

Introduction

Arts Council National Lottery Project Grants

We will ask you questions about different parts of your activity:

- **Some basic details about your project – when it’s happening, what it’s called**
- **What you want to do, why, and what you want it to achieve (we call this ‘Quality’)**
- **Who your project will engage, and how they’ll engage with it (we call this ‘Public engagement’)**
- **How you will manage the project**
- **The budget for the project**

We will use the information you give us in this application to decide whether we will offer you a grant.

The first few screens are autofilled with information you have already provided in your applicant profile. If you need to make any amendments, go back to the ‘Applicants’ section and edit your applicant profile.

Throughout Grantium, any questions marked with an asterisk (*) must be answered otherwise you won’t be able to submit your form.

All our text boxes have a character limit. Please stick to this character limit as any additional text won’t be saved.

Applicant details

Applicant name: TOMA (The Other MA)
Applicant number: 57615538
Applicant type: Organisation
What is your organisation's legal name? The Other MA (TOMA) CIC
What name is your bank account registered in? The Other MA
Please give any other names your organisation uses: TOMA
Which option most closely describes your organisation? Arts organisation
Which option most closely describes your organisation's status? Community Interest Company (CIC)
Which category most closely describes your organisation? Professional organisation
Are you a registered charity? No
Main art form: Visual arts
Are you based within England or the wider United Kingdom? Yes

Address information

Non-UK address or address not found:

Address name or number:

Street:

Locality:

Town / city:

Postcode:

Main contact number:

Email address: emma@toma-art.com
**(Organisation email address
if applicant is an organisation)**

Website address: www.toma-art.com

Fax number:

Your contact information

Contact type	Main contact	First name	Last name	Primary contact number	Email
Grant administrator	Yes	Emma	Edmondson	[REDACTED]	emma@toma-art.com

Contact details

Contact type: Grant administrator

Is this the main contact for the applicant?

First name: Emma

Middle name:

Last name: Edmondson

Position: Director

Primary contact number: [REDACTED]

Alternate contact number:

Mobile phone number:

Email address: emma@toma-art.com

Fax number: SS1 2SJ

Financial background

In what year was your organisation formed? 2019

What is your organisation's company number? 12180580
(if applicable)

What was your organisation's turnover in the last full financial year? (£) £14,632

If you are a new organisation, please estimate your income for the first year.

Actual

Basic details

Please give us a short summary of your project.

We'd like to know what your project is, what will happen and who it is aimed at. You can use up to 600 characters to answer this

TOMA is at a pivotal time & needs to explore resilient & self-sustaining ways of working at this crucial moment concentrating on;
Organisation Development:-Work w/ new board members on sustainable business plan, collaborative working models & resilient futures ensuring TOMA's survival in increasingly precarious times-Explore permanent space to secure stability & income-Develop art education programme scheme of work-Archive the past 5 years of practice
Public Programme & artist development:-Support TOMA artists to develop their practice & public programme an expansion of their show Tend to it
-Engage Southend community w/ free artist-led workshops to celebrate local creativity & bring social cohesion post-covid in low socio-economic ward

Amount requested

Tell us the total amount you are applying to us for, including any personal access costs* (£): £15,937

How much of this request is for your / your collaborators' personal access costs?* (£): £1,000

***If there are extra costs relating to your own access needs, or those of the people you are working with, to help you deliver your project and manage your grant online, include them in this figure. For example, payment for a sign language interpreter to help you manage your project.**

If your personal access costs take your request over £15,000 we will still treat your application as an application for £15,000 and under, and make a decision within six weeks.

To find out more about personal access costs, please read the information sheet Access support.

Do you, or does your organisation object to receiving National Lottery funding for religious reasons? No

Project dates

Tell us the start and end dates for your project.

Make sure you allow enough time:

- for us to process your application
- for us to make a payment before your start date, if your application is successful
- to deliver all the stages of your project

The dates you give here should be the dates for the full project you're applying for.

We need six weeks to process applications for £15,000 and under.

We are currently processing an unusually high volume of applications across all our grant programmes. We're doing our best to keep National Lottery Project Grants open to applications, but in order to do this it is taking us longer than usual to process and reach decisions on some applications.

If you are submitting an application for £15,000 or under please allow up to 10 weeks to receive your decision. If you are submitting an application for over £15,000, please allow up to 16 weeks to receive your decision.

Project start date: 28/09/2021

Project end date: 18/03/2022

Our Outcomes

Our 10-year strategy, Let's Create, has three Outcomes. Tell us which of our Outcomes, listed below, you think your project will contribute to.

