GREATER**LONDON**AUTHORITY

(By email)

Dear

FOI response - MGLA281222-6326

Thank you for your request for information which the Greater London Authority (GLA) received on 27 December 2022. Your request has been considered under the Freedom of Information Act 2000.

Please find below / attached the information we hold within the scope of your request

1. Could you please provide me with any material which acts (have acted) as a guide for the selection and commissioning of artworks/projects/courses, which may either be used internally or distributed to outside bodies that the Commission works with (i.e councils) In particular, guidance which relates to race/racism/diversity/black lives matter/inclusion/decolonisation

Answer:
The Commission for Diversity has developed a Values and Principles document, an internal working document which will act as a guide for the selection of larger scale commissions and is intended to help guide best practice across the GLA family: Values and Principles (V4).docx

It has not produced nor distributed any written guidance to external bodies.

2. Can you please provide a list of all public artworks or features (streets) which have been the subject of applications for funding, in relation to changing them in some way: for example, changing a street name or reinterpreting a statue Can the original application be provided, redacted as needed. Or can this list be broken down by the artworks (or street perhaps), the reason given for wanting money, and the total requested. If this cannot be done, can you please provide a raw list of all applications for funding, redacted as needed

Answer:
All funding applications have been submitted through the Untold Stories fund. Most applications focus on developing new objects in the public realm with their communities or on projects that aim to highlight existing diverse heritage (through guided tours, maps, etc.).
- No applications were received for changing street names.
- No applications were received for changing or removing existing statues or artworks.
- An application was received from V22 Communities – Manor House Library to undertake research and community consultations to develop and install signage that provides context on former owner, Sir Francis Baring's, role in the trans-Atlantic slave trade. Manor House Library has a plaque for Sir Francis Baring, which has been covered

since July 2020. The application is not concerned with removing or changing the plaque. This project was funded in Round One and is listed on our website

- Please find attached the application form.

3. Can you please provide a summary of how much the Commission has cost to date, exclusive of the grants offered. For example, this would be the overall cost of the project planning, research, the expenses of its members, and all other costs outside the money available for applications from the public

Answer:

The purpose of the Commission for Diversity in the Public Realm is to lead a London-wide conversation on how to achieve greater diversity of representation across the public realm and heritage sites. This is focussing on increasing presence and visibility of underrepresented groups including Black, Asian and minority ethnic, women, LGTBQ+ and disabled groups and to include consideration of representation of socio-economic diversity.

The Commission set out a broad programme of work which is being delivered in partnership with boroughs, a Partners Board and other stakeholders. It covers four main strands:

- Make recommendations on new commissions which increase visual representation of diversity in London's public realm (statues, memorials, blue plaques, commemorations, murals, street art, street names, public art). This is taking place through the creation of the Untold Stories grant fund
- Provide an overview of existing representation in the public realm in London – this has taken place through a partnership with Art UK
- An engagement programme, aimed at including Londoners in decisions about the public realm
- Policy, Practice and Legacy – embedding equality, diversity and inclusion in London's public art and public realm for the long term

All of the Commission's work is informed by the public engagement programme through which thousands of Londoners have contributed their views. This includes insights gained through a series of open conversations co-hosted with partners such as Black Cultural Archives, East End Women's Museum, Queer Britain, Museum as Muck amongst others, attended by over 400 Londoners, workshops with young people and outreach sessions and workshops relating to the Untold Stories grants programme.

Around 150 Londoners took part in Bridging Histories workshops and many more have engaged in self-directed projects via the website, which has had over 65,000 visits.

Between July and December 2022, around 50 heritage walks, talks and events took place as part of the London Unseen, a season of trails, tours and events that celebrate the many incredible histories of the city, as told by communities, practitioners, artists and activists. Delivered in partnership with festivals including London Festival of Architecture and Open House. In total more than 4,500 Londoners have been engaged with the programme.

Expenditure to date has been £494k, as follows:

Public engagement programmes:	£172,012
Governance:	£9,450
Access costs:	£11,793
Project & grant delivery:	£226,293

Research & Borough engagement: *£74,452*

If you have any further questions relating to this matter, please contact me, quoting the reference MGLA281222-6326.

Yours sincerely

Information Governance Officer

If you are unhappy with the way the GLA has handled your request, you may complain using the GLA's FOI complaints and internal review procedure, available at:
https://www.london.gov.uk/about-us/governance-and-spending/sharing-our-information/freedom-information

<u>**Commission for the Diversity of the Public Realm**</u>

Mission:
By 2023 there will be more objects in the public realm that tell a wider, diverse and more representative story of London.

