

Appendix 1 - Area Committee Funding Application

PART 1 - Overview

Short description of your project (Max 60 words)

Inside out Community provides creative workshops for adults in Ipswich (visual arts, dance, music and creative writing) for their mental health and wellbeing. Participants from several local communities come together, getting the self-confidence to pursue a daily creative practice with the help of professional artists, mental health trained team and peer support network in a safe and friendly environment.

Amount of funding requested

£4,995

PART 2 - About your group

Name of Organisation/Group:

Inside Out Community

Address:

Redacted

Name of person completing application:

Redacted

Contact Address (if same as above leave blank):

Telephone Number:

Redacted

E-mail Address:

Redacted

Type of organisation:

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

Charity Number:

1136104

(if applicable)

Company Number:

(if applicable)

Date organisation established:

Established 2003, Registered as charity 2010

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

(Max 500 words)

Our workshops in Ipswich are a source of wellbeing not only for our adult members but also our self-employed creative artists who are able to utilise their talents and skills in an inspirational way, offering a wide range of creative activities including visual arts, dance, music and creative writing, which are co-designed keeping in mind the specific needs of the community. We welcome members of all abilities, from all local communities, including ethnically diverse communities as well as LGBTQ+, many of whom face barriers to access to creative arts and support services.

We have been able to build trust with these local communities by understanding their needs and co-designing a creative program in consultation with their own "cultural ambassadors", hiring artists from similar cultural backgrounds who have a deep understanding of their cultural nuances. This has resulted in a rich pool of diverse artists at Inside Out Community, providing continuity of our service over the years and enabling cross-learning and appreciation between the cultures.

Our workshops provide a valuable anchor to our members giving them the confidence to deal with the otherwise overwhelming challenges of life. Several of our members have grown over a "member growth pathway" to become volunteers, artists, staff members as well as Trustees over the years. A support staff team trained in mental health means that the individual members needs can be supported in a safe environment based on their unique needs. Over the last two decades that the charity has been running, we have made a significant impact on hundreds of individuals' lives, supporting their recovery at a critical time in their lives and enabling a return to a more engaged life.

Our members are referred to us by NHS, other partner organizations or even self-referred. We try not to make people feel "labelled" based on their mental illness and give them an equal opportunity to thrive in a safe space, at their own speed, ready to come out of their shell as and when they feel comfortable. The healing power of creativity gives them a valuable tool at hand for managing their wellbeing independently in the long term.

We partner with several other local organizations such as Healthwatch Suffolk, Suffolk Libraries, University, Job Centre, Dance East, Jewish Liberal Community, Ipswich Romanian Community, Ipswich Sikh Community, Ipswich Community Media, Musica, Bangladeshi Muslim Sisterhood, Broadway Senior Citizens' Centre, Stowmarket Hillside Community Centre, Suffolk Black Forum, Karibu African Women, Suffolk Chinese Family Welfare Association, ACCE, Windrush Generation, YLOH, etc giving our members an opportunity for signposting for their holistic wellbeing.

Besides this, we also participate in several local annual festivals such as May Day Festival, Global Rhythm Festival, Indian Mela, Big Multicultural Festival, Mind Body Spirit Festival, etc. to be able to reach out to a wider community.

Inside Out Community was awarded the Queen's award for voluntary service in 2021 and Pride in Practice GOLD award in 2023 in recognition of our efforts to become a more inclusive, welcoming community.

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 ☒ No ☐

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

Yes ☒ No ☐

Has your group/organisation previously received Area Committee funding for the same or similar project in the last 3 years? Yes ☐ 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/> YES

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](#)

We firmly believe in the healing power of creativity in maintaining good mental health and wellbeing. There is a strong evidence base for the use of creativity for prevention and management of mental health. In addition to improving quality of life, creative practice can reduce reliance on healthcare services in the long term, which means it can be particularly beneficial for people with complex or long-term needs. Creative activities can mitigate the detrimental impact of stressful environments and reverse the negative health impacts of living or growing up in disadvantaged conditions. The WHO scoping review provides evidence that engaging in the arts can improve social cohesion, reduce isolation and loneliness and lead to a reduction in social inequalities when targeted in the most deprived areas. The arts can also be used to make positive changes to the built environment and to build skills and support to improve social mobility.

We have been running a range of creative activities for several years in the area of Central Ipswich at Eastern Angles as well as other venues such as Ipswich Library, Dance East, etc. in response to mental health needs and creative aspirations of people above the age of 18 years. The reach of the programme involves people from Ipswich which targets a representative diversity of the local population, reflecting our efforts over the past few years to make our programmes truly inclusive. We have worked with more than 10 ethnically diverse communities in Ipswich as well as LGBTQ+ community over the last 2 years who have faced huge barriers to access to creative practices for their wellbeing. We have had a successful engagement with Woodlands (mental health unit of Ipswich Hospital) in recognition of the positive impact of our work on their in-ward patients who continue to attend our weekly workshops.

