



## Newham Word Festival 2019 – Commission applications

**Commissions:** Newham Word Festival is a two-week festival taking place in late February and early March 2019. It is for everyone in Newham and will be a celebration of the written and spoken word. We want to commission local residents and artists who would like to be involved in the festival.

The festival will take place in libraries, community centres, schools, cultural venues and in and around Newham Borough.

### **What we are looking for:**

We want to see:

Performance, art, film, dance, spoken word, poetry, storytelling, arts and crafts, film screening, visual arts, journalism, and debating ideas. Everything must have a connection to the written and spoken word.

We want to hear about:

- Artists, groups or organisations that have experience of working with families, people with disabilities, young adults, ESOL groups, adults, well-being and/or elders
- Projects where people can participate, collaborate and contribute
- One-off performances; exhibitions that lasts through the festival; and/or showcase events for multiple artists or existing groups

Please note:

- Commissions must be inclusive and accessible to the communities and people of Newham, and take place within Newham borough.
- If you are proposing a venue that is not fully accessible, you must contact the festival to discuss this before applying.
- Commissions must take place between 24 Feb and 10 March 2019
- We particularly want to hear from Newham-based artists and companies.

**Fee:**

Commissions will be awarded between **£500 and £1,500**, according to need and in line with submission guidelines.

\*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.

*Please note: Newham Word Festival will commission a range of events at different costs. Please specify in your application how much you are*

*applying for. If more or less money is needed for your project, please still apply. You can highlight this and the festival will take it into consideration.*

If you wish to work with people under 16 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.

**Applying:**

To apply you need to send in a proposal. This should be no more than two sides of A4. Email your proposal to [wordfestival@discover.org.uk](mailto:wordfestival@discover.org.uk) by 5pm, 22 October 2018. The email title should be 'Newham Word Festival Commission Application'.

All applicants must be available to attend interviews, if required, on Monday 29 October 2019.

**What to include:**

- Contact details – including main contact's name, email and telephone number
- A biography including your background and experience
- A description of what you would like to do and how you would like to do it
- Links or images of previous work if available

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 [wordfestival@discover.org.uk](mailto:wordfestival@discover.org.uk) or phone 020 8536 5546.

**What happens next:**

Once your application has been received it will be reviewed by a selection panel. Successful applicants will then be offered a commission or invited to discuss their proposal.

We are unable to respond to every application. If you do not hear from us by Friday 26 October, please assume your application has been unsuccessful.

This is a partnership project delivered by:



London Borough of Newham



Discover Children's Story Centre