As a consequence, Londoners will have a better understanding of London's diverse histories. Diverse communities will better understand how they can impact the public realm and visitors will have a better sense of what London represents. London Boroughs will be more engaged with diversifying the public realm, which will encourage best practice after the life of the Commission

Commissions Core Values:

These are the fundamental values and founding principles for how we Commissioners will take forward the work of the Commission. They define how we will work with all key stakeholders the GLA team and Londoners.

1. Diversity, Inclusivity, Equity and Equality

We are committed to:

- building a programme which is sensitive to the beliefs, views and opinions of Londoners
- embedding policies that support long-lasting systemic change and align with our mission to diversify the public realm
- being 'gate openers' not 'gatekeepers'
- ensuring our work is accessible to all Londoners
- supporting projects that have integrity and fulfil the mission of the Commission.

2. Working Methods

We will:

- hold the perspectives of Londoners and partnership with communities at the heart of all our work
- be signifiers of change
- work with transparency, openness, sensitivity and a duty of care
- be clear and purposeful, and support Londoners in executing projects that leave a legacy.

3. Our Legacy

- We will have developed a programme of work that is future proof
- We will have equipped local community leaders, cultural organisations and local authorities with the tools to impact long-term change (through information sessions, community focused conversations and educational workshops and upskilling opportunities)
- We will leave an imprint which encourages the diverse histories and peoples of the capital to be celebrated and commemorated more equally

Guiding Principles to the Commission's delivery Pillars

Emblematic Projects

Our emblematic projects will 'future map' London, contributing to a renewed picture of the city. They may include:

- New statues / memorials
- Changed memorials
- Community projects
- Pan-London project / stories
- Names - old and new
- Public artworks

We will support and advocate for projects which:

- substantively change the narrative in surprising, enjoyable, thoughtful and empowering ways and which instil pride
- promote learning & engagement, mentoring and knowledge-sharing
- engender wider cohesion through consultation and continuous engagement
- demonstrate sustainability (of materials and processes)
- represent a diversity of rigorous approaches, valuing both tradition & innovation
- educate and inform, while having emotional resonance
- relate specifically to their location
- enable grassroots representation.

EVIDENCE & DATA

We will build evidence and data that is predicated on:

- Transparency about why data is being collected, how it is used and who it is for
- Data collection data collection built on principles of reflection of past and present historic debate
- in service of the mission built on principles of trust and reflecting the reality of historic, current and potential futures debate
- Accountability to Londoners thorough active public engagement.

- Sensitivity - to belief, views and opinions of all Londoners (e.g., the importance public realm can hold for individuals/communities and the trauma surrounding some of these histories)

ENGAGEMENT PROGRAMME

We will support projects that:

- reflect the experiences of underserved communities
- support systemic change
- have a presence in spaces that are meaningful to underserved communities
- inform the future.

POLICY, PRACTICE & LEGACY

We plan to work alongside cultural organisations, cultural leaders and independent stakeholders to develop long-lasting policies which:

- build a future London with a projected 20-year view of the public realm
- support hyper-local organisations, cultural leaders and independent stakeholders through policy maintenance and on the ground stewardship
- align with up-to-date research and data collection as evidence indicators
- move the debate forward in a positive way, beyond political positioning
- integrate capacity building approaches with a positive impact for Londoners

November 2021

Untold Stories Test and Nurture Application form

Data Protection

GDPR Notice

The Greater London Authority (GLA) and Rocket Science (UK) Ltd, the grant managers for this programme, are subject to the EU General Data Protection Regulation (GDPR), and UK Data Protection Act 2018 regarding the handling and processing of personal data. Furthermore, as a public organisation the Greater London Authority must also follow the Freedom of Information Act 2000 and Local Government Transparency Code. The Greater London Authority has a data protection policy, which is available from their website. Click this blue link to access the policy.