Our services promote mental health and wellbeing, tackle social disadvantage, promote community cohesion, and develop sustainable and supportive communities.

What evidence do you have of this need?

Please include results of any consultation

There is an ongoing dialogue with service users who value the service we currently provide for its accessibility, inclusiveness, the quality and format of the workshops, its community orientation, and the opportunity to engage meaningfully with a range of therapeutic art forms led by experienced, professional artists and supported by a mental health trained team.

Consultation with and feedback from over 40 members in the recent past have confirmed the following:

- A majority of our members value our service for being a safe, welcoming space with an opportunity for free creative expression.
- Our creative program has been useful for all age groups (above 18 years), but especially for the young members (18-25 years) and the older group (60+ years) due to limited local provisions in the area.
- The mixed arts program in visual arts, dance, music and creative writing has been very useful to meet the different creative aspirations of our member base. There has also been a recognition to add performing arts in the portfolio, which will be developed soon.
- Participation in creative programs is dependent on barriers of access faced by a particular segment of community and this needs to be tackled by building awareness about impact of creativity on mental health and then gradually building trust with the community.
- Positive impact has been experienced in terms of better mental health as well as social outcomes by majority of the members.
- Individuals of lower economic or social status (unemployed, on social benefits) greatly rely on our service as a weekly anchor in their lives in Ipswich.

- A majority of our members need the service to better manage the problems with loneliness, low mood, depression, anxiety, but in some cases also for other complex mental health challenges such as schizophrenia and bipolar disorder.
- A majority of our members, after attending our creative program over a period of time, have been successful in managing sedentary behaviours and getting back into an active social life with the help of peer support group. Several of our members have grown on the “members growth pathway” as volunteers, artist, staff team and Trustees.

PART 4 – How will your project work?

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

This funding would allow us to run 25 creative workshops (which could be weekly or fortnightly) between the period of July 2023 – July 2024. Our workshops run in Central Ipswich and are 2 hours long, not including the set up and clearing time at the beginning and the end of each workshop. These could be in visual arts, music, creative writing, dance or performing arts. Currently our workshops run on Wednesday afternoons (2-4 pm) and Friday mornings (11 am – 1 pm) at Eastern Angles, but this is subject to change post consultation with members about their participation preferences. While many of the workshops are led by professional artists, some of them could be in an Open Art Studio format where participants come together for their creative project based on past learnings.

We see this as a major development milestone for our members to become confident on their creative wellbeing journey and becoming independent in the long term with the support of peer network. Members are also given opportunities to grow on a “member growth pathway” based on their skills and aspirations, and there is continuous communication for identifying signposting needs as well.

We consult with community ambassadors to create a program which meets the specific needs and cultural nuances. As much as possible, the artists are hired from the specific community so that we are aware of the real-time wellbeing needs and how they can be best met through our creative programs. Our community ambassadors will keep supporting us to promote our programs to hard-to-reach local communities.

Our staff team comprising of Manager and Administrator will provide the backend support to the vision and direction of our Trustee Board, while The Program Leader, Artists and Volunteers will enable front-ending of the creative workshops. We continue to expand our volunteer base to meet the growing demands, many of whom join us for their own wellbeing by contributing positively based on their skills and experience. The members feedback will be collected throughout the program to monitor progress and identify suggestions as well as areas of future improvements.

We are creating an internal consulting committee comprising of members, volunteers and other supporting organizations who can help us reform our offering based on current local gaps in the mental health and creative service. As a charity, we regularly participate in VCSE meetings by VASP and NSFT Suffolk Sharing to keep updated on the local challenges and needs in Ipswich and share opportunities for learning and growth with our community. We have also partnered with Healthwatch Suffolk for keeping up to date with co-production outcomes. We continue to participate in local events and festivals to reach to a wider community and collaborate with NSFT and other local organizations as far as possible for knowledge sharing and signposting.

Over the years, we have gained trust of our members with a welcoming, safe and friendly environment for prevention and management of mental health needs through professionally led creative programs.

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

Continuity of funding- For long term sustainability, we are evaluating income sources outside grant fundings, such as crowdfunding, events and exhibitions, corporate sponsorships, etc as part of a wider fundraising strategy. Having reliable sources of alternate income, once developed, would also allow us to work on a long-term development strategy.

Uptake and utilization of resources – We are currently consulting with our members if they would prefer a registration-based program (instead of the current drop-in model) which would allow us better utilisation use of our resources while deepening our impact for the members. We are also making a conscious effort to develop our volunteer base and peer support network so that members can get support to become independent in their creative practice for managing long term wellbeing.

