £1,000+, we will need to have received your project evaluation before we will consider making another award.

Applicants are asked to complete this monitoring form: [Monitoring form for LBoC Legacy Career Development grants | Get Involved Croydon](#)

This is completely independent from your application and will not be considered as part of the process. The form will help the Council gauge who is/isn't applying for these type of awards and will demonstrate what further work might be needed in terms of sector development.

## What can be funded?

Funding is for the development of your practice, all suggested activities, projects, training, events must in some way support you in developing and growing your practice.

We can fund:

- Training
- Travel within the UK for development/artistic enrichment activities (i.e. seeing work, attending exhibitions, performances etc.). Please think about using sustainable travel options.
- Workshops
- Conference/Lectures
- Research and Development of work
- Rehearsal/Studio space
- Networking events
- Time to develop new work, research and take risk
- Exploring new Collaborations
- Experimenting with new artforms
- Gallery/Museum/Cultural venue Visits
- Mentoring
- Artistic Residencies/Retreats
- Access support (an additional £1,000 per applicant is available for access support where required)

## What cannot be funded?

- Activities/events that happen, are paid for, or start before we confirm the grant
- Activities designed to generate profit
- Capital expenditure – such as IT, office or kitchen equipment, furniture, musical instruments, tech equipment, building repairs
- Core costs – such as rent or bills
- Wellbeing retreats/programmes
- Contributions to higher education costs/project work
- Trips abroad
- Activities where the key purpose is to promote a religious or political doctrine, mission, or another form of proselytising
- Subsidy of another contract (exception for lottery match funding)
- Hospitality/social events

Applicants are required to provide details in the application form of any commercial sponsorship or support they already have, or sponsors they intend to approach. The council reserves the right to decline applications or request the return of grant funds if you obtain commercial sponsorship/supporters from companies who may bring the funders into disrepute.

## Value for money

We want to ensure that we can fund as many people as possible and that public monies are being spent responsibly. To that end, we ask applicants to respect the process and ensure that they are making reasonable budget decisions. To note:

- We cannot fund first class travel
- We expect hotel rooms to cost no more than £125
- We expect artist/practitioner day rates to be no more than £350 per day

## The application process

This guide has been designed to help you apply for funding. It will help you decide if you/your project are eligible for funding and there are also notes to help you complete the application form.

After consulting with the sector-led steering group, we have decided that the final decisions will be made through a lottery. Artists, art/cultural forms and creatives are very different from one another, and we expect applicants to have a wide range of experience levels. We want the process to be fair and unbiased. Your application will be evaluated for eligibility based on the criteria outlined below. If it meets these criteria, it will be entered into a lottery (drawn from a hat) from which the final recipients will be selected. We are not trying to gamify or trivialize our artist opportunities. Rather, we acknowledge the complexity and inherent flaws in decision-making and are trying to ensure fairness for all involved.

The application process:

- Complete and submit your application, preferably by email
- We check your application is eligible
- If eligible, your application goes into a lottery draw
- We tell you the decision
- Successful applicants return their signed grant agreement
- Start your project
- Finish your development activities by 13 December 2024
- Complete your report and submit by 6 January 2025

We prefer to receive applications and supporting documents electronically. If you are not able to do this, please collect paper application pack from the ground floor reception desk at [Croydon Central Library](#).

The grant process opens Wednesday 7 August. You should submit your completed application by 12midnight Sunday 1 September.

The draw will be held at the next Culture Croydon meeting on Monday 16 September. It will be public, so you can attend if you wish.

**We cannot accept late applications.**

You may be contacted during the assessment period if we need more information to assess your application.

All successful applicants will be required to:

- Carry the Croydon Council logo and adhere to the brand guidelines (a pack will be sent to successful grant applicants) on any marketing materials/presentations (if relevant).
- Acknowledge Croydon Council funding on any social media relating to grant funded activity.
- Complete monitoring and evaluation forms. Projects will have 5% of funding retained by Croydon Council until these forms have been completed and submitted (remember to cash flow accordingly).
- Supply, along with all appropriate permissions, photos of their activity to Croydon Council (these will be used by Croydon Council in relation to the grant scheme and to LBoC).