How we will use your data

By agreeing to the terms and conditions of this application process, you agree to the following: That the Greater London Authority and its representatives involved in this grant programme delivery can use this application form and the other information you provide within this grants portal for the following purposes:

- To enable Rocket Science (UK) Ltd and a pool of independent, expert assessors, who will manage this process for us, Greater London Authority Staff and those involved in the decision making process including Commission for Diversity in the Public Realm's Partners Board, Commission Members, and Borough Working Group, to review the information submitted. This may include any contact details you provide. Information shared will only be used by parties to contact you in relation to this application, to decide whether to give you a grant, associated features of the grant such as capacity building or evaluation and any other legal, financial or reporting requirements of any award made.
- To support organisations with their fundraising efforts, we may also contact you to make you aware of other GLA funds that may be of interest to you. After we reach a decision, we may also tell those organisations the outcome of your application and, if appropriate, why we did not offer you a grant.
- To hold the information in Rocket Science and Greater London Authority databases and use for statistical and monitoring purposes.
- To provide information on this grant programme, provide you with reminders regarding deadlines and programme wide developments that could support you in your application or subsequent project delivery. This may include sharing your details with a programme evaluator, should one be appointed.
- If we offer you a grant, information about your organisation will be published relating to the project funded, including the amount of the grant and the activity it is/was for.

This information may appear in press releases, in Greater London Authority's print and online publications and in the publications or websites of any partner organisations who have match funded the activity.

How we store your personal data

Your data might be stored in all or some of the following locations:

- Rocket Science use Blackbaud Grant Making system to host our application forms and store the information contained within. Your data is held in servers are held in the UK and are compliant with GDPR. More information on Blackbaud Grantmaking Privacy Statement is available by clicking this blue link.
- We may store some of your data on a cloud based shared filing system, SharePoint, managed by Rocket Science.
- We hold all personal data securely and in accordance with the General Data Protection Regulation 2018. The data processor is Rocket Science, registered at 22 Stafford Street, Edinburgh, EH3 7BD.

How your application and personal data will be handled:

Under data protection legislation, the Greater London Authority and Rocket Science are only allowed to use personal information if we have a proper reason to do so. We will process your application and personal data in the following ways for the purposes of the delivery of this grant programme:

1. During assessment of your application:- Your contact information will be processed for the purpose of contacting you during the application period of the grant cycle, assessing your application and notifying you whether or not it was successful.- Your application and contact information will be shared with Greater London Authority Staff, Rocket Science (UK) Ltd, an organisation we have contracted to support scoring and grant management) and a pool of independent, expert assessors contracted by Rocket Science (UK) Ltd. Application and assessment information may be shared with representatives from the Commission for Diversity in the Public Realm's Partners Board, Commission Members and Borough Working Group for the purposes of decision-making as well supporting successful applicants.
2. If your application is successful: We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. We will retain this information for no longer than 7 years after the completion of the Untold Stories programme. Information from your application will be used to publicise the grants awarded through this programme. Information about your organisation will be published relating to the project funded including the amount of the grant, the activity it was for and who will be supported. This information may appear in press releases, in its print and online publications and in the publications or websites of any partner organisations who have match funded the activity. No personal data will be included in press releases, unless we have your consent to do so.
3. If your application is unsuccessful: We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. We will retain this information for no longer than 1 year after the completion of the Untold Stories programme.

You can contact us at any time to check what personal data we hold for you, or to make changes to it, by emailing grants@rocketsciencelab.co.uk

You can ask us to delete any personal information that we hold and/or stop sending you information at any time by emailing grants@rocketsciencelab.co.uk

If you have any questions about our privacy statement, the data we hold on you, or you would like to exercise your data protection rights, please do not hesitate to contact our data protection officer

- Please tick below to confirm that you have read the above notice and agree to the terms and conditions included.

Yes

- I confirm that I can be contacted by the GLA and their representatives to be made aware of other Greater London Authority funding that may be of interest to my group or organisation.

Yes

- Your Organisation
- Fund

Test and Nurture

Untold Stories – Test and Nuture

- Please complete this form to allow us to understand your organisation and project. We also want to find out if you have any accessibility needs and how we can support you. We encourage all applicants to read the prospectus, available by clicking this blue link, before completing this form. If you have any queries about completing this form, please contact the Untold Stories team at untoldstories@rocketsciencelab.co.uk
- To access this form again once you have started, saved and exited it, please log onto your grant portal again, rather than via the application link. This address will also be on the email that will be sent to you (at the email address provided to log in) each time you save and exit the form. Please check your junk mail folder, if you can not see this email. Alternatively, you can access the link by clicking this blue link here and bookmarking the web address.

- Firstly, please tell us about your organisation.

- Organisation Name

V22 Communities – Manor House Library

- Organisation's Address

34 Old Road, Lewisham

- Postal Code

SE13 5SY

- Organisation Telephone Number

02084630420

- In which London Borough are you based?

Lewisham

- Organisation Type

Registered Charity

- Company registration number

Charity registration number

    1180229

- Main Contact - This is the person we can talk to about this application.

Exempt – section 40.

