

WARWICK TOWN COUNCIL

APPLICATION FORM COMMUNITY FUNDING



- Please read Guidelines Parts 1 & 2 before completing the form.
- Closing date for applications: 10 days prior to Committee Meeting.
- Applications must be countersigned by the supporting Town Councillor
- Warwick Town Council encourages applicants to have other partners, groups or charities supporting financially to the cost of the project.
- Grants under £3,000 will go forward for approval by the committee.
- Grants more than £3,000 will be taken to the committee for recommendation and then to the following Full Town Council meeting for final decision.

If you can tick ALL the boxes below you are eligible to apply for a grant

- ✓ Your group has got a bank account (we cannot pay money into individual's accounts)
- ✓ Your group is non-profit making, i.e a registered charity, a voluntary or community group, or a club or society
- ✓ Your project will benefit people in Warwick (CV34)
- ✓ Your project requires a one-off payment (we cannot provide ongoing funding)
- ✓ Your project has not already started or been completed
- Your application includes at least 3 comparison quotes to demonstrate best value for money (where applicable)

Section 6 of this application, Town Councillor Declarations, must be completed before submitting your application to the office.

Section 1: Contact Details	
Name of group/organisation applying	WARWICK WORDS HISTORY FESTIVAL
Contact details of person completing the application form This person is responsible for: <ul style="list-style-type: none">• providing information if requested• receiving the grant money if	Name: HELEN MEEKE
	Email address info@warwickwords.co.uk
	Telephone number: 07944 768607

awarded • signing the grant agreement • providing evaluation/feedback and ensuring a representative is available to present at our Annual Town Meeting, should the application be approved	Postal address: THE COURT HOUSE JURY STREET WARWICK CV34 4EW
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Section 2: Group/Organisation Details

Briefly explain what your group/organisation does (e.g. – youth club, charity) & your aims and objectives	<p>Warwick Words History Festival offers a wide variety of outstanding events, talks, walks, workshops, seminars and activities which are provided by professional, accomplished local, national, international historians, authors and journalists to the people of Warwick, Warwickshire and beyond.</p> <p>Its aim is to advance, improve, develop and broaden access to the wide range of history based events with an emphasis on cultural tourism and to raise the profile of heritage as a resource for community development.</p>										
Please provide the charity & VAT number for your group, if applicable	<p style="text-align: center;">N/A</p>										
How many people are currently involved in your group /organisation?	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: black; color: white;"> <th colspan="2" style="text-align: center;">Members / service users</th> </tr> </thead> <tbody> <tr> <td style="width: 50%;">Women (18+) = 6</td> <td style="width: 50%;">Men (18+) = 4</td> </tr> <tr> <td>Girls (0-17) = 0</td> <td>Boys (0-17) = 0</td> </tr> <tr style="background-color: black; color: white;"> <th colspan="2" style="text-align: center;">Staffing</th> </tr> <tr> <td>Paid staff = 1</td> <td>Volunteers = 60</td> </tr> </tbody> </table>	Members / service users		Women (18+) = 6	Men (18+) = 4	Girls (0-17) = 0	Boys (0-17) = 0	Staffing		Paid staff = 1	Volunteers = 60
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Section 3: Project Information

Project Title / Event	<p>WARWICK WORDS DIGITAL HISTORY FESTIVAL and SPRING INTO HISTORY FESTIVAL</p>
Tell us about your project <ul style="list-style-type: none"> • This should describe what you want to do with the money • Planned timescales and start date of project • Who the project will benefit and what age groups? • Location – where will your 	<p>As a consequence of Government regulations on social distancing imposed in response to Covid-19, we are unable to host this year’s annual History Festival in October as originally planned.</p> <p>This has been a very difficult decision for us, but our foremost concern is that we should not put anyone’s health at risk.</p>

project be based?

As a Committee we were determined that the popular History Festival should continue in some format. We needed to keep the momentum and passion going for the festival and the town. We can now confirm the following exciting, alternative events in light of Covid-19:

***Warwick Words Digital History Festival* will be held:
5-11 October 2020**

***Spring Into History Festival* will be held in the town of Warwick:**

17- 21 March 2021

We are approaching the Town Council for support towards these two new exciting initiatives:

Warwick Words Digital History Festival

This Festival will take place at the time of the original festival and will offer 22 original history talks over 7 days. 3/4 new talks will be offered free each day with access from our web site:

www.warwickwords.co.uk.

