

**MAYOR OF LONDON**

# **Untold Stories**

## **Grant money to change public spaces in London**



**Easy read booklet**

# About this booklet



London is a **diverse** city. **Diverse** means lots of different types of people live here.



This includes people with different religions or abilities, people from different places and people with different cultures and backgrounds.



Being diverse makes London a great city but the history and stories of people from diverse backgrounds are not always told and are not always part of our **public spaces**.



**Public spaces** are outside spaces in our city that are free and open to everyone, like streets, parks and waterways.



The **Mayor of London** has a plan where **communities** can get money and support for projects that change our public spaces.

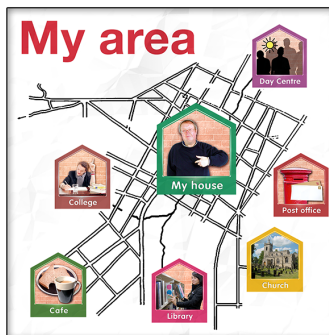
Your **community** is the area you live in.



This plan has 2 rounds. The money for Round 1 was given to 42 projects. This booklet is for Round 2.

This money is called a **grant**. It can be used for projects that

- make something new.
- show something that isn't seen or is hidden.
- tell a different story that might not have been told.



This booklet tells you

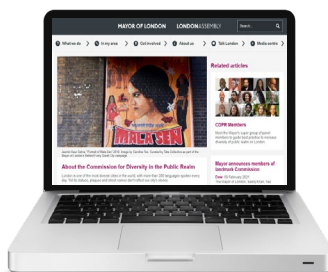
- who can apply for a grant.
- how much money you can get.
- how to apply for grant money.



This money and support is part of a big plan called **The Commission for Diversity in the Public Realm**.

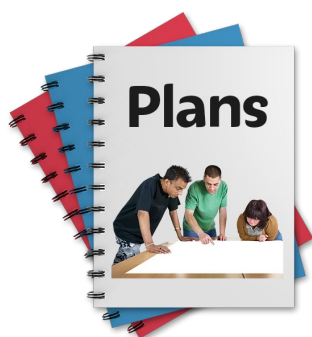
Go to this website to find out more

[www.london.gov.uk/what-we-do/arts-and-culture/commission-diversity-public-realm](http://www.london.gov.uk/what-we-do/arts-and-culture/commission-diversity-public-realm)





# Questions we asked



Over the last 2 years we asked people in London questions about public spaces to help us with our plan.



We asked

- How do you feel in public spaces in London?
- Do you feel **represented** in public spaces in your community?  
**Represented** means you see your own life and culture in public spaces.
- What would you like to see in public spaces in London?
- What would you change about public spaces in London?



# About public space projects



Projects must

- be part of the community.
- include everyone and let people from diverse backgrounds take part.
- happen in public spaces in London like parks or squares where communities can meet.



Projects could

- **make a new object for the community** like a piece of art or something for a garden or play area.
- **show something that is missing or hidden** like history, art or culture about people from diverse backgrounds.



If there are any paid jobs as part of a project we will look at applications that give jobs to people from diverse backgrounds who might not normally get work first.



## Ideas for your project

You might want to

- have a workshop or meeting to think about what your public space should look like.
- work with an artist, local group or someone who knows the history of the area.
- make a trail or record a story in audio or British Sign Language.
- make a new object that tells a different story. This might be about a person or an event from history.
- talk about the past in a story. This is called an **oral history**.
- run a workshop.



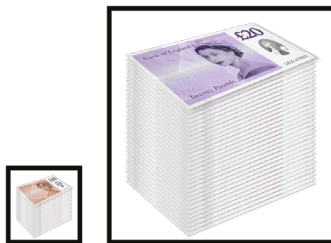
You should think about how your project includes different people with different abilities. Go to this website to find out more

[www.shapearts.org.uk/Pages/News/Category/resources](http://www.shapearts.org.uk/Pages/News/Category/resources)

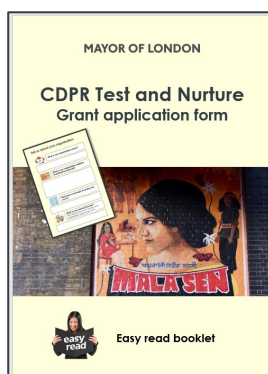
# How much money you can get



We have **£1 million** to spend on community projects. We gave just over half of this money away in Round 1. We have just under half left to give away in Round 2.

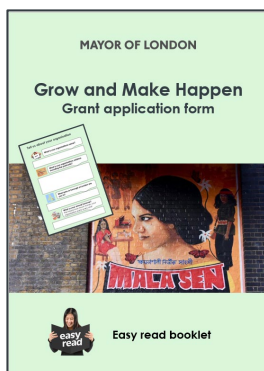


There are 2 pots of money, 1 for small projects and 1 for large projects.