- Is your organisation majority-led by people who identify as (majority-led means more than 50% of your management and staff):

- Black, Asian or Minority Ethnic

No

- LGBTQ+?

 No

- Women?

Yes

- Deaf or a person
- with a disability?

No

- People from lower social economic background?

No

- What was your annual turnover in your last full financial year?

112949

- Tell us about your organisation or group. Please include information about your organisation or group:
    - who makes decisions?
    - who attends your meetings or sessions?
    - who do you support or involve in your activities?
    - your background and what you do (what activities – networking, support, workshops, education, advice, etc.)

Manor House Library is a multifunctional community building in Lewisham located in Manor House Gardens that receives approximately a quarter of a million visits in a non-Covid year. The Grade 2* listed building compromises a public library, a day-care centre for pre-school children, a midwife hub for Lewisham & Greenwich NHS Community midwives and three community rooms with a variety of functions and events for people from a broad cross-section of society. Activities address issues around digital literacy; advocacy; counselling; physical and mental wellbeing; LGBTQ+ issues; maternity and young families; hosting for local NFP and charity groups; support for refugees; arts based projects; signposting; ESOL classes and a host of other activities.

Manor House Library is one of three public libraries run by V22 Communities. Day to day management is in the hands of a CEO, who reports to a board of six trustees with a broad skillset from a diverse variety of backgrounds. The libraries and community spaces are staffed largely by volunteers from a cross-section the community, providing work experience and opportunities for many, and a useful and social activity for many more, offering everyone a chance to learn a new skill and provide a meaningful contribution to society. In 2021, as part of Lewisham's Borough of Sanctuary initiative, Manor House Library pledged to be a Library of Sanctuary and work closely with the community to reduce isolation and encourage community connection.

V22 Communities is the charitable arm of the V22 family. V22 is an arts organisation with for-profit (V22 London) and not-for-profit (V22 Foundation) arms, both of which support the charity. Tara Cranswick is the common tie between the three organisations, acting as Director on both business wings and as a Trustee for the charity.

- Organisational Uploads
- Please upload a copy of your organisation's UK bank statement. Please ensure you press 'upload' after you have chosen your file so that the name of the file appears on screen. If your attachment is larger than 25mb, please contact us at untoldstories@rocketsciencelab.co.uk

Unity Bank V22 Communities 4_12_21.pdf

- Please attach your organisation's governance documents that include a suitable 'dissolution' or winding up' clause

V22 Communities CIO Constitution Revised 070419 (1).pdf

- Please upload a copy of your organisation's most recent audited accounts or accounts signed by an independent and qualified accountant. If you are a new organisation without published accounts, please upload a copy of your financial management document e.g income and expenditure document

V22_report_2020.pdf

- If you are not a registered charity or if your accounts do not clearly state the income and expenditure of our organisation in the last financial year, please upload a copy of your income and expenditure document for the last financial year

About Your Idea

- Please tell us more about your idea and how it meets the aims of our funding.
- Please provide a project/idea title/name

Reclaiming contested histories: illuminating the role of slavery in the personal history of Sir Frances Baring at Manor House Library, Lee

- Tell us about your idea. Remember, this could be the development of an idea, consultation on an idea or working with your community to plan a project. In your answer, we would like to hear about how this funding will support you to develop a project that will:
    - Create new objects (murals, artworks, plaques, benches, gardens, play areas, etc.) that increase diversity and representation in London's public spaces.
    - Provide context, insight or draw attention to invisible, contested or absent heritage in London's public spaces.

- Please include information on:
    - The overall ambition or aim for your idea or project
    - Why is this project important to you?
    - What activities will you offer and how will these help you to achieve your ambition
    - Who will take part in this project?

We are seeking funding to erect appropriate signage in the courtyard of Manor House Library, Lee giving visibility to the previously unacknowledged role slavery has played in its existence.

Lewisham is among the most diverse boroughs in London, recent council data indicating 46% of the total population being of BAME heritage, with an overwhelmingly high 65% of residents aged 0-19 with BAME heritage. A recent survey conducted by Manor House Library indicated that 29% of users and 28% of library staff identified as BAME. The Deprivation Index for London Boroughs places Lewisham as 3rd most impoverished. Lewisham is therefore home to a large number of young low-income BAME residents and this population is directly impacted and affected by the legacy of slavery.

