

# Summer of Wellbeing Commission

## Frequently Asked Questions

**Closing date:** Midday on 21 March 2024

**Organisation:** Culture Within Newham

**Fee offered:** Three projects of £5,000 each

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**Application form:** [Click here to apply here using Microsoft Forms](#)

## Questions about the project criteria

### How many days can we run the project?

The project must be run across at least three days. You can choose to run it for longer if you like, there is no maximum, but your budget might dictate the limit.

### How long should the three public outputs be?

We don't have a specific expectation around timings, simply that the outputs must happen over three separate days.

### Does the project need to be held in June to September only?

The public outputs of your project will take place between June and September 2024, so in the months June, July, August and/or September. It is up to you how you spread your three (or more) sharing moments across this period.

They can be on three consecutive days or one day a month, whichever suits your project best. You can also run some sessions or workshops before June already to prepare your final output, but you will still need to have three event days between June and September as well. For example, you might run weekly rehearsals in the lead up to summer, but should then plan the three public performances to happen between June and September.

All projects will be part of a four-month wellbeing season, which we are calling 'Summer of Wellbeing'.

### **When can projects run exactly?**

Project work can start as soon as we have agreed your funding with you and should wrap up by the end of September 2024. However, all public-facing activity (e.g. public events, sharing sessions, exhibitions, etc) should happen between June and September 2024 to be part of the 'Summer of Wellbeing' – a season of creativity and connection for Newham.

### **Can my project happen in spaces that aren't in Newham?**

No, all activity must happen within the geographical borough of Newham. Even if the building you want to use is owned by a Newham-based organisation but is situated outside of Newham, it won't be eligible. All of your activities must have a Newham postcode, unless they happen online.

### **Is there a target on how many people you expect to attend our project activities?**

There is no minimum or maximum number of people we expect to attend your project activity. We look at the context of the community you choose to work with and judge whether your expected audience size suits that.

We are aware that working with some communities, who may carry trauma for example, may require a small group in order to feel safe and partake comfortably. Please share your thinking in your application, if this applies to your community. Please do note, however, that while it is okay for most of your activity to be targeted at a specific group and be done in a closed group, the three moments where you share your work should be open to the general public. For example, you might run a few rehearsal sessions for a closed group to prepare a performance, but the three performance days itself would have to welcome a wider audience.

It is worth considering and writing in your application, if working with sensitive groups, how to ensure people continue to feel safe when opening things up to the general public and working in a potentially larger event setting. Finally, a reminder that all activity – even in closed groups –

must be free for people to attend and people should not need a membership or a referral to take part in your project.

**Can I target specific communities or does everything have to be open to the general public?**

Your project does not need to target every single person in Newham, but should be open to them. It is fine to choose to focus on a particular community, age group or area, and come up with an offer that is tailored to them. However, if other people were interested in taking part, they should be allowed to do so.

For instance, it is fine to run an event for children, as long as it is in a park where any family could join in. But if you ran that event at a school yard where only families who go to that particular school are allowed to enter, that would not be eligible. So it is fine to narrow down your community group, but there shouldn't be any barriers for joining that group. For that reason, all events must be free for people to attend and people should not need a membership or a referral to take part in your project.

**Should we consider how best to work with people with disabilities and anyone who may have limited physical capacity?**

Absolutely. All the work we support at Culture Within Newham should at its core be welcoming. Welcoming means everyone can feel a sense of belonging. Therefore, anything in your application that considers how to make things welcoming and more accessible will help to make it a strong application.

**If our project is outdoors, should we have a wet weather contingency plan?**

Yes. It's always worth considering the British weather when hosting outdoor activity/events. Budgeting for a marquee or alternative space solutions might be wise.

**Can the fund be used to do research, such as a study period before the three outputs?**

Yes, this can be included. A part of the fund can be used to do preparations, research and shaping things with your community. Do make sure you explain in your application why research time is necessary and how you might be able to share the findings of your research, so other people can learn from them too. Also remember that your project needs to include three public outputs like events, so the fund cannot be used for research purposes only.

## Questions about applicant criteria

### **Can several groups work together if we're doing similar things?**

Yes, we encourage and love partnership working. One of the partners will probably want to name themselves as the project lead, to take care of all the correspondence with regard to the commission and application process and to be the administrative lead.

### **We don't have any partners on our team who are constituted organisations, can we still apply?**

We are keen that at least one of your partners is a constituted organisation (e.g. business, charity, CIC, etc), as we would like them to be the admin lead of the project who receives our payment. We are reluctant to share full budgets with individuals (e.g. freelancers or self-employed people), as there is less financial accountability in these cases.

If you struggle to have a constituted partner on your team or you are not at all registered, do let us know in your application and we can find a payment structure that works for your project. It may be that you receive a large part of your budget after delivery, rather than upfront, or that you receive it in small instalments. It does not disqualify you from applying.

### **Can we be a lead organisation for a partner who wants to apply but does not have a bank account?**

Yes, absolutely. We encourage constituted organisations to be the administrative lead for those who do not have a bank account. You might be involved in the project as a partner, or just be the financial go-between. Please make it clear in your application who is the project lead (who runs and delivers the project) and who will be the administrative lead (the person/organisation who receives the fund).

If you are not constituted and you struggle to find an administrative lead, we can still support you (see question above).

### **We do not meet all of the criteria on your list for 'grassroots' organisations. Can we still count as grassroots?**

Yes. The criteria we have listed in the application pack is only a guideline on what we think 'grassroots' might look like. You will not be disqualified if you don't meet all these guidelines or if you only meet a few of them, they are not hard rules. We are open to your interpretation of grassroots and would like you to share your thinking with us in your application.