## Test and nurture

There is up to £5,000 for a small project. This could be an idea you want to try out.



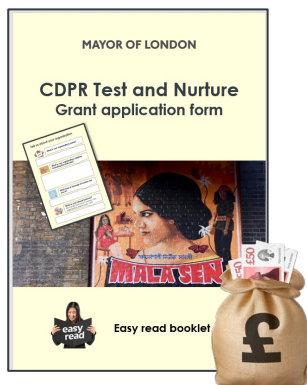
## Grow and make happen

There is £5,000 to £25,000 for large projects that are bigger and have already been tried out.

# Money to help you apply



If you need help with the cost of travel, personal assistants, support workers, or interpreters, you can ask for more money.



## Test and nurture

You can ask for up to £1,000 if you apply for a small project.



## Grow and make happen

You can ask for up to £2,000 if you apply for a big project.



If you have additional access needs, we can pay for someone to help you understand and complete the application.



# Who can apply for grant money



You can apply for grant money if

- you're a community group or an organisation that doesn't make a **profit**. **Profit** is when you make more money than you spend.
- your group or organisation is based in Greater London.
- your group or organisation earns less than £500,000 a year.

Your organisation must be a

- Registered Charity.
- Charitable Incorporated Organisation (CIO).
- Community Interest Company (CIC).
- Company Limited by Guarantee.
- Constituted Group or Organisation.
- Excepted or exempted charity.
- Community Amateur Sports Club.
- Community Benefit Society.



If you are a unconstituted community or mutual aid group you can also apply but you must apply with a constituted **sponsor organisation**.



A **sponsor organisation** is an organisation that supports you and is formed in a legal way.



We will ask your sponsor organisation for more information if you apply with one.



We will try to choose projects led by

- Black, Asian and minority ethnic people.
- disabled or Deaf people.
- LGBTQ+ people.
- women.
- people who don't have much money.



At least half the people in your group or organisation will need to be from these groups.

# Who we want to apply for Round 2



In Round 1 we didn't get many applications from some areas or communities.

For Round 2 we want more applications from

- Deaf and disabled Londoners
- **Faith** or belief based organisations. **Faith** could mean your religion or what you believe in and is important to you.
- Arab communities.
- Gypsy, Roma and Irish Traveller communities.
- The London Boroughs of Barking and Dagenham, Bexley, Camden, Croydon, Enfield, Newham, Hammersmith and Fulham, Haringey, Harrow, Hillingdon, Hounslow, Kingston, Redbridge, Richmond.



We will still support applications from all areas and communities.

# Who can't apply for a grant



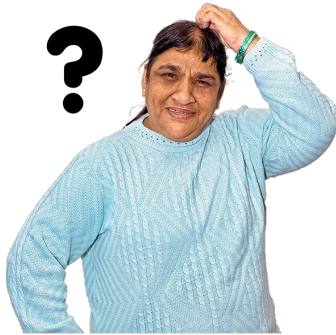
You can't apply for a grant if

- you're a person applying on your own.
- you're an organisation applying for a person.
- you're a business or an organisation that makes a profit.
- you're a large charity.
- you're a school or a college.
- you're an organisation that makes more than £500,000 a year.
- you're an organisation not based in London.

If you're a person on your own you could join a community group to apply for the money.



# Support you can get



We will give support in different ways for anyone who isn't sure how to apply.



## **For LGBTQ+ groups**

Email Consortium at  
[briony@consortium.lgbt](mailto:briony@consortium.lgbt)

## **For Women**

Email Women's Resource Centre at  
[admin.@wrc.org.uk](mailto:admin.@wrc.org.uk)



## **For Black, Asian and minority ethnic groups**

Email Ubele at  
[Deborah.robinson@ubele.org](mailto:Deborah.robinson@ubele.org)



## **Workshops**

These workshops will help you apply for grant money.



## Enquiry form

You can complete this form before you complete an application form.



It gives us a chance to ask questions about your project so we can find out if your idea is good and right for our grant money.



We might share what you tell us with the **Arts Council** and **National Lottery**.



**Completing the enquiry form can help you get some great advice before you apply for a grant.**



We can't look at Enquiry Forms we get after 23<sup>rd</sup> September 2022.

# How to apply



Most people will apply by completing an application form on our website.



You can use our easy read version of the application form to apply, which is on our website.



The application questions are also in BSL and you can send a BSL video application or we can pay for you to work with a BSL Interpreter.