Simon Dainty will look after the technical side of the Digital Festival and will prepare the talks ready for release each day of the Festival.

Talks will be from leading authors and historians including: Michael Wood, A C Grayling, Ben Kane, Stephen Tomkins, Paul Lay, Ysenda Maxtone Graham, David Reynolds, Pauline Prior-Pitt, Annie Gray plus others.

We will also introduce a new series of talks, *Soundbites of Warwick*. Local authors will talk for 15 minutes about a historical area of warwick:

Trevor Langley – *Puckering’s Lane*

Aaron Manning – *1923 Election*

Anne Langley – *Oken & Eyffler’s Almshouses*

Paula Fletcher – *An Introduction to West Street*

David Howe – *Tales from Warwick Schools*

**Graham Sutherland – *The Trial of Elizabeth Brandish*
– *The Ettington Sensation***

Adam Busiakiewics - *to be confirmed*

These talks will be filmed in the Council Chamber by Trevor Langley who will edit and prepare them for the Digital Festival.

***Soundbites of Warwick* will complement and strengthen the Digital Festival and will enable the Festival to engage with the local community and organisations and will capture the imagination of a local and much wider audience.**

Spring into History Festival

Another new initiative to try and sustain and develop the History Festival due to Covid-19 is the introduction of the *Spring into History Festival* in March 2021.

A five day Festival with over 20 live events from leading authors and historians in Warwick town centre, including local authors.

There is still a huge audience for history-focused events and we are sure that by trying to sustain and develop these two new festivals in Warwick, we can continue to harness this widespread, popular appetite for history to the benefit of the community of the town of Warwick and, more widely, the county of Warwickshire.

More importantly we can protect the main Warwick Words History Festival for October 2021.

<p>How do you know there is a need for the work covered by your grant application?</p> <ul style="list-style-type: none"> Describe the evidence you have got and the source (e.g survey, statistical data etc) 	<p>Warwick Words History Festival is a very popular Festival in the town and it was very difficult decision to cancel the Festival due to Covid-19. To keep the momentum of the Festival alive we wondered like so many other Festivals if a Digital Festival may work together with a Spring Festival in 2021.</p> <p>In July we produced a short questionnaire which was sent out to all our previous ticket holders, friends and supporters, volunteers, featured on our web site, Face Book and Twitter.</p> <p>The results were astonishing with the following results:</p> <p>84% were interested in a Digital Festival</p> <p>97% were interested in a Spring into History Festival</p> <p>The results were overwhelming positive and showed an encouraging response from all our supporters to develop alternative ways of delivering the History Festival in these strange and difficult times.</p>
<p>Partnership Working</p> <ul style="list-style-type: none"> What other partners are involved in the project and what are their contributions? 	<p>Warwick Words will deliver and manage both festivals however we will be working closely with local venues in the town who we will hire for the <i>Spring into History Festival</i>.</p> <p>The promotion of the Festival and the events enable the venues to maximise on their own promotion to our audience and increase audiences and revenue.</p> <p>Venues include:</p> <p>Lord Leycester Hospital</p> <p>Friends Meeting House</p> <p>Warwick Court House - The Ballroom</p> <p>St Mary's Church</p> <p>Warwick Castle</p> <p>Unlocking Warwick</p> <p>County Records Office</p> <p>Rose & Crown</p> <p>Thomas Oken Tea Rooms</p> <p>Brethren's Kitchen</p> <p>Hill Close Gardens</p> <p>Alderson House</p>