## Questions about budgets and payments

### Can staff costs be covered in our project budget?

Yes, you can cover staff costs that are incurred to achieve the delivery of your project. This may include time for producers, facilitators, artists, project management, etc. Your budget will need to show how staff hours contribute to the delivery of the project.

We are also keen you pay your project staff fairly. For instance, for artist fees we would encourage you to use the day rates that the [Artist Union England](#) recommends.

### Can I pay myself?

Yes. The staff time – for you or for others on your team – that it takes to manage the day-to-day running of your project can be included as a staff cost in your budget. In community-led projects we often see that project leads omit themselves from their budget because perhaps they don't realise that they can pay themselves fairly or because they are choosing to not take money from something that may be a passion-led project, but we do not believe this to be a sustainable way to run projects.

We encourage people to factor in their own project management time and include this in staff costs.

### Can generic office running costs or generic expenditure be covered in our project budget?

Your budget should focus on all the costs that are directly linked to the delivery of your project. This may for example include travel, materials, venues, and staff costs.

However, on top of your budget, you may charge up to 5% as a management fee, which would include part of your costs for rent, bills, administration, sick leave, training, etc, or in other words, all costs that do not directly lead to your project outcomes but are necessary to do your work.

This 5% should cover on-costs of all partners, you will not be able to charge 5% for each partner.

### Can access needs be included in the budget?

Yes, absolutely. For example, if you need a British Sign Language interpreter, this can be covered in your budget. Furthermore, if you are working with a specific community with complex access needs, and as a result access needs take up a significant proportion (40% or more) of

your budget, then please contact us, as we can offer a funding uplift to cover extensive access needs. This is an exception that we would consider on a case-by-case basis, and it is the only instance where we can offer more funding for this commission.

**Can food and drink for any events be part of the budget?**

Yes, food and drink for participants can be included, just cost this up and include in your budget.

**Can travel or accommodation costs be covered in your project budget?**

Yes, travel and accommodation expenses for visits or stays that are necessary to deliver your project can be included. However, as we're looking for Newham-based teams to deliver projects within Newham, we are not expecting travel or accommodation costs to make up a large part of your budget.

**Do we have to apply for the full £5,000 available?**

No, you are welcome to apply for less if this is more suitable for your project. Your budget should reflect how much you are applying for. Some groups may find that applying for less is more manageable if this is the first commission you may have applied for or you are new to this sort of work.

**If we would apply for less, would that mean you could fund more projects?**

We are committed to spending £15,000 on our Summer of Wellbeing programme overall, so if we get lots of proposals for under £5,000, we might be able to commission four or five projects, instead of three.

## Questions about application process

### **It says that the selection panel includes a select group of Newham-based ‘wellbeing champions’. What does this mean?**

‘Wellbeing champions’ is a term we are using to describe people who either work under the umbrella of wellbeing, have a significant amount of experience in this field, or have lived experience of services that aim to increase wellbeing. In addition to wellbeing champions, the selection panel includes members from our [Community Voices Panel](#).

### **Will there be any training or networking opportunities offered to successful applicants?**

Yes, we are developing a training programme with sessions that might support successful applicants to run their projects well. These trainings will give space for projects to meet each other as well as cover topics including project management, accessibility and evaluation. We also aim to be reactive to what the successful applicants need, so will tailor the content based on these needs. We expect these trainings will take up a total of 4 hours across the run of the project.

### **How can new connections and collaborations occur through this application?**

We aim to offer individualised feedback to all applicants, whether successful or not. This means we can make introductions and connections to other applicants or Newham-based organisations/individuals who might be working in a similar area to you or who might be a useful contact to you. Our feedback is based on what our panel of residents say, our experience as a team and the network that we are building across Newham.

### **Can I get help with my application before I submit it?**

We are not offering tailored application surgery workshops, but there are a few ways we can support you with your application. Last year we ran an online ‘Great Grant Writing’ workshop which was recorded, so on request we can share this video with you and the supporting materials.

### **When will we hear the outcome of the application?**

Application opens on **23<sup>rd</sup> February 2024** and closes **midday on 21<sup>st</sup> March 2024**. You can expect to hear from us regarding your application by 10<sup>th</sup> May 2024. Decisions on successful

applicants will be made by the Culture Within Newham Community Voices Panel and a select group of Newham-based 'wellbeing champions'.

**Is this a one-off fund or is this a repeat fund that would come up again in the next years?**

This is a one-off fund of £5,000. We offer various other commissioning schemes and there will be further funding rounds coming up in 2024 and 2025 as part of Culture Within Newham, but they might be for different amounts and may have different themes or project formats attached to them.

**Can I apply to the Summer of Wellbeing open call with multiple ideas?**

Yes, you can apply multiple times to this round with different project ideas, but only one of them can be successful. It can be a way to spread your chances. You can also apply for our larger 'Shaped by Community' commission at the same time. We are also currently working on a micro-commissions scheme, which will be for smaller grants. If you have many smaller ideas, things you would like to trial or test, this could be a suitable commissioning scheme for you. We aim to open a call out for this in late spring 2024.

**Can I apply for both the Summer of Wellbeing and the Shaped by Community funding opportunities at the same time?**

Yes, you can apply to both. Our Community Voices selection panels will choose the projects they think are most important to fund, so we recommend that if you apply to both, that you apply with two different projects.