



BLACK HISTORY MONTH 2012

Expression of interest Guidance notes

Please read this information carefully and in full before completing the expression of interest application form.

These guidance notes provide details on how applications will be assessed and things to avoid when completing the application form. The notes also provide information about the structure and the processing of successful grant applicants.

Applicants will be referred back to the guidance notes if the information sought is contained within this document. However, applicants are encouraged to contact us for clarification on points, or on questions unanswered within the guidance notes.

Black History Month
Environment and Leisure
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1. Black History Month

Black History Month has been an important part of Southwark's recent history, and there is a long standing commitment to continue offering the community a vibrant selection of events and activities, through programming, that provide insight in to the history and culture of the African, Caribbean and Diaspora communities.

The main programme for Black History Month runs between 1 to 31 October.

2. Theme

Black History Month 2012: Celebration
Celebrating our heritage through film, literature, music, performance, exhibitions and sport

The coordination and programming of Black History Month 2012 is guided by the theme of 'Celebration'. Applicants are required to reflect on the theme when developing events, performances and workshops. We would encourage applicants to use a specific sub category to convey 'Celebration'. Suggestions are:

- | | |
|--------------|---------------|
| ▪ Heritage | ▪ Music |
| ▪ Dance | ▪ Sport |
| ▪ Film | ▪ Exhibitions |
| ▪ Literature | ▪ Theatre |

3. Developing your event

3.1 Timing and location

Attendance and participation are fundamental requirements of events created for Black History Month, and we have recognised that to ensure high levels of attendance, timing and location play an important part. Therefore the preferred timing for events is evenings and weekends, and the most desirable locations are those that are accessible through local transport, and in buildings that are fully wheelchair accessible.

3.2 Participation

Events that are inclusive and reach out to the local community will be looked upon favourably in comparison to events that are developed solely for an organisation's members/users.

3.3 Planning

Applicant proposals should give a detailed description of their event, a planning schedule with timelines, and where possible assigned roles and responsibilities.

3.4 Equipment, resources and venue

The council will not be able to provide any technical equipment or technical support to events. Applicants are advised to provisionally secure and appropriately cost the need for any technical equipment and support when completing the application.

It is also the responsibility of the applicant to ensure that the venue proposed is suitable for the event planned.

3.5 Confirmation and contracting

If applicants are approved to receive a grant, the full details for the event that will be included in the final brochure will be expected two to three weeks after the contract return date. It is therefore important when proposing an event for Black History Month to get a provisional booking for the venue, technical equipment and potential practitioners.

3.6 Pre-scheduled timetable

The table below provides a guide to the planned events for Black History Month 2012. Please refer to this table when developing events to ensure that no clashes of dates and/or times occur.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1	2	3	4	5	6	7
8	9	10	11	12	13 NOON Film screening	14
15	16 PM Talk	17	18	19	20	21 NOON Walk
22	23 PM Empire to Independence	24	25 PM Research your ancestry	26	27 12pm to 6pm Main event	28
Half term 29	Half term 30	Half term 31				

3.7 Previous event management experience

When submitting your application please include details of your previous experience of developing and delivering events similar to the project/event proposed in your application.

4. Grant allocation

There is a maximum grant allocation of £2,000. Application requests must not exceed this amount. If an application is successful the grant will be issued in two instalments of 50% and 50%. The first instalment will be released prior to Black History Month, October 2012 and the remaining instalment will be released after events have been delivered and evaluation documents have been returned.

Even though the Council has agreed to raise the upper limit of the grant, organisations may still apply for lower amounts as their proposed activity requires.

5. Budgeting and costing your event

Using the application form table applicants must provide details of the costs involved when developing their event for Black History Month. These must be quotes obtained by suppliers, in a general sense, and must not include catering costs.

6. Submitting your application

The closing date for applications is Friday 6 July 2012, 5pm. Applications received after this time will not be assessed.

Applications must be completed in full, and require signatures from the event organiser and Director/Manager of your organisation.

We will only accept applications from organisations that are constituted, limited, a registered charity, or under any other legal structure for an organisation.

7. Things to avoid

When completing your application and describing your event details, please ensure that you give the complete content information of the event. Avoid:

- providing lengthy information on the background of your organisation
- using statistical information. But if it is necessary, keep it brief

We are interested in the event and how it will be staged and executed, how it relates to Black History Month and how it responds to this year's theme.

8. Notification

The closing date for applications is Friday 6 July 2012, 5pm. Applicants will be notified with the outcome of their proposal the week commencing the Monday 9 July 2012. Because of the quick turnover, proposals received after the closing date will not be assessed.

9. Application weighting

Applications will be assessed using the following criteria and weighting.

Criteria	Description	Weighting
1.Theme	Follows the theme of celebration	10
	Follows one of the suggested themes: Heritage, dance, film, literature, music, sport, exhibitions, theatre	5
2.Timing	Takes place at a suitable time and day for the event described	10
3.Location	Proposed location accessible through local transport	5
	Proposed location accessible to wheelchair users	10
4.Participation	Event/project open to external audiences	10

5.Scheduling	Planning schedule demonstrated through timelines and roles	10
	Feasible resources and equipment for event/project	5
6.Budget	Grant requested within maximum allocation	10
	Appropriate/sourced budget and costs.	5
7.Submission	Appropriate signatures	5
8.Organisation	Under formal legal structure.	5
9.Previous experience	The organisation can demonstrate prior experience of successful event management	10
Total		100

For clarification on points made in these guidance notes, and to ask additional questions, please contact the Black History Month team on 020 7525 3415 or email blackhistorymonth@southwark.gov.uk.