Denial and minimisation of Britain's colonial and slave past are all too common within the historical sphere and without a doubt, Manor House would not exist were it not for the slave trade. Now functioning as a volunteer-led public library, day care centre and overflow outpost for midwifery appointments, we aim to reclaim the space for the local community and to

illuminate this contested and largely absent slave past. A lack of acknowledgement implies a wilful omission and denial of the building's true heritage. In providing accurate information regarding the slave dealings of the former owner, we will be reclaiming the narrative and hope that this will honour those who made Manor House possible, as well as pledging to continue to make Manor House welcoming and accessible to all.

A public forum is planned in the library space open to all in order to better understand the wishes of the community regarding the specifics of the signage. As a community-led space serving the community, input from our users is critical in ensuring we deliver an appropriate outcome.

Secondly, we wish to engage an archival researcher from either the Black History department at Goldsmith's University or the Centre for the Study of the Legacies of British Slavery to ensure that the information displayed is accurate, well-researched and substantiated by credible sources. In the interest of transparency and in the spirit of providing a platform for own voices, we wish to engage a researcher experienced in researching British slavery.

The project will be led by the staff and volunteers of Manor House Library and local residents, with the aid of archivists and a local councillor.

- Tell us what you have already done. This could include things like holding a community meeting, involving different groups in planning the project, contacting your local authority to discuss your idea or having a starter conversation with an artist, local history society, archives, etc.

Manor House's history was publicly criticised for its lack of visibility in relation to the slave trade during the Black Lives Matter protest movement in 2020. Attention was drawn to the maroon plaque on the building dedicated to Sir Frances Baring - former owner, slave trader and inhabitant. Following historical research in conjunction with the Baring Archive conducted by the Director of Manor House Library and a consultation with the council in tandem with events surrounding the toppling of Edward Colston's statue in Bristol, a decision was made to cover the plaque, which remains covered to this day.

Manor House has already been identified as having strong links to slavery by the Centre for the Study of the Legacies of British Slavery - which cites Sir Frances Baring as a beneficiary to slave plantations in Guiana, the National Maritime Museum - with Manor House appearing on a map of local establishments owned by slave traders, and the National Archive - which highlights the building on a map of Black and Asian presence in Lewisham. It is now also considered common knowledge, being cited on such websites as Wikipedia.

Previously, following the height of the BLM movement, efforts were made to liaise with the local authority to open a dialogue regarding any additional information that can be provided to give context to the building. Unfortunately, this has been strongly hampered by a lack of funding and the effects of the COVID-19 pandemic. An initial dialogue has already been opened with the Black History department at Goldsmith's University, however any further research has been impeded by a lack of funding.

Library staff and visitors often query the history of Manor House and the lack of information provided. Many members of the community are already aware that the building has strong ties to slavery and wish to know more. Sadly, despite being the most logical location of historical information and records, we do not have any visible evidence on the premises to educate the local community and visitors.

- Idea Next Steps
- Tell us about what you need to do next. These are the practical steps you need to take to develop your idea or project. They could include:
  - Community consultation or form a steering group
  - Planning permission
  - Feasibility study/plan
  - Find relevant professional support and advice for getting your project started
  - Run workshops or sessions
  - Research and development

- Initial community consultation - The initial project will be proposed and feedback will be sought via a community-based forum to understand the needs and interests of the community. We aim to ensure that we reach a variety of groups and demographics by providing a live digital link to the meeting for those unable to attend in person. Many library users do not have access to a computer or the internet at home and therefore an entirely virtual meetings would exclude many members of the community.
- Confirmation of planning permissions from the local authority - Once an initial idea has been decided upon, planning permissions will need to be granted by the local authority. This application would largely depend on elements decided during the community consultation.
- Archival researcher to compile evidence - An archival researcher from the Centre for the Study of the Legacies of British Slavery will be employed to compile a historical summary. In the event that the Centre is unable to assist, we will aim to utilise a researcher from the Black History Department at Goldsmith's University or the National Archive.
- Signage design commission - A Lewisham-based designer will he hired to produce a mock-up of the signage. The commission will be based on previous discussions during the community forum and is intended to blend with the existing information signs located at local historical sites - the Manor House ice house and Boones Chapel. The sign will include text as well as images.
- Follow-up community forum - Once the project has taken shape, a follow-up community forum will be held to showcase the design before it is installed. This will aim to address any concerns and ensure that the community is in agreement about the project.
- Sourcing of quote for works - A quote from a Lewisham-based signmaker to be obtained for the materials and labour of the project. Once again, this will be pending community agreement regarding the shape and size of the signage and the commissioned design.
- Signage installation and unveiling - The finished design will be installed and unveiled at Manor House Library during a public event open to everyone in the community, the local authority, members of the Baring Archive and research archivist.

