

Commission Applications 2024

Newham Festival of Stories is a unique 12-day festival, taking place from 11 November to 22 November 2024, to celebrate stories with and from our diverse communities.

As part of our festival, we want to commission local residents, community groups and Newham based artists who would like to be involved.

What we are looking for:

We want to celebrate 'Stories' in all their forms giving the residents of Newham the opportunity to be involved, create and participate including:

- One-off performances / events; Exhibitions that last through the festival; Workshops; Installations; Digital; and / or Community conversations.
- Proposals that embrace the languages spoken in Newham but that can also be enjoyed by residents who speak other languages.
- Proposals that engage residents who do not necessarily attend cultural events

Everything must have a connection to 'Stories' but this could be through dance, film, poetry, art, theatre, creative writing ... the possibilities are endless.

Fee:

Commissions will be awarded in 3 different tiers between **£500 and £3,000** (including VAT). The fee includes planning, materials, delivery, evaluation, support workers and travel. This list is a guide only – you may need to consider other costs when you are planning your event.

We expect the tiers and quantities to be as follows, whilst reserving the right to allocate funding based on the quality of the application.

1. 4 x £3000
2. 4 x £1000
3. 8 x £500

Applications can be for **any amount** between £500 and £3000, the tiering levels are only a guide to the expected number of commissions.

Applying:

To apply please send in a proposal no more than two sides of A4 or by a short film. Email your proposal to library.activities@newham.gov.uk by **5pm on Friday 13 September**. The email title should be '**Newham Festival of Stories Commission Application**'.

We are committed to ensuring that this opportunity is open and accessible to everyone. If you need support, or experience or anticipate any barriers within the application process, please email library.activities@newham.gov.uk or telephone 0203 373 3871.

Proposals will be considered based on how well they meet our requirements, geographical spread, a range of art forms and engagement with the communities of Newham.

What to include:

- Contact details – including main contact's name, address, email and telephone number. Include your link to Newham if you are based outside the borough
- A biography including your background and experience

- A description of what you would like to do and how you would like to do it
- A breakdown of target participants and/or audience and how you plan to reach them
- A budget and the total fee you require for your project
- Links or images of previous work if available

What happens next:

Once your application has been received it will be reviewed by a selection panel in the week beginning 16th September 2024. If we require more information, you may be invited to discuss your proposal between the 16th and 20th September 2024. Please ensure that you are available. Successful applicants will be notified on Monday 23rd September 2024.

Advance notice: A 'holding photo / image' and 50-word copy of your event must be ready by **30th September 2024** to be included in the publicity launch in early October 2024. Final visuals and copy will be required by mid-October 2024.

Please note:

- Commissions must be inclusive and accessible to the communities and people of Newham and take place in Newham. *This does not mean we expect you to work with multiple groups, but we will want to ensure the commissions programme as a whole includes and represents the wider Newham community.*
- Commissions must take place between 11 November and 22 November 2024.
- We particularly want to hear from Newham-based artists, organisations and residents.
- We expect most events to take place in-person but we are looking for some events to take place online to ensure inclusivity and maximise reach. If your event is particularly suited for an online delivery, please state this clearly in your application.
- Commissioned artists / groups / residents are responsible for securing their own venue(s). All venues need to be fully accessible. Newham Libraries and Community Centres will have some free space available during the festival – please see attachment with venues and contact details.
- Commissioned artists are responsible for promoting their own events, alongside the Newham Festival of Stories general promotional activity. To ensure inclusion in festival-wide promotions you will need to respond by deadlines provided, with all of the information requested.
- If you wish to work with people under 16 and/ or vulnerable adults, you must have a current enhanced DBS certificate. In addition, if you would like to lead a workshop, please ensure it is with two facilitators.
- Where required you will need to provide your own Public Liability Insurance and costs should be included as part of the submission.

This project is delivered in partnership with Discover Children's Story Centre.