## How your project will be scored

Judgement	Score	Performance
Eligible	1	The application/response provides information which is relevant and fully responds to the questions. Funding request meets grant criteria. Demonstrates good value for money. Can be delivered well within the time available.

Ineligible	0	<p>The application/response does not provide information which is relevant and/or does not answer the question. Or where relevant, no response is provided.</p> <p>The response is vague/unclear.</p> <p>The application is for something that cannot be funded through this grant programme.</p> <p>Budget is unreasonable.</p> <p>Cannot be delivered in the time available.</p> <p>Would bring the Council into disrepute.</p> <p>Has previously been awarded £1,000+ from LBoC funds and not completed evaluation.</p>
------------	---	--

We are checking the eligibility of your project, specifically looking if you meet the criteria:

- You are a Creative/Cultural Practitioner
- You are based in Croydon
- You took part in a professional/voluntary capacity in LBoC
- You are asking to fund something within the criteria
- Is your project good value for money
- Have you fully and clearly answered all the questions

If your project is eligible based on these criteria you will be placed into a lottery from which you may be drawn until the total sum of the grant has been utilised.

You will not be judged on your writing/spelling ability etc.. However, it is important that it is clear from your answers what it is you want to do and how it will benefit you/your career.

Honey Gabriel, Co Chair of Culture Croydon, will work with Council Officers to determine eligibility of applicants.

## Question Guidance

### Q1 Your details

Please give us your contact details including home address, you must be a Croydon resident to apply. If you give us an email address, please make sure it is checked regularly throughout the application period as this is the most likely way we'll contact you. You must be a registered freelancer/sole trader/limited company, please provide us with your Unique Tax Reference or company number.

### Q2 Tell us about your practice/work?

Use this question to tell us about things that you have done, where they have happened and people that you have worked with. Tell us about yourself as a creative, what do you value, what underpins your work? Your response should be no more than 200 words

### Q3 – What project were you part of in the London Borough of Culture Programme?

Please provide the title of the event that you were part of, for example *Croydon Remix, Desire Paths, A Very Croydon Christmas, Liberty Festival*.

### Q3a –Please provide us with the Name and Contact (Email Address/Phone Number) for the lead organisation for this Project:

Please provide the contact for the person/organisation that you had contact with to be part of the event mentioned in Q3. We might contact this person as part of our due diligence checks.

### Q4- Do you want to be entered into the draw for Deaf, disabled and neurodiverse applicants, in addition to the main draw?

If you self-identify as a Deaf, disabled or neurodiverse creative/cultural practitioner, you are eligible to be entered into an additional draw.

### Q5-Tell us about the developmental opportunity you want to undertake, how it relates to your work during LBoC. This is your chance to tell us what you want to do and why it is important to your creative development at this stage. Be as specific as you can at this stage. (Max 250 words)

In this question tell us about the activities that you are applying for. Think specifically about the project/activities that you want to do and how they relate to your work during the LBoC programme – they can be directly or indirectly related.

What you are asking for must fit within the criteria. Please see the [Criteria](#) and [What can be funded](#) sections for more information.

Bad example	Good example
I would like funding to go to a concert.	I want to go to the Alternative Experiences concert series at The Southbank Centre in October. This is a short series of three concerts that explores three boundary pushing artists who are exploring the limits of classical music and experimenting with different genres and performance styles. During LBoC I was part of CR Talent and Croydon Young Composers, my favourite moments of the concert were when we explored different genres and played with styles, this is specifically true of our performance with Still Shady and my work with Croydon Young Composers. As a classically trained musician I am interested in pushing the boundaries of my own practice and exploring how I can accumulate different styles, genres and instruments into my compositions and performance work. I will be analysing each performance, trying to understand what outcomes they achieved and how and try to find actionable steps that I can put into my own practice. I have established a platform for myself during the LBoC year and want to build on the momentum, these concerts will help me formulate the next steps of my career path/performance style.