- What support do you need and how will you get it?
- You may already have the right skills in your organisation through your staff and volunteers.
- If you do – please tell us who will be responsible for the steps above and their experience.
- You may not have all the right skills in your organisation and will need support from a partner, freelancer, other organisation or network (paid or unpaid).

- If you know who will support you, please tell us who they are and what their experience is.
- If you don't yet know who you will be working with, please tell us how you plan to get that support (advertise, write a brief, recommendations, social media, etc.)
- This support could include:
  - People or organisations giving you advice or managing part of the project for you either paid or voluntary
  - Networks or organisations who are helping you to spread the word or reach new people
  - Landowners or venues who are giving you access to their sites
  - Local authority staff

The project will largely be overseen by the CEO of V22 Community Libraries [Redacted section 40] will be responsible for managing the finances of the project and convening with the local authority to obtain permission for the works. He works closely with the V22 Board of Trustees and will represent their role in the project.

He will be assisted by the Library Manager of Manor House Library [Redacted section 40]. [Redacted section 40] has previous experience working in the education, voluntary, and library sector. She has facilitated V22 Libraries receiving a Library of Sanctuary award and is active in the Lewisham Migration Forum to assist forced migrants and refugees in the Borough of Lewisham. She has been working with Lewisham Community Connections to tackle isolation and loneliness during the COVID-19 pandemic. She will be tasked with organising the community forum and liaising with key participants to facilitate the project.

Input from the local authority will be conducted through Councillor James Rathbone who has been active in supporting Manor House and its volunteers for many years. Cllr Rathbone is Vice-Chair of The Safer Stronger Communities Select Committee which monitors, reviews, and makes recommendations about a wide range of local matters around, police and crime, equalities, community engagement and libraries. He also a member of the Local Government Association General Assembly, and the Overview and Scrutiny Committee working to appoint committees to mitigate issues within the Borough, as well as being the designated Mental Health Champion for Lewisham. Cllr Rathbone will be instrumental in assisting with permission applications for the site from Lewisham Council and managing the community forum.

Support for the project will also be sought from the volunteers of Manor House Library and the general community. A call for those wishing to participate will be advertised on the V22 Libraries social media and website, as well as posters placed in and around the building itself. Collaboration with Lewisham Libraries will also be sought in the form of additional advertising via their social media channels.

- How have you or will you involve your wider community in this project?
- We'd like to know how you will reach beyond your own group to involve other local people in the project.
  - How will you invite them to be part of it?
  - How will you involve them in decision-making?
  - How will they experience the project?
  - The strongest projects will be inclusive and collaborative.

The community will be involved in a number of ways in this project.

Firstly, direct input will be sought through open community forums. These will be run at last twice throughout the project; once at the beginning of its inception, providing an overview of the plans and allowing the community to voice any concerns and propose changes, and for a second time once the design has been drafted so any amendments can be made as needed. Depending on any revisions that need to be made or general community consensus, a subsequent forum may also need to be held.

Secondly, we aim to include people in the decision-making who are of BAME heritage. As previously mentioned, Lewisham has a very high number of the population who identify as BAME and we will ensure that they are all given the opportunity to participate and voice their concerns about the project by providing adequate information regarding the forum sessions, ensuring the sessions run at a suitable time to those working, and provide a video link and transcripts following the meetings. We will also make sure to seek locally-based designers and craftsmen who represent the community.

Thirdly, we will work with academics from the Black History Department at Goldsmith's University and the Centre for the Study of the Legacies of British Slavery. Ensuring there is adequate representation from the BAME community is a core goal of this project and by hiring academics with expertise in the field of the legacy of British slavery, we will empower individuals from the community to take charge of the narrative.

The aim for [Redacted section 40] and [Redacted section 40] is to facilitate collaboration between the above-mentioned groups by providing structure while remaining open to change depending on community wishes and flexible with its decision-making.

- How will you make your project accessible to Deaf and disabled people?
- Please think about how your project can be enjoyed by all Londoners. This should be at all stages of the project – planning, participating and as audiences.

Prior to community consultation, we will ask for expressions of interest and ask for any additional access or sensory needs. We aim to ensure that the meeting occurs at a time and place that is accessible and safe for all those wishing to attend. Advertising for the forum will occur across multiple online platforms, through postal flyers, and posters throughout Lewisham. We will also livestream the sessions and take minutes which will be available to the public following the meetings. The community forum will be held at Manor House Library which has been modernised and is accessible to those with mobility needs.

