

Appendix 1 - Area Committee Funding Application

PART 1 - Overview

Short description of your project (Max 60 words)

This year CACHSF is supporting the Windrush Select Committee's application and will be involved in the process of monitoring. The Suffolk Windrush Select Committee is seeking funding to hold its annual Exhibition in June 2023. It seeks to bring all communities together in a celebration of the Windrush generation, showcasing their achievements and contributions to Suffolk's life. The unique feature of this project is the intergenerational theme of bringing all communities together to build networks, challenge stereotypes and foster solidarity and social cohesion.

Amount of funding requested.

£2,500

PART 2 - About your group

Name of Organisation/Group:

Caribbean and African Community Health Support Forum (CACHSF)

Address:

Redacted

Name of person completing application:

Redacted

Contact Address (if same as above leave blank):

Telephone Number:

Redacted

E-mail Address:

info@cachsf.org.uk

Type of organisation:

Constituted Group	Charity	Community Interest Company	Not for Profit	Private company
Yes	X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Charity Number:

(if applicable)

1162607

Company Number:

(if applicable)

Date organisation established:

January 1998

What does your organisation do? Please outline the vision, values and main activities:

(Max 500 words)

The Suffolk Windrush Select Committee has an overarching commitment to promote the history, culture, and heritage of people of African Caribbean communities living in and around Suffolk, through educational work such as workshops, lectures, Windrush work in Suffolk schools and annual Windrush events. The Vision is to build intergenerational links between the elders in the community, and the young people, to ensure the rich heritage is not lost and forgotten. In enabling learning about the lives of those who came in the 1950s onwards, and their achievements despite the challenges of a racist landscape, the contributions made to Suffolk life have been tremendous, and our vision and mission is to ensure this legacy is researched, archived, and shared for generations to come. In addition, we want to share this rich culture and history with people of all backgrounds that make up the community in Ipswich. We endeavour to provide a wide range of activities to appeal to all tastes and learning styles and widen the knowledge and tolerance, through understanding of people of different backgrounds. We aim to bring communities together, to share, learn from each other and appreciate similarities and differences. We also endeavour to support and train volunteers in Ipswich to sustain the work.

The work over the years is greatly valued, and we have fostered partnerships with the Suffolk Archives, Suffolk County Council, Ipswich and Colchester Museums, Suffolk Schools, Ipswich Borough Council, Ipswich and South Suffolk & Eastern Region teachers, Caribbean and African Health Suffolk Forum, Be Me Like We and ACYCLE youth project, and others. We published our first book which captures the stories of elders and poems of pupils from four Ipswich secondary and primary schools. We have built capacity by training an additional 10 members of the community.

This year we will have a community celebration with stalls, presentations by groups etc, for the 75 years anniversary of Windrush at Ipswich Cornhill, a special welcoming, and lunch for the elders where they can observe and be integrated into the activities and an exhibition in the Town Hall and at the HOLD in July. The exhibition will consist of 10 panels showcasing the lives of about five Windrush elders, and the contribution made by the elders to business, housing, church, ICA, recreational activities, fashion, NHS, schools & education, and the challenges they face and how they overcame them. These historical panels will then go into schools, Museums, universities and colleges to widen people's understanding and appreciation of the similarities between all cultures.

Does the organisation/group have a recognised governing document e.g. constitution, memorandum etc.?

Yes (please attach) No ☐

Does the organisation/group have a committee with at least three members?

Yes ☒

Does the organisation have a bank account in the organisation/group's name?

Yes ☒

Has your group/organisation previously received Area Committee funding for the same or similar project in the last 3 years? Yes ☐ No ☐ **NO**

If yes, please provide the amount and date received:

Date	Amount (£)

Are you registered on **InfoLink**? If not, think about joining the single directory for Community & Voluntary Sector services and groups in Suffolk. It's quick and free to register. Find out more here.

<https://infolink.suffolk.gov.uk/>

PART 3 – Why is your project needed?

What is the need for your project? Who will be helped?

Please relate this to the relevant [Area Committee Action Plan](#)

The project is greatly needed as the feedback last year was to make this an annual event in Suffolk to bring communities together locally in respect, pride and lifelong learning. It will be of value to all of Suffolk, although we will actively target those most hard to reach in the communities who often do not go out to celebrate their history and culture. **The exhibition** in the town hall and the HOLD will help to educate the local community of the achievements of black people locally, nationally and globally throughout history, to break down prejudice and stereotyping which is rife in Suffolk as we can see from race hate crime rises locally. The most effective way of impacting on communities is through formal and informal education, speeches sharing histories and culture so they know and appreciate the rich culture within their community. Our methods have been effective so far, but we need the funds to go further and widen reach and participation. It will help schools, the local communities, teachers, educators, and institutions through raising awareness. The project will also share poems written by Suffolk's children and a wide range of elders' stories, some featured in our publication Windrush Stories. The exhibition and subsequent school visits provide information for teachers on how to decolonise their curriculum. Many schools and colleges now have Windrush as part of their yearly curriculum.