Bad example	Good example
I would like to go on a training course.	During the LBoC year I realised that I needed to further extend my project management skills. Whilst my project was a success, I was often working long hours close to deadline as I hadn't managed my time well and there were some issues within the project framework that made delivery more complicated. I have identified a short online course at UAL which provides an overview on how to develop, design and deliver art events, projects and exhibitions. Through critical reflection on various case studies the course will cover a selection of contemporary approaches to arts management, which I can draw on to initiate and develop my own future projects. The course is delivered through four online sessions October to November. Between the sessions there are assignments. There is a certificate upon completion.

**Q6 - Tell us why this is important for your professional development at this point and what you hope to get out of it. This is your chance to tell us why it will be useful (Max 350 words)**

Bad example	Good example
I need a chance to research my new project with new partners and new tech so I can make a new show.	<p>During LBoC I worked with partners Croydonions Theatre as one of their company members. Whilst we were working together we had very positive chats about developing my own live art/theatre project which would incorporate light art and projection, such a piece could be staged in their space. Without funding though, I do not have an opportunity to work with partners to develop the required technical elements. The funding will enable me to work for three days with Amaze Projections and learn from them animation techniques which will become the immersive space for my show. Whilst I have good tech know-how it needs developing to ensure that I am offering best quality work and growing my practice with each new project. I want to stay at the cutting-edge of this type of work, ensuring I have the most up to date knowledge and skills.</p> <p>Working with expert partners will not only develop my skill set for this show, but will be learning I can carry forward in my career. This partnership, which comes with the opportunity for ongoing mentorship will also embolden me/my work and give me enhanced confidence.</p> <p>The grant will also enable me to hire an XPlus Super projector for one week after the training, so I can continue to experiment with what is possible graphically. This level of research and 'time to play' will greatly shape the new work and open up new possibilities for my creative practice.</p> <p>Learning from this R&amp;D period will inform an ACE application, making my application more informed/robust and my chances of success much more realistic.</p>
I want to be better networked and informed about what's happening in my sector in relation to decolonisation.	<p>I am a freelance heritage practitioner of multiracial heritage. My work incorporates running exhibitions, oral history projects, contemporary collecting. Since Covid I have been working on small local projects which have been brilliant but have done little to extend my network beyond Croydon and I haven't had enough time/resource to keep fully up to date with latest research/ thinking – particularly in the field of decolonising heritage.</p> <p>In October, the East Sussex Archive is running a two-day conference for people work in the field of contested history/heritage and I would like to attend. The conference includes an impressive array of speakers, case studies and cultural leaders in this field such as the Black Cultural Archives, International Bar Association, Birbeck University etc.. No doubt the attendee list will also include some very useful contacts and potential new collaborators/employers/clients.</p>

	Going to this event will be a fantastic start for me in widening both my experience and my network and bringing my expertise/understanding up to date. This will hopefully improve my chances of employability and extend my practice beyond the borough, as well as ensuring I feel confident when approaching/pitching for work.
--	--

**Q7.a – How much money are you applying for and what do you intend to spend it on?**

Less detailed examples	Better activity examples	Cost
Activity costs	Week long Bryony Kimmings Autobiographical theatre workshop	£450
Travel	Car travel from London to Brighton (Return)	£30
Mentor expenses	Accommodation for 4 nights	£337
Venue hire	Performance BITCOMV ticket (Theatre Royal Brighton) 18 <sup>th</sup> September	£23.95
Contribution to living costs/time	5 days @ £75 per day	£375
<b>Total</b> (please put your total here even if you have used a separate sheet)		<b>£1215.95</b>

**Q7.b – Will you require any additional funds beyond the grant to support access needs?**

If you access requirements you may apply for up to an additional £1,000 to support your access needs for this programme of work. This can be for support workers/PAs, accessible transport, BSL translators, admin costs for sponsor organisation etc.. Please provide a breakdown of your costs in pounds and pence. Please check that what you are applying for is eligible within the grant criteria.