The courtyard outside of the building is accessible and shares opening hours with Manor House Gardens, a public park managed by Lewisham council. Our goal is to place the sign in an accessible location in front of the building, angled at approximately waist height (see photo attached of similar sign). The text and images included on the sign will be simplified and stylised to ensure maximal comprehension.

A webpage with relating to the signs will also be added to the Manor House Library website so it can be accessed remotely allowing for text-to-voice and font enlargement for individuals with visual impairment. Access via the internet will allow for the information to reach anyone around the world.

- What is your long-term plan for this project?
- As this strand is about developing an idea and testing it, you might not have a detailed plan of where it will go in the future.

- However, we would like to hear about your hopes and ambitions for the future and how this funding will help you to get there.

Our long-term goal is to reshape the narrative surrounding Manor House and raise public awareness about its history in the wider community. In erecting well-researched and well-informed signs, we will inform the community about the slave trade and how it has directly shaped the building today. In creating an open dialogue, we will empower the residents of Lewisham to reclaim the history of the building and continue our commitment to making it an inclusive community space.

We hope that in being open and illuminating this largely invisible history, the Baring ties to slavery will also be acknowledged in other locations such as the National Portrait Gallery, where numerous portraits of Sir Frances Baring are displayed without direct mention of the source of his wealth. The narrative around Sir Frances Baring needs to change to fit with modern understandings of whose histories should be celebrated and we hope to be a catalyst in that process.

In the future, we would like to be able to acknowledge and honour the individual slaves that worked on the plantations in Guiana owned by the Baring family. The initial archival research can begin to uncover some personal information regarding specific individuals and shed light on individual histories. Used as a basis for further research, we would like to feature individuals and their background, age, name and origin to directly commemorate those who made Manor House possible with additional displays inside the building.

Project Location and Policies

- Where will your project take place?
- Please tell us about the main postcode for where you would plan to deliver your project at.

SE13 5SY

- Please select the borough(s)/location where the project will occur:
- If your project is pan-London, please choose Greater London

Lewisham (Greater London)

- Please tell us about your policies, risk assessments and insurance.
- Which of the following do you have in place already (and can be uploaded)?
- Please choose 'No' where you currently do not have these in place, but which will be in place by the time you start your project.
- If your project is successful, we will not make any payments until these are in place.

- Risk Assessment

No

- Please upload your risk assessment below:

- Please ensure you press 'upload' after you have chosen your file so that the name of the file appears on screen. If your attachment is larger than 25mb, please contact us at untoldstories@rocketsciencelab.co.uk

- Health and safety policy

  No

- Please upload your health and safety policy below:
- Safeguarding policy

 Yes

- Please upload your safeguarding policy below:

Child Protection and Safeguarding Policy_V22_2021a.pdf

- Data protection policy

 Yes

- Please upload your data protection policy below:

MH Data Protection Policy.pdf

- Public liability insurance

Yes

- Please upload public liability insurance document below:

V22 Policy Schedule.pdf

- Employer's liability insurance

Yes

- Please upload Employer's liability insurance document below:

V22 Insurance Cert 21-22.pdf

- Please tell us about any permissions you need to make your project happen.
- If your project is creating something new or adding to existing work, you will need permission from the landowner or your local authority. We need to know if you have already secured this permission or if you have a realistic plan to get it. Please tell us about any permissions or other legal requirements you will need to fulfil.

The local authority has previously granted permission needed for signage provided it fits with the surrounds and is in keeping of other local information signs. Both the local authority and civic society have been very supportive in the installation of a sign.

Once initial community consultation has been completed, a planning permission request will be put to the council with the aid of Cllr Rathbone. We feel it is important to complete the initial community-focused forum prior to seeking permission, as it is liable to change depending on community views.

Supporting information.

- If you think it will help us to understand your project better, you can upload up to three pieces of supporting information. This can be plans, images, briefs, photos, audio files or films. No file can be larger than 25mb in size. If you have files larger than this, please contact untoldstories@rocketsciencelab.co.uk
- Written documents cannot be more than 2 pages of A4 and films/audio files no longer than 5mins.

- Supporting Information (1)
- Video URL(s)
- Supporting Information (2)

Sample_sign.jpeg

- Supporting information (3)
- Budget

- How much funding are you requesting from Untold Stories?