	<p>We will also work closely with Warwick Visitor Information Centre, and Shakespeare’s England to gain maximum coverage of both festivals.</p> <p>We will be working closely with the British Motor Museum in Gaydon to develop a talk and future events.</p> <p>We will be working with local historians from across Warwickshire to host a series of exclusive Digital events, Soundbites of Warwick,</p> <p>The Festival’s main Box Office in Warwick is at the Visitor Information Centre (VIC). This proved to very successful increasing footfall into the VIC prior and during the Festival last year. We will be using the VIC as the main Box Office in Warwick again for the <i>Spring into History Festival</i> in March 2021.</p>
<p>Equality of access</p> <ul style="list-style-type: none"> • How will you ensure that your project is open to all or, if you are focusing on a specific group or community that the target audience will have access to the project? 	<p>Both the <i>Digital Festival</i> and <i>Spring into History</i> events are available for the people of Warwick District and beyond. Events are chosen and designed carefully to engage with the local community’s interest.</p>
<p>What economic or community-based need does your grant aim to fulfil?</p>	<p>Warwick Words History Festival is a high quality Festival which exposes Warwick as a central hub for History and Heritage which is promoted at a national level.</p> <p>Warwick Words History Festival is the only specialised History Festival in the Midlands.</p> <p>Last year’s Festival was a huge success attracting over 4,500 people into the town.</p> <p>35% of our customers are from Warwick post code.</p> <p>Audiences visit the town from across Warwickshire and beyond including: Birmingham, Stratford-upon-Avon, Coventry and London.</p> <p>We will develop offers with local businesses including Thomas Oken Tea Rooms, Brethren’s</p>

	<p>Kitchen, Warwick Books and Present Days where they offer our audiences 10% discount during the Spring Festival.</p> <p>We liaise with various local groups and organisations about our work and we educate and engage the general public at history based events.</p> <p>We also engage with local businesses, museums, councils, churches, historic buildings, organisations in the town.</p> <p>The Spring Festival will provide a much needed economic boost to the town and its businesses and in particular restaurants, cafes and tea rooms.</p> <p>We appreciate that the Town Council would like to see the Festival become self sustaining and we are continuing to working towards this. However since the cancellation of our main Festival this year and losing 80% of our income we need to develop new initiatives to protect the main Festival next year.</p> <p>Covid-19 has dramatically affected the Box Office income of arts/heritage organisations. Sponsorship and privately generated income is extremely unpredictable.</p>
<p>What age group(s) will benefit from the project?</p>	<p>Tick/indicate all that apply:</p> <p>0-8 ✓ 9-14 ✓ 15-24 ✓ 25-35</p> <p>✓ 36-50 ✓ 5165 ✓ 66+</p>
<p>How will it be monitored for success?</p>	<p>We will know that both Festivals have been successful by:</p> <ul style="list-style-type: none"> • Increase number of Digital Views • Increase in ticket sales for the Spring Festival • Sustain and generate Income generation for Spring Festival • Sustain and increase in audience figures for both Festivals • Sustain Corporate and Private Income

Both Festivals will aim to:

- Transform, research, develop and implement exciting and stimulating history festivals for the town and West Midlands including a series of local history events.
- Attract existing and new audiences/visitors to the town and online.
- Sustain and strengthen relationships with new and existing external partners, businesses and organisations.

Generate interest and encourage participation in local history based events and activities amongst new attendees/participants.

Section 4: Financial Details

How much money are you requesting from Warwick Town Council?

Total amount applied for **£3,000**

Please provide a simple itemised breakdown of how this money will be spent

ITEM	COST
Hire of Council Chamber for filming	120
Filming and editing fee	460
Soundbites of Warwick Authors	420
Spring Festival – Publicity	500
Spring Festival - Venue Hire	500
Spring Festival – Author fees/expenses	1000
TOTAL:	3,000

Is this the total cost of the project?

Yes

No ✓

If no, please give details of funds raised or applied for from other partners, agencies, groups etc:	Other funds applied for/secured (including amount):			
	Funding Source	Purpose of funding	Amount	Status
	Warwick Words	Festivals	2,250	Committed
	Warwick District Council	Festivals	£500	Pending
	Box Office Income	Festivals	£12,000	Pending
	Sponsorship & Friends	£1,000	Pending	
What is the total cost of the project / event?	Total cost £18,750			

Section 5: Declarations	
Signature of main contact person	Helen Meeke
Date form completed	21 September 2020

This section must be completed before submitting your application to the office. 'Councillors Funding Application' form must also be completed by the supporting Town Councillor to indicate their support and submitted at the same time as this completed application.

Section 6: Town Councillor Declarations	
Town Councillor supporting the project (name)	
Have you been or will be actively involved in this project?	
Town Councillor's signature	
Date:	
Town Councillor's additional comments (if applicable)	

Completed forms and any supplementary sheets should be sent to:

Warwick Town Council
Court House
Jury Street
WARWICK
CV34 4EW

Electronic Copies: clerk@warwicktowncouncil.org.uk