What evidence do you have of this need?

Please include results of any consultation

In 2022 we collected over 100 evaluations which showed over 98% satisfaction of the event, and confirmation for it to continue annually. Evidence from all ages in the community highlighted that the event broke down cultural barriers and divisions, and became a celebration for all where people felt safe to learn, ask questions and build partnerships. As a result of the exhibition, we have led sessions in Northgate, St. Helen's, St. Matthews, Hillside Primary and Ranelagh. Schools continue to request our services and the exhibition will supplement the school curriculum. Last year we published the poems of over 100 children in Ipswich and celebrated their achievement at our launch. Children and schools were proud to have their work included. The Windrush Elders who took a memorable role were presented with the book, which celebrated their life stories. The community continue to share their stories and these along with three years' exhibition will be stored at the HOLD archives so that researchers, and the local communities can access them and learn about the local and national Windrush generation.

PART 4 – How will your project work?

Please describe your project and how it meets the need (max 500 words)

An exhibition at Ipswich Cornhill Town Centre and the HOLD archives with a footfall of over 1000 people. Inviting local elders from the Caribbean communities to be featured, and celebrated on the day, along with invited Windrush guest speakers, talking about aspects of Windrush history and culture locally and nationally. A stall selling Windrush books, signed by elders who are included. There will also be an online Windrush lecture featuring interviews with local and national speakers. The project will be launched at the beginning of the exhibition with an opening by the Mayor, refreshments and speeches by local Windrush elders. A range of guests from schools and the community will be invited.

Open speech and launch by Suffolk Windrush Select Committee (SWSC)

Guest speaker- Windrush elder/National speaker

Visit from the Mayor of Ipswich Mayor

Talks and visits by the elders.

Tours of the exhibition, provided by volunteers.

Volunteers trained to provide guided tours.

Schools who took part last year invited to share their Windrush poems.

Online Windrush lecture

Feedback and evaluation from visitors to the three exhibitions in Suffolk, the community, museum, the HOLD staff, university, Windrush elders and their descendants have requested a yearly event. The exhibition is visited by all communities who are curious to learn about the history of the people living and working in the community. It promotes equality, justice, diversity, and inclusion which is beneficial to the continuing integration of people from a range of cultures and backgrounds. It educates the Caribbean Community about their culture and legacy and provides a positive display for them to celebrate with their friends, family and community. It promotes engagement, friendship, discussion and sharing. It breaks down barriers and gives the community something to be proud of which is sustainable for future generations. It leaves a

legacy for the community and its people. Over the years it has enabled Caribbean people to visit and befriend organizations and visit places they do not usually visit like the HOLD, museums, galleries and schools. It develops the skills of local people both young and older who we train and work with us as volunteers, researching, interviewing as exhibition curators. We also display the work of a local artist, who paints Windrush elders. Through the years the exhibition group has built up positive relationships with churches, families, staff and visitors to the HOLD, local and national businesses and organizations, the Ipswich and Colchester Museum, the universities and schools. This project is crucial for community cohesion, engagement, development of skills, and motivation. It connects the generation and provides a platform for passing on and sustaining history.

What risks have you identified for your project and how will you manage them?

The funds are needed now, urgently to begin the research, design and putting together of the displays. June is too late to start the exhibition. The crowd barriers and crowd management will be managed by the work of the Ipswich Borough Council, and the exhibition board will be fixed to display boards provided by the IBC and later HOLD. Any food served for the elders will be hosted by skilled volunteers to minimize any accidents. Volunteers will be responsible for checking the safety and welfare of guests, community, and elderly as part of their role. We have mitigated the risk by increasing volunteer staff for the day who will be trained up. A lift will take elders and those who need it to the Hall.

Does the organisation/group have a safeguarding policy in place?

Yes ☐ (please attach) No ☐ Not applicable ☒

How many beneficiaries will benefit from the project?

Directly - Primary Beneficiaries

200

Secondary Beneficiaries

800+

How will potential beneficiaries be made aware of the project?

Outreach work and flyers

Local community Radio

IBC promotion

Social media

Network with schools

Church newsletters

Community and educators WhatsApp groups

How will your project affect people from different backgrounds? Have you considered how to make your project fair for everyone in relation to the Equality Act of 2010?

We plan to engage all communities, particularly representing communities which include Protected Characteristics. Our outreach volunteers are skilled in active outreach and promotion of events, and have links with young people, women and men's groups, LGBTQ community disability, elderly, and faith and religious groups. Marginalised groups, from all walks of life will be able to resonate with the experiences of the Caribbean community and be inspired by the resilience and achievement despite life challenges. By offering culturally enriching, accessible exhibitions and activities, we plan to create a bridge to narrow the gap between cultural groups in Suffolk, thus creating more social networking and cohesion.

Please describe how you will minimise the environmental impact of your project

Ipswich Borough Council have recycled bins in and around the area. Bins will be provided in the hall. We have already planned to reduce paper wastage on the day and communicate this to all the businesses. We will also remind and encourage people on the day to ensure rubbish is deposited in bins.