4770

- Other funding
- You don't have to have any other funding for your project but if you do, please tell us about it here including if it is already secured/guaranteed or not
- Funding Source (1) (Largest)
- £ Amount (1)
- Funding Source (2)
- £ Amount (2)
- Funding Source (3)
- £ Amount (3)
- Funding Source (4)
- £ Amount (4)
- Funding Source (5)
- £ Amount (5)

- Expenditure

- Please tell us the total cost of all areas you need funding for. Your total expenditure should be equal to the amount of funding you are requesting plus your other funding(if you have it).
- If you already have prepared a budget document showing the full cost of the project, or require more or larger fields than provided below, you can upload it here instead of

completing the fields below. Please ensure that you either upload a document or complete the fields below.

- Expenditure Area (1) (Largest)

 Signage final cost pending the agreed upon sign following on from community consultation.

- £ Amount (1)

  2500

- Expenditure Area (2)

Archival Research based on an estimated 7 hours of work at £116.88 (incl. VAT) per hour as set out by the National Archive under the Fees Regulations under the Public Records Act (1958).

- £ Amount (2)

  820

- Expenditure Area (3)

Signage design commission: commission of design mock up for the draft including text and supporting images. To be sourced from a local designer based in Lewisham.

- £ Amount (3)

  600

- Expenditure Area (4)

Administration costs of managing the project including managing all records and data, quotes and documentation. A sum of this will go to engaging someone to review the community consultation meetings and produce minutes.

- £ Amount (4)

400

- Expenditure Area (5)

Launch and unveiling: cover staffing and costs for local gathering to include all participants and members of the community.

- £ Amount (5)

  300

- Expenditure Area (6)

Webpage design: Research findings to be added as a separate webpage of historical context to the Manor House Library website with cited resources

- £ Amount (6)

150

- Expenditure Area (7)
- £ Amount (7)
- Expenditure Area (8)
- £ Amount (8)

Support in kind

- Please tell us about any Support-in-Kind. This is something you need for your project, but you don't have to pay for it. This can include:
  - Volunteer time
  - Materials that a business is providing for free
  - If a venue is offering you space for free or heavily reduced rates.

Support-in-kind is really valuable. In a funding application, it helps to show us that you have considered all the costs associated with your project and that there is a lot of support and goodwill to make it happen.

The volunteers of Manor House Library will be donating their time and running this project alongside [Redacted section 40]. Our volunteer staff have already been incredibly supportive and have been invaluable in initial discussions and planning stages. Many have additionally expressed an interest in assisting with this project in a more long-term and structured capacity. Once the project has a concrete plan and start date, a communication asking for specific assistance will be sent out.

V22 Communities has offered free access to the Manor House site and facilities for the purpose of planning and any community forum meetings. They have agreed to allow access to the relevant social media platforms to enable advertising at no additional charge. They will also fund any printing of posters, handouts and additional paperwork required for advertising this project, running the required forums and general administrative tasks.

- Project Access Costs

- If you or your participants require additional support to run or be part of the project (BSL interpreters, translators, personal assistants, etc.), you can apply for up to £1,000 over the £5,000 threshold to cover these costs. Note: These costs should focus on personal access costs to enable you or your participants to run or take part in your project. It will not support the costs of making a final artwork or object accessible, this should be part of the overall costs for the project and included in any commissioning briefs.

- Do you or your participants require additional support funds to run or be part of the project?

Yes

- If yes, how much are you requesting in additional support costs? (Up to £1,000)

500

- If yes, please briefly explain what support is required and why and how much each element it costs:

To make the community forums inclusive, we would like to offer a digital live stream of the forum meetings and the final unveiling to anyone wishing to participate. This is particularly important given the current uncertain climate and the COVID-19 pandemic. If forum must be moved to online only, or certain high-risk members of the community are unable to attend due to rising case numbers, providing a digital option would allow for more inclusive participation. It would also be beneficial to record the sessions for any members of the community who were unable to attend and provide evidence of our consultation process.

Currently, the library has no hardware to facilitate a virtual meeting and would require a camera and microphones. Based on initial research, a mid-range camera costs approximately £200-250 and a 360-degree coverage stand-alone microphone station around £250.

- I confirm that the information provided within this form is true to the best of my knowledge. I confirm that I will update Rocket Science, via email or phone, if any of the contact details change, or if our circumstances change and we no longer require funding.

Yes

Thank you for completing this form.

Please now review all your answers before submitting, ensuring that you have answered all questions, either via an upload or response on the form. You will not be able to make any amendments to the form once submitted.

Once you have gone through review and submission, an email containing a copy of this application will be sent to the e-mail address you used to log in to this portal. Please check your junk folder if this is not received within 15 minutes.