If you want help to apply send an email to this address

**[accessibility@rocketsciencelab.co.uk](mailto:accessibility@rocketsciencelab.co.uk)**

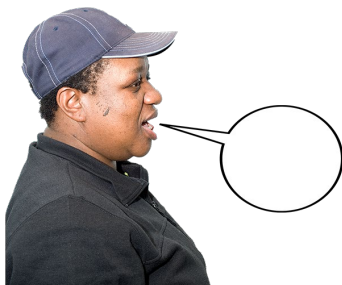
or call us on this number

**0203 2913026**

# Our application form



Our application form will ask you questions about your project and the people taking part.



Tell us what your project is about. You might want to send us pictures or plans to help your application.



We might need to do some checks to make sure you are who you say you are and that everything is correct before you start your project.



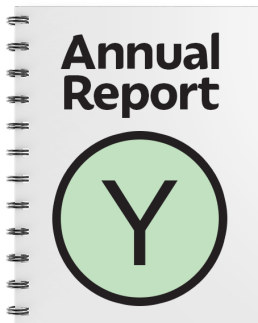
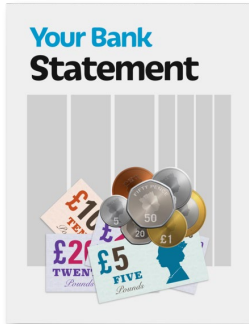
This is because our grants come from **public money** which means we must follow some rules.





You will need to show us

- bank account information for your group or organisation.
- **governance** documents. These are documents that show your group or organisation are run correctly. If you would like more help call **020 3291 3026**.
- official accounts for your group or organisation. This includes how much you earn and spend.



You will be in charge of the money and the legal side of the project.



You will need to have insurance and policies in place before you start your project.

# How you can spend our grant money



Our grant money is for the cost of projects. This might include

- ✓ **Fees.** For artists and other people who help with the project.
- ✓ **Access costs.** For things like sign language interpreters, translators or personal assistants.
- ✓ **Hire costs.** For the venue you are working in.
- ✓ **Equipment.** For the cost of equipment you use on the project.
- ✓ **Staff and volunteers costs.** For extra things like food.
- ✓ **Digital costs.** For online costs.
- ✓ **Transport.** For travel costs.
- ✓ **Office costs.** This can be up to 10% of your whole grant money.





The grant money **does not** cover

- projects that have already happened.
- any costs that are not part of your project.
- activities outside London.
- anything that makes money that is not part of your project.
- overseas travel.

To decide who to give money to we will look at



- **Story and vision.** This means what you want the project to be.
- **Diversity and inclusion.** This means how the project will make a difference and who is taking part.
- **Making it happen.** This means who is on the team and who is making the project happen.
- **Untold Stories Aims.** This means how well your project meets our aims.

# Who decides



We work with a team of people called a **panel** to decide who gets grant money. The panel look at lots of different things like

- where projects are happening.
- who projects are for and who is taking part.
- which projects will make a difference in the community.

The panel gives their choices for who gets grant money to

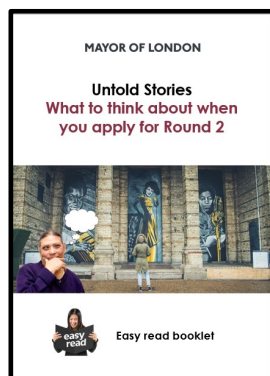
**Justine Simons OBE** who has a job called **Deputy Mayor for Culture and Creative Industries**. Go to this website to find out more about Justine.

[www.london.gov.uk/people/mayoral/justine-simons-obe](http://www.london.gov.uk/people/mayoral/justine-simons-obe)

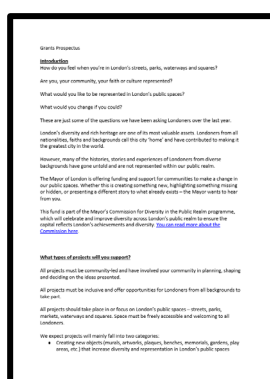
**Debbie Weekes-Bernard** who has a job called **Deputy Mayor for Communities and Social Justice**. Debbie is also part of the **Commission for Diversity in the Public Realm** team. Go to this website to find out more about Debbie.

[www.london.gov.uk/people/mayoral/debbie-weekes-bernard](http://www.london.gov.uk/people/mayoral/debbie-weekes-bernard)





For more information including answers to some questions lots of people asked see our document called **What to think about when you apply for Round 2.**



Thank you to A2i for the words  
[www.a2i.co.uk](http://www.a2i.co.uk) (reference 34182)

The full version of this document is called  
 “Untold Stories Grant Prospectus”