Item or activity	Cost
Access support worker, 3 days x £250 per day	£750
Travel by taxi for late nights, 3 evenings X £30	£90
<b>Total</b> (please put your total here even if you have used a separate sheet)	<b>£840</b>

**Q8 When is this project going to start/end?**

Please use this space to create a top level timeline with key dates/milestones of your proposed activities to show us when you will spend your money and how. All activity must finish by 13 December 2024. We can't fund things which you bought before Monday 16 September. You can insert more rows or attach a brief spreadsheet

Example:

Date	Action
Week of 23 September	Confirm rehearsal space and days with guest choreographers/dance trainers and video capture. Confirm all tech booking – music systems etc.. Send out MOU/contracts. (1.5 days)
Week of 7 October	Create all risk assessments, insurance in place, double check with choreographers/trainers/tech. (1 day)
14 – 18 October	5 days dance training with different choreographer/trainer each day.
21 October	Make all payments and ensure budget in shape. (half day)
Week of 28 October	Review film footage and complete/submit report. (2 days)



### **Q9 – Have you received or applied for any other grant funding, sponsorship or in-kind funds towards this project?**

You might have applied to another funder for a different part of the same project. Or you might have applied to more than one funder to increase your chances of getting funding. We ask for details of this to make sure we don't duplicate the funding. If you are still waiting for a decision from the other funder, please give details of when you are likely to hear.

Also detail in this section if you intend to use this grant for match funding for another grant – such as ACE DYCP.

You might also have sponsorship from a business or organisation – both cash or in-kind support (for example, free or reduced rate venue hire). We ask for this information to ensure that there are no conflicts of interest that could make it harder for us to fund your project.

Please also use this section if you are match funding this project in anyway, maybe with your time or with costs such as ongoing studio rent etc.. Or you may have in-kind support from a partner, such as free use of meeting rooms.

### **Declarations**

We ask you to confirm that you are authorised to submit the application and everything you have written is true.

If successful, you will be asked to sign a Grant Agreement. Terms and conditions of that agreement are included below for you to see, please make sure you have read and understood these.

### **Bank signatories and account details**

Bank account details will be requested if you are successful with your application. This will confirm that you have a suitable bank account and will enable us to pay the grant as quickly as possible once it's been awarded and the signed grant agreements have been returned.

### **Monitoring Forms**

Applicants must complete a monitoring form by the end of the grant period. This form will help us to know who is apply and help us to understand any gaps in our engagement at reach. You may be asked to take part in a peer learning group to help us reflect on the programme.

### **Checking your application has been received**

We aim to confirm receipt of grant applications within three working days. However, this may take longer if you submit your application on the closing weekend (as the office will not be staffed and also this is when the majority of applications are received).

## Advice for Applicants

### Help with filling in the form

If you have any problems with filling in the form, or have any questions, please join us online on either Tuesday 13 August 1 – 2:30pm and/or Tuesday 20 August 5 – 7pm. These sessions will be an informal drop-in for people with enquiries, not formal training/guidance sessions, you do not need to stay for the whole session. You will be held in the waiting room until your question can be answered on an individual basis.

Tues 13 August, 1 – 2.30pm:

<https://us02web.zoom.us/j/6369001288?pwd=S0VtLzhwVEJaRytPczUyRDFGSi9Ddz09&omn=82076442623>

Tues 20 August 5 – 7pm:

<https://us02web.zoom.us/j/6369001288?pwd=S0VtLzhwVEJaRytPczUyRDFGSi9Ddz09&omn=88299232582>

Passcode: CatL0r

Please note we unfortunately do not have capacity to look at draft applications or support application writing.

## Successful applications

### Grant award letter and agreement

If your application is successful, we will email you a grant award letter and our grant agreement (the terms and conditions). To accept your grant, you need to sign and return a copy of the grant agreement, preferably by email.

You can sign your grant agreement in several ways:

- Electronically (most touch screen devices will allow you to do this)
- Print the signature page, sign it and scan it to create an electronic copy
- Print the signature page, sign it and post it to the address you will be given in the email when we award the grant (you can also hand deliver it in a sealed envelope)

Your grant agreement will cover areas of obligation, these include:

- Obtaining sign-off of any marketing materials and press releases (if relevant)
- Providing updates and invites to events (where appropriate)
- Taking part in evaluation
- Working with other funders/sponsors
- What will happen in case of cancellation or delay

### Payment

Once your signed grant agreement has been signed and returned you will be asked for bank details so you can be issued with an ad hoc payment.

Payments are made via BACS transfer where possible. There are some types of account that we cannot make BACS transfers to, including savings accounts and some building society accounts.