Outcomes:

A Creative and Cultural Country: England's cultural sector is innovative, collaborative and international, Cultural Communities: Villages, towns and cities thrive through a collaborative approach to culture, Creative People: Everyone can develop and express creativity throughout their life

Quality: what we want to know

Quality is one of our four criteria

In this section, we want you to tell us in more detail about the project you would like to do, how it will help you or your organisation develop, and what you want to achieve by doing it. We also ask about any other artists or practitioners you may be working with, what their role is, and why you have chosen to work with them.

Please read the Quality section of our How to Apply guidance for help on how to answer these questions.

When we look at your answers to these questions we will think about:

- how strong your idea is, and how clearly you have expressed your aims;- if you have demonstrated that your project is likely to achieve its ambition;- if the project will strongly develop the work/skills of the people/organisations involved;- if you have demonstrated that you or the people you are working with have a track record in delivering good quality work;- the quality of the experience for the people taking part in the project; and- whether the artists/organisations involved are high quality in the context you are working in.

Quality

Tell us about your (or your organisation's) relevant work and experience.

You can use up to 1500 characters to answer this.

TOMA is an artist-run education model currently supporting 24 artists. TOMA is shaped collaboratively w/ participants & is the only postgrad level art programme in Essex making it unique to the county's creative landscape. Since 2016 it has been a radical response to hierarchies surrounding accessing art education (lack of mental/physical space to self-invest, not having specific art school training). During covid we stayed connected through a made-for-online programme so artists continued developing despite the crisis. Recent visitors; Jeremy Deller, Jesse Darling, Jade Montserrat, Mark Leckey, Zadie Xa. TOMA Project Space (TPS) is a popular contemporary art space in the heart of one of the lowest socioeconomic wards in Southend. Our space is a free cultural offering for low income audiences to access contemporary art & our shopping centre location expands the accessibility of art to those who do not usually enter art galleries. We want to continue dissolving barriers between artists/public w/ shows & free activities that get people to create adding to a creative & cultural country & add to the public debate around the future of the high street. In the past 21 months we:

- worked w/ 158 artists

- put on 5 shows

- organised +30 public workshops/events which welcomed over 300 participants

TOMA has grown from a solo artist project into a CIC led by Emma Edmondson (EE) & Lolly Adams (LA) w/ a board. We employ 30+ freelance artists 250+ days annually. Collaboration & alternative economies are central to us; TOMA & The Old Waterworks (TOW) recently co- curating a public programme funded by Creative Estuary & wrote about collaborative working in Art Monthly.

Tell us more about your project and what you want it to achieve.

We want to know what you aim to do and why, including the ideas behind your project. You can use up to 1500 characters to answer this.

Organisation Development: EE to work closely w/ board & consultant [REDACTED]

[REDACTED] to research & develop TOMA ways of working:

- Alternative economic models
- TOMA time bank & collaborative rate card schemes
- Swapping studio space for invigilating time to keep TPS open to public & support artists' development
- Lending out TPS to support artists' development through shows
- Building in futurity
- Map TOMA activities & processes w/ Laura Trevail to improve use of time
- Archive past 5 years to display on website as learning space & to increase public presence.
- Participate in board away day for brainstorming
- Write 5 year business plan centred on sustainability & resilient practices through collaboration
- Develop a scheme of work for TOMA education programme w/ Elle Reynolds to support/evidence good working practice & critical learning
- Develop accessibility on website & education/public programme
- Plans for a permanent space ensuring sustainability

Public Programme & artist development: After a difficult year we want to continue supporting current TOMA artists w/ their development through a public programme in response to their end of year show opening October 2021. They will work w/ curator LA to devise online & real life events providing free learning opportunities for artists & public. This will help our artists grow teaching & project management skills for workplace resilience to support their future practices. Our space is a free cultural/art offering in the heart of Southend's creative community in a ward w/ economic hardship so TOMA is constantly thinking of accessibility & opportunities for low income audiences to access culture. This fund will help TOMA continue w/ our programme of exhibitions, workshops & events for these visitors.

Tell us how this project will help to develop your work.

You can use up to 1500 characters to answer this.

Organisation Development: Mapping TOMA will help us understand working practices. This R&D will support the business plan focussing on sustainability, resilience & collaboration to future-proof, these ways of working support small arts orgs' survival post-covid (Art Monthly article). Solidifying time bank & swapping space schemes will further explore alternative economies to bring stability & ensure we can survive & thrive. To do this we need a permanent building & we have been taking active steps to secure this w/ local authority/freehold ops & will continue this as part of the business plan development. Working w/ [REDACTED] means TOMA will have these skills to plan in the future.