Attrition – Being a small charity with limited budget and increasing demands, it can be particularly challenging to retain the members of the staff over the long term. Our “member growth pathway” has allowed us to mitigate this risk to some extent. Similarly, we continue to reach out to leaders locally who are passionate for the cause of creativity and wellbeing in order to expand our Trustee board.

Organizational development- Like most other small charities, we sometimes have to struggle with meeting the ancillary skills and demands of running an organization, such as marketing, HR, PR and networking, etc. This can be specially challenging with a tiny staff team on a tiny budget. We have participated in The Big Help and Volunteer Suffolk campaigns in order to bridge the skill and resource gap and will endeavour to engage with corporate volunteers in the future.

Remaining relevant- Running for 20 years, we realize that we need to keep in touch with the local mental health needs and create flexibility to be able to accommodate those needs. We aspire to create a cross-functional, cross-organizational internal consulting committee who can help us co-design our future creative programs with a holistic outlook in line with the local mental health and wellbeing needs.

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

Yes ☒ (please attach) No ☐ Not applicable ☐

How many beneficiaries will benefit from the project?

100

How will potential beneficiaries be made aware of the project?

Through our website and social media, posters and flyers in key places, keeping in touch with existing members by email and telephone, engaging with other organisations in the statutory and voluntary sector including various ethnic communities (via community leaders and representative organisations) and by raising our profile through various events e.g. Ipswich May Day, One Big

Cultural Festival, Indian Mela, Suffolk Pride) and collaborations with NSFT and other institutions e.g. University Campus Suffolk, Dance East and Ipswich Job Centre Plus.

We are also engaging with youth ambassadors and other local youth organizations to help us reach the young adults in need of our service for their wellbeing in Ipswich.

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 are aware that the mental health and wellbeing needs of people from different ethnic and cultural backgrounds are often compounded by the additional problems of being isolated from and not having the opportunities available to the wider community. We have been addressing this through our outreach programme by engaging in creative activities with those groups and we are building on this by meeting with community ambassadors to see how we can better work together and encourage people from these communities to participate in our core creative programme.

Organisations that we have worked with such as Karibu (African women's group), Anglo Chinese Cultural Exchange (ACCE), and the Ipswich Sikh community have said that they want to continue offering opportunities for people in their community to engage in creative activities for their wellbeing. As a result of working with these communities, we have already recruited more artists from culturally diverse backgrounds to deliver workshops, bringing new skill and art forms such as wood block printing, Chinese watercolour painting and Calligraphy. This enriches our program, offering further opportunities for inclusive, creative engagement.

We have an Equality, Diversity and Inclusion Policy to ensure everyone is treated fairly and right behaviours are promoted across the organization. As an organization, we welcome people with all abilities and from all beliefs and backgrounds. We regularly participate in local events such as LGBT history month, Black history month, Mental health awareness week, etc. in line with our commitment to diversity and inclusivity. We have recently received GOLD award by Pride in Practice in recognition of those efforts.

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

Wherever possible we use recycled and non-toxic art materials, and we dispose of any waste responsibly (including recycling). Our staff team works from home and takes online meetings wherever possible, reducing our carbon-footprint in the long term. We have launched online monitoring processes to minimise wastage of paper.

PART 5 – Costs & Funding

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

Description of expenditure	Cost (£)
Venue Hire	£3,000
Material costs	£500
Hiring professional artists and providing logistical support for the creative workshops	£3,500

Total project costs	£7,000
Total amount requested from Area Committee	£4,995

ANY MONEY GRANTED BY THE CENTRAL AREA COMMITTEE TO INSIDE OUT COMMUNITY WILL BE SPENT TOWARDS PROJECT COSTS AND NOT CORE COSTS

How will any remaining costs be met?

Grants from grant making trusts, fundraising events and exhibitions, crowd funding, a new corporate staff engagement program and members donations.

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)
Evdemonia Fund	£2000	Yes	

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

Further fundraising from grant making trusts, fundraising events and exhibitions, crowd funding, a new corporate staff engagement program and members donations.

Expanding volunteer base and volunteer network to sustain members creative aspirations in the long term. Consideration of a volunteer-led online program for long term engagement.

Signposting to other local services as per identified needs.

PART 6 – Supporting Information

Please attach your supporting documents as appropriate to your application

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)

- ☒ Yearend accounts *

If no yearend 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?

Monitoring report will capture the number of people impacted through the program, age group, cultural background, mental health background and specific health / social outcomes for the participants.

Monitoring inputs are collated by supporting staff team and artists at the end of each creative workshop. Members give feedback in bubble feedback forms at the end of the workshop as well as more detailed feedback at the end of a term.

Inputs will also be collated while co-designing programs in consultation with the wider community.

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:

e: communities@ipswich.gov.uk