# Festival of Creative Ageing Project Grants Application Guidance

**Would you like to do something new and creative?   
Do you want to make people think differently about older people?**

For three weeks in September and October 2019, Lewisham will become a hive of creative activity for the borough’s first ever Festival of Creative Ageing, celebrating the transformative power of the arts in our lives as we age. We want to showcase and support the talents of older people in Lewisham – and the life-enhancing benefits of creativity.

We are offering grants to older peoples’ organisations and community groups to be part of the Festival. We welcome proposals for projects that join organisations together with artists and we can help you link up!

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## The grants

There are two kinds of grant:

* Seed grants, up to £500, for one-off events during the festival – perhaps an art exhibition created by your members, or a creative session led by an artist or someone from your group. These grants are for things like artist fees and any materials you need for workshops or presenting what you have done.
* Small grants, from £500 to £2,000, are for longer projects which end with an event during the festival. This might mean working with an artist over a few sessions to create a performance or exhibition, or working towards a larger scale event that people can take part in.

Projects can include any kind of creative activity – from sharing stories, making something together, bringing activity and colour to grey spaces, dance, song, writing, performance, comedy or just allowing people to express themselves in new ways!

We can match you with local artists and other groups (such as arts organisations, youth groups etc.) if you would like to collaborate on your project. We would love to see collaborations with organisations who haven’t worked with older people before.

We can also help with finding venues for events, and may be able to offer space for free. Please let us know if this is something you would be interested in in your Expression of Interest.

## Other ways to get involved

You can also get involved without applying for a grant – we will be offering a toolkit for creating an event which is part of the festival programme and listing events on a festival website. If you already know you’re interested in doing this, please submit an Expression of Interest so we can keep in touch.

## What we are looking for

* Innovative ideas, new kinds of partnerships or activities, and projects that will inspire both people taking part and audiences – including intergenerational projects. Think about who you are reaching and bringing together and why that’s important.

### Ideas-making session

Want to get involved but not sure what kind of event to do? Have a seed of an idea but not sure how to make it happen? Want to find collaborators and bounce ideas?

We will be running several Ideas-Making sessions in January, with activities and discussions to help you to put together your Expression of Interest, as well as the opportunity to meet other groups you might want to work with.

Please get in touch if you would be interested in coming along!

* Projects which reach people who otherwise wouldn’t have the opportunity to get involved – perhaps people who live in residential care homes, or who have limited mobility.
* Projects that bring something special to a local space. This could include using neglected or underused local spaces – don’t be afraid to be inventive! We may be able to help you gain access to some spaces, and help you with things like road closures and permissions to use public spaces such as parks.
* Projects which are open, sharing, and allow people to take part creatively, especially older adults who don’t regularly take part now. Your event will go into the festival programme, so it’s a great way to open your doors and get new people involved.
* Projects which reflect Lewisham’s diverse communities, so we particularly welcome applications from groups which are generally less represented, such as groups led by BAME, LGBTQ+ or disabled people.

## Individual artists

If you are an individual artist, you need to apply together with an older people’s organisation / group. If you don’t already have links with one, you can approach a local group to see if they would like to collaborate, or you can submit an expression of interest to us and we can try to match you with a group.

## Other groups / organisations

If you are an arts organisation, or another kind of group or organisation (such as a school, youth group, special interest organisation, etc.) and you are keen to work with older people, we welcome your involvement. You need to apply in partnership with an older people’s organisation or community group. If you don’t already have links with one, you can approach a local group to see if they would like to collaborate, or you can submit an expression of interest to us and we can try to match you with a group.

**Stages of application**

Expression of interestWe are asking for **initial Expressions of Interest by Thursday 24 January 2019**. You don’t need to have a full proposal at this stage – it’s a short form to let us know that you’re interested in applying, and to give us a few details about the kind of project you might do. This will also help us to match up groups, organisations, and artists, and to ensure that we are reaching a diverse range of people.

Application

You will then need to shape and develop your project idea and fill in the full application form. You can **book a surgery or visit** with our Engagement Producer to help you to work through your ideas and answer any questions you have about the process or the form. We will send out details of how to book a session to everyone who submits an expression of interest.

The **final application** needs to reach us by **Monday 4March 2019**.

Results

We will let you know whether you have been successful by **Sunday 31 March 2019**. If you are awarded a grant, our Engagement Producer will offer support to make your project happen.

## Requirements

* The festival will take place from **13 September to 6October 2019**, and your event needs to take place within this time.
* You don’t need to be a constituted group to apply, but we can help you to become constituted if this would be helpful (this is useful for applying for other grants).
* We cannot pay grants into an individual bank account; if your group does not have an official bank account you will need to ask an organisation to hold the money for you (contact us if you need help with this).
* You will need to have appropriate DBS certificates and public liability insurance. Get in touch if you are not sure whether you have these or need help obtaining them.
* These funds are for trying out something new – they are not meant for something that you already do, or for core staffing or running costs.
* Your project will go into the festival programme and needs to be open to people who are not already members of your group.
* Events aimed at particular demographics (for example, women, LGBTQ+ people, Caribbean community, etc.) are welcome if you let us know why that’s important. For this kind of proposal, we will prioritise those that are aimed at marginalised groups.
* We will ask you to complete a short evaluation of your project at the end of the festival.
* Electronic applications sent as a Word Document are preferred, but we will also accept handwritten proposals. Please do not submit the application as a PDF.

We cannot fund:

* Individuals – if you are an individual with an idea, you need to link up with a local organisation.
* Activities that promote political views or religious beliefs.
* Commercial or business-related activities.

If you have any questions, please contact the Festival Engagement Producer, Katherine McMahon, on [katherine.mcmahon@thealbany.org.uk](mailto:katherine.mcmahon@thealbany.org.uk) or call 020 8692 4446 where you can leave a message for Katherine to call you back.

# Application process

Another kind of organisation looking to work in partnership with older people

Individual artist

Older people’s organisation or community group

Are you an older people’s organisation/group, another kind of organisation, or an individual artist?

Do you have links with an older peoples’ organisation/ community group, or can you make some links?

Would you like to be linked up with a local artist, or another organisation (eg a youth group, arts organisation etc)?

Yes

Yes

No

No

Submit an expression of interest by 24 Jan, and tell us what kind of artist/group/organisation you would be interested in working with

Submit an expression of interest by 24 Jan

Submit an expression of interest together by 24 Jan

Please also submit an Expression of Interest if you are interested being part of the festival programme, without applying for funding.

We will let you know the outcome by 31 March. If you are successful, we’ll offer support to produce your project.

Apply for a seed grant of £1 - £500 by 4 March

Apply for a small grant of £500 - £2,000 by 4 March

More than one day, ending with a sharing in the festival

One event during the festival

How big is your project?

Book an application surgery with our Engagement Producer, if you would like to (limited spaces)

Start shaping your project