Developing the education programme's scheme of work will support future planning leaving time to concentrate on collaboration as resources get scarcer. Archiving TOMA will save time, we will be organised & have a system to file into.

Public Programme & artist development: These events will fine tune TOMA's working practices w/ artists & keep our public programme active & engaging. TOMA artists will translate their practice into events for new audiences. All this will strengthen TOMA to continue providing opportunities for all to experience contemporary art & support artists' development. We will struggle to continue w/out this funding to give us time to form a resilient future organisational structure. Affordability is central to TOMA & continuing free workshop ops ensures everyone can be creative people via TOMA. Staying connected to our audiences through TPSe & digitally will support the continuation of the public art programme. We want to keep digital access as a continuing output for those w/ chronic illness & who would not usually be able to access our exhibitions.

Project focus

***What will your project focus on?**

If your application is successful we will ask you to reflect back on this at the end of your project as part of your final activity report.

Pick as many as you feel are relevant to your project.

This project will focus on: undertaking organisational development, undertaking professional development, trying out new approaches, reaching new or different audiences, creating or commissioning new work, working with new people

Who else is involved

Artists and creatives, or specialists delivering museum or libraries projects

If your project involves working with artists and creatives, or specialists delivering museum or libraries projects, list them and tell us a bit about them using the tool below. You can include up to ten. You don't need to include yourself.

If you are working with anyone who is helping to deliver or manage your project, please tell us about them later in the separate Partners section.

Please read the quality section of our How to Apply guidance for information on how to complete this section.

To add a name
 To add names, click the 'Add new item' icon on the left of the screen to add names. To add more than one name, use the 'Save and Add Another' button.

Artist, creative, museum or library specialist's name	Role in project	Confirmed or expected	What will they be doing?
Emma Edmondson	TOMA director	Confirmed	Emma Edmondson will write the business plan & scheme of work in collaboration w/ LA & t...
Lolly Adams	Curator & TOMA board members	Confirmed	Lolly Adams will co-write the business plan & scheme of work in collaboration w/ EE & b...
Jessica Reeves	Archiver / admin / marketing	Confirmed	Jessica Reeves will archive all TOMA materials & work on the website in collaboration w...
Elliot Gibbons	support LA w/ the delivery & supporting materia...	Confirmed	Elliot Gibbons will support LA w/ the delivery & supporting materials for the TOMA arti...
Elle Reynolds	Elle will support writing scheme of work & is a...	Confirmed	Scholar/researcher/quiet disrupter, Elle Reynolds has over 35 years' experience of teac...
Laura Trevail	Laura Trevail will help document TOMA's activit...	Confirmed	Laura is a contextual artist, writer and designer. Laura's work is to listen to the con...

Artists

Artist, creative, museum or library specialist's name: Emma Edmondson

Role in project: TOMA director

Confirmed or expected: Confirmed

Artist's website: www.emmaedmondson.com

How will they contribute to the project? Give a brief description of their work:

Emma Edmondson will write the business plan & scheme of work in collaboration w/ LA & the board members. Emma (b.1984) is an artist & educator based in Southend-on-Sea with over 10 years experience in exhibiting and curating projects. Studying and graduating during the 2008 financial crash investigations into hierarchies, precarity and alternative economics are at the centre of Emma's research and practice. In 2016 Edmondson founded TOMA (The Other MA), a postgraduate level art programme outside of the traditional institutional model created in response to the hierarchies surrounding access to higher education. She also teaches art in organisations, schools and universities on precarious contracts. She uses sculpture, print, sound, and text, exploring her interests directly via her work in art education and sees TOMA and her teaching work as part of her creative practice. She has shown her work in spaces around the UK including Victoria & Albert Museum and Barbican, most recently with a solo show in Cardiff. Emma has been funded by Arts Council England, Arts Council of Wales, Crafts Council, Creative Estuary, Seedbed Trust and private investors for her artistic work. She has spoken at spaces including Courtauld Gallery, Conway Hall, Freelands Foundation, Guest Projects and Metal. Most recently she has been commissioned to make new artwork by Focal Point Gallery and Artquest.