PART 5 – Costs & Funding

Please provide a breakdown of project costs and enclose quotations from suppliers where applicable:

Description of expenditure	Cost (£)
Marketing and Promotion	£100
Keynote speakers	150
Refreshments for elders & guest	150
Windrush decorations indoors	50

Design and print ten exhibition boards	£1,500
Printing, laminating and photographs	£800
Fixtures	£200
Coordinators time 24hrs x £25ph	600
Stationary and Admin	£50
Contingency	400
Total project costs	£4,000
Total amount requested from Area Committee	£2,500

Please attach any quotations obtained for large purchases

How will any remaining costs be met?

Ipswich Borough Council will be meeting the cost of the Town Hall. The HOLD will provide the Hall. We will be applying to the local NEU and Windrush grant funds.

Please show in the table below how much funding you have already secured or are currently applying for towards the project:

Name of Funder	Amount of funding requested	Granted (yes/no)	Waiting for outcome (yes/no)
Ipswich Borough Council	£2,500	No	No
NEU	£1, 000	No	Yes
Windrush National Project	£500	No	Yes

How will the project be sustained after the funding has been spent?

The boards created for the exhibition will be loaned to schools, and local organisations. It will be displayed at the HOLD for a month. This will include photographs of the events at the Town Hall to raise awareness of the rich culture and History of the Windrush Generation. The board and resources will be used to supplement the school curriculum and Windrush Book 'Windrush Stories in a New Land'. The event will be disseminated at local and national events- e.g., teachers national and local conferences, newspapers, churches, etc. The exhibition will be loaned to schools, colleges, universities, museums, churches, local authority etc. The exhibition will remain in the HOLD archives for institutions to borrow, for research purposes and future displays around the borough.

PART 6 – Supporting Information

Please attach your supporting documents as appropriate to your application

Letter of support from HOLD, and Museum

All Grants

☒ Recognised governing document e.g. constitution, memorandum, Charity or Community Interest Company registration etc.*

☒ Proof of bank account in the name of the organisation (e.g., bank statement or letter) *

☐ Results of consultation (if applicable)

☐ Safeguarding policy (if applicable)

☐ Quotations for project costs (if applicable)

Medium & Large Grants (£1,000 over)

☒ Year end accounts *

If no year end accounts are available (for instance if you are a new group), please provide a copy of your accounts to date and a scan of your latest bank statement

Large Grants (£5,000 and over)

☐ Business plan or similar document setting out your plan to sustain your organisation & project.*

* required, as appropriate to grant size.

PART 7 – Monitoring your success

The Area Committee will require progress reports during the life of the project, what methods will the organisation use to measure success of the project?

Members of public filling in evaluations forms on day
Minutes of meeting
Feedback from community and elders
Feedback from visitors to exhibition
Evaluation by volunteers and SWSC

PART 8 – Terms & Conditions

Any misleading, incorrect statement, or fraudulent action or statement at any stage of the application process, whether deliberate or accidental, may render the application invalid and require the repayment of Area Committee Funding in full if paid or the withdrawal of the Area Committee Funding offer.

Applications found to be fraudulent will be reported to the police.

The Area Committee Funding will be used for the purpose set out in the approved report or as amended with the agreement of the Area Committee and the applicant organisation.

Any Area Committee Funding awarded will not be increased in the event of an over spend.

Applicants should note that the award must be acknowledged as Ipswich Borough Council Area Committee Fund and must comply with any reasonable requests relating to publicity.

Any organisation awarded Area Committee Funding shall be subject to monitoring, which could involve site visits and the collection of statistics.

The applicant will forward to the Communities Team, performance information within 6 months or on completion of the project. Failure to submit this information may render the applicant ineligible for further Area Committee Funding and may be asked to repay the funding in part or full.

We confirm that all staff / volunteers working with children, young people or vulnerable adults have had the relevant DBS checks completed (applicable where appropriate).

Area Committee monitoring and evaluation helps us to ensure that funding is spent in accordance with Area Committee guidelines. You will be sent a link to an online form following the completion of your project, or bi annually until your project is complete.

Please note that your declaration confirms that you have read and accepted the terms and conditions for Ipswich Council Area Committee Funding.

We require the signatures of two people authorised to sign on behalf of your group (that are not directly related to each other).

Signatures

We, the undersigned, on behalf of the applicant organisation/group understand and agree that:

- We are authorised to complete this application on behalf of our organisation/group.
- We have the power to accept the Area Committee funding awarded to our organisation/group subject to the terms and conditions listed and the power to repay the Area Committee Funding in the event of any funding condition not being met.
- This funding application falls within the objectives of our group or organisation.
- All staff / volunteers working in a position of trust with children, young people or vulnerable adults have had the relevant DBS checks completed.

Signed by authorised signatory (1):	Signed by authorised signatory (2):
Redacted	Redacted

Please return your completed form to the Community Engagement team at Ipswich Borough Council