Artists

Artist, creative, museum or library specialist's name: Lolly Adams

Role in project: Curator & TOMA board members

Confirmed or expected: Confirmed

Artist's website: <https://www.instagram.com/lollyadams/?hl=en>

How will they contribute to the project? Give a brief description of their work:

Lolly Adams will co-write the business plan & scheme of work in collaboration w/ EE & board members. LA will also support TOMA artists in their development & delivery of workshops/events. Adams (b.1989) is a London based multidisciplinary artist, teacher and curator. Adams graduated from Byam Shaw School of Art (CSM) in 2011 and was part of the 2017-18 TOMA (The Other MA) cohort which is a postgraduate level art programme outside of the traditional institutional model. Adams organised and curated The Alternative Art School Weekender at Ugly Duck in 2019 and exhibited her collaborative installation at the V&A Friday Lates in April 2019. Adams is part of several collectives that have performed at the Barbican, the ICA, Flowers and the Saatchi gallery and she has independently exhibited or performed at the Cob Gallery, Artsadmin, Focal Point Gallery's Big Screen, Glastonbury, VFD and Guest projects. Adams is a member of The Working Class Creative Database who raise awareness around class access within the arts.

Artists

Artist, creative, museum or library specialist's name: Jessica Reeves

Role in project: Archiver / admin / marketing

Confirmed or expected: Confirmed

Artist's website: https://www.instagram.com/jessica_reeves/

How will they contribute to the project? Give a brief description of their work:

Jessica Reeves will archive all TOMA materials & work on the website in collaboration w/ Elliot Gibbons. Jessica will also cement our working practices of time banking & lending out space. She will also support Lolly with promoting the TOMA artist workshop/events & w/ administrative duties relating to this project. Jessica Reeves is an artist from Southend-on-Sea. She is currently based in London whilst studying BA Fine Art at Central Saint Martins university, and working some other part time jobs including a front of house position at The Design Museum and for The Other MA (TOMA) on various projects. Embracing the amateurism of DIY and craft skills, Jessica uses low-hierarchy materials such as household waste. Recycled paper and organic matter, for example, are a practical choice due to their abundance and accessibility. Her rationale is to minimise the environmental impact of her practice, and therefore its waste output.

Jessica recently took part in a residency at the Cyprus College of Art near Pathos to learn about Cypriot traditional skills and take part in a group show. Ironically during the COVID-19 lockdowns, Jessica has felt more compelled than ever to collaborate and make work that is participatory. She is interested in how the pandemic has blurred the lines between artist and non-artist and highlighted who accesses art and how - a particular influence of working with TOMA. She is exploring these ideas in two ongoing postal projects.

Artists

Artist, creative, museum or library specialist's name: Elliot Gibbons

Role in project: support LA w/ the delivery & supporting materials for the TOMA artist workshop/events

Confirmed or expected: Confirmed

Artist's website: <https://elliotgibbons.com>

How will they contribute to the project? Give a brief description of their work:

Elliot Gibbons will support LA w/ the delivery & supporting materials for the TOMA artist workshop/events. Elliot will also continue research into access & inclusion for the space & website & put all this into place. Elliot Gibbons is a freelance writer, researcher & curator based in Essex. He is particularly interested in unearthing queer histories of the 1980's and early 1990's in Britain. He holds a bachelor's degree in fine art from Chelsea College of Arts (UAL), and a foundation diploma in art and design from Central Saint Martins (UAL). His writing was recently published by 'thisistomorrow'.

Artists

Artist, creative, museum or library specialist's name: Elle Reynolds

Role in project: Elle will support writing scheme of work & is a TOMA board member

Confirmed or expected: Confirmed

Artist's website: <http://www.ellereynolds.com>

How will they contribute to the project? Give a brief description of their work:

Scholar/researcher/quiet disrupter, Elle Reynolds has over 35 years' experience of teaching and management in Art and Design Higher Education yet continues to challenge and usurp institutional time and appropriates institutional space. Working within and against the institutional frameworks by attending to strategies of instituting as subversive space, in which to consider alternative models of education. Collaborative events, performative lectures and publications that explore spatiality, form part of the practice. Recent residencies have included the Nida Art Colony, Summer Lodge and No Telos, Venice 2019. Work has been exhibited at locations, art-spaces and galleries, in Estonia, Italy, Romania, Spain and the United Kingdom. Previously employed as Course Director for the FdA Fine Art Skills & Practices course at Central Saint Martins College of Art & Design (CSM), located within the Byam Shaw School of Art. Head of School at Istituto Maragnoni and currently PhD researcher at Nottingham Trent University. Elle currently lives and works in London.

Artists

Artist, creative, museum or library specialist's name: Laura Trevail

Role in project: Laura Trevail will help document TOMA's activity to form the business plan by mapping TOMA activities digitally in collaboration w/ EE & LA.

Confirmed or expected: Confirmed

Artist's website: <http://www.lhtreavail.co.uk>

How will they contribute to the project? Give a brief description of their work:

Laura is a contextual artist, writer and designer. Laura's work is to listen to the context of a place, a problem, a need or an idea, and to craft that information into practical experience, opportunity and solution. Laura is an artist weaving actions in connected technology, innovation and transport, with traditional theatre and visual art practice. Laura seeks to play an active part in building a brave, exciting, kind, practical and exceptionally well functioning future for all of us. Laura's training and background is in theatre, writing, sculpture, data relationships, human behaviour, horror, connected devices and value exchange. Laura's work spans many practices and media. Beginning with building fire sculptures and large-scale landscape theatre on the Cornish cliffs with Kneehigh, and continuing to work with a variety of clients and collaborators including the National Theatre, Wildworks, Home Live Art, Barbara Stevani, Tate Britain, V&A, Kinetika, E15, BAC, Glastonbury Festival, and with a range of local councils. Laura specialises in quietly forming the connections needed to carry an idea or vision through to completion, both in their own work and in supporting others. Laura regularly mentors and teaches designing for the live unknown at E15. Laura makes physical and digital artworks, and creative structures to underpin the work of others.

Giving us a sense of your work: Attachment

If you would like to include a document or web link to give us a sense of your work you can do it here.

For example, this could be an image, a music file, a sample of your writing, a video, a link to an online portfolio or a review of your work.

You can only attach one (either a web link or a document). Your document can be up to 10MB and we accept PDF, MS Word, MS Excel, MS PowerPoint and JPEG files. If you'd like to send us a video or a sound clip, it's best to use a link.

If we have asked you for any mandatory attachments (for example, a permission letter) you should attach these at the end of the application.

Web link:

Document Type	Required?	Document description	Date attached
Click to add attachment...	No	Art Monthly artic...	24/07/2021

Attachment Details

Document description: Art Monthly article on collaboration & resilient practices

Public engagement: What we want to know

Public engagement is one of our four criteria.

In this section, we want you to tell us who your project is aimed at, how they will experience and engage with it, and how you're going to make sure your project reaches people.

Please read the Public engagement section of our How to Apply guidance for help on how to answer these questions.

When we look at your answers to these questions we will think about:

- how strong the case for public engagement with the activity is;
- if the target audiences for the activity are clearly identified;
- if the activity increases opportunities for people who don't currently get involved in the arts and culture or are involved a little in arts and cultural activity;
- if the activity increase opportunities for people already engaged in arts activity;
- if plans to market the activity to audiences/participants are well defined, and are likely to achieve your aims;
- if there is no immediate opportunity to involve people (for example, research and development), whether there is potential for the public to get involved in the future; and
- where relevant, whether access and diversity been considered effectively.

Audience and participants

Is your project aimed at any of the groups below as audiences or participants?

By 'audience' we mean people who are going to experience your project as viewers, listeners or readers but are not actively involved in the project.

By 'participants' we mean people who are actively involved in your project (other than the artists or others leading the project) by devising, creating, making, presenting or performing.

- | | |
|--|--------------------------|
| Tick here if your activity is specifically aimed at any particular age group. | <input type="checkbox"/> |
| Tick here if your activity is specifically aimed at any identified ethnic groups. | <input type="checkbox"/> |
| Tick here if your activity is specifically aimed at disabled people. | <input type="checkbox"/> |
| Tick here if your activity is specifically aimed at individuals or groups with a particular sexual orientation identity. | <input type="checkbox"/> |
| Tick here if your activity is specifically aimed at either male, female or trans people. | <input type="checkbox"/> |

Public engagement

Please read the Public engagement section of our How to Apply guidance for information on how to complete this section.

Who will engage with your project?

Think about the audiences or the people who will take part. You can use up to 1000 characters to answer this.

Organisation Development: We will build working relationships w/ board members, who are artists/educators/curators & will develop their practices through collaboratively writing the business plan. By archiving we will find better ways to tell our story in an accessible way developing digital & public engagement.

Public Programme & Artist Development: Our exhibitions & events are free art offerings in the heart of a Southend ward w/ economic hardship. TOMA welcomes all in & sees how engaging in our activities can alleviate loneliness, support wellbeing & foster community ties. These events/workshops will continue to welcome adults & children to be creative in our shopping centre art space which is a central part of Southend's cultural community. Southend includes some of the most deprived areas in the UK & these free workshops will bring social cohesion, celebrate local space & creativity w/ locals when it is especially needed post-covid. Virtual sessions will expand the programme's engagement & ensure accessibility for those w/ chronic illness or caring responsibilities who are unable to visit. TOMA artists delivering will be supported w/ pay & practice development ops.

How will people engage with your project and what experience do you want them to have?

Tell us about the ways audiences or people taking part will engage, and what they will get from your project. You can use up to 1000 characters to answer this.

Organisation Development: TOMA's collaborative & resilient ways of working will be seen as a successful cultural community whose economic model & ambitions can be shared with other small arts orgs to follow.

Public Prog & Artist Dev: By creating new commissioned events/workshops artists will continue to develop their practices through TOMA in a supportive & caring space. A TOMA artist said: "It has been immeasurably helpful in developing my practice & proved to be an incredible motivation for finding new ways of working, as well as finding creative ways to survive lockdown." TOMA wants everyone to have the opportunity to be creative through its public programme. Keeping this free will continue to bring in national audiences to share our love of lifelong learning so anyone can develop & express their creativity through TOMA. There is a vital need for free creative activities in the wake of the pandemic & Southend has high levels of deprivation w/ 30-50% of families in Kursaal ward, next to where TPS is located, low income. A visitor said: "An incredible resource for the local community. Welcomes all ages, abilities and backgrounds."

Tell us how you will make sure your project reaches people.

We want to know how you will make sure that the people you plan to engage will be able to experience your project. You can tell us about any planned marketing activities if this is relevant. You can use up to 1000 characters to answer this.

TOMA is active on social media; Twitter 1453 followers, Facebook 1472 followers, Instagram 3156 followers & mailing list 600+. Our Vimeo is also active. Local NPOs Focal Point Gallery & Metal also support TOMA w/ social media as does TOW. TOMA has it's own website. Promo of workshops/events will be shared here, on arts websites & organised on Eventbrite. Marketing is creatively integrated w/ TOMA & word of mouth sharing is also very important as well as physical posters/promo materials. These will be circulated locally through arts orgs & national friends.

TOMA has great relationships with art schools (Open School East, ALTMfa, School of the Damned, Into the Wild) & organisations we have worked w/ (Freelands Foundation, Artquest) & I send emails informing them of our news regularly. TOMA also keeps in touch w/ visiting artists & we are often featured in local, national & international press/websites including Art Monthly, Arts Professional, Artsadmin, Artquest, a-n & SLEEK

In numbers: people benefiting from your project

Estimate how many people will engage with your project.

People who will benefit from your project

Beneficiary Type	How many people will benefit from this project?
Artists and creatives, or specialists	28
Participants	200
Audience (live)	7,000
Audience (broadcast, online, in writing)	40,000
Total	47,228

Finance: what we want to know

Finance is one of our four criteria.

In this section we will ask you to fill in a budget for your project, and to answer some questions about how you have put your budget together. We'll also ask about how you will manage your budget. We understand that budgets can change over the life of a project, but we need to see that you have planned your budget.

Please read the Finance section of our How to Apply guidance for help on how to answer these questions.

Key things to remember about budgets:

- **Your budget has to balance, so your income needs to be the same as your expenditure**
- **We need to be able to see how you have worked your figures out**
- **Your budget should be for the total cost of the project you are applying to do**

When we look at your answers to these questions we will think about:

- **whether the budget is appropriate for the activity that is planned (for example, is the amount of money being asked for suitable for the scale and type of activity? And how appropriate are the areas of income and spending?);**
- **whether all items in the budget are relevant and reasonable (for example; are fees or wages appropriate to the context? And have quotes for assets been appropriately researched for any asset purchases?); and**
- **whether the application demonstrates that the activity is attracting income from other sources; is any other income confirmed? If not, do potential income sources seem realistic?**

Income

Enter all your cash income on this page, as well as any Support in kind you will receive.

Use the tool at the bottom of the page. Make sure that you show how your figures have been calculated in the 'Description' field, for example:

Ticket sales (7 dates @ 60% of 100 capacity x £8 ticket price) £3,360

The table at the top of the page is a snapshot of the information you enter, and will calculate your total income for you as you work. This table is not editable. The table already includes the amount you are requesting from Arts Council England so you do not need to add this.

To add an income line
 To add each income line, click the 'Add new item' icon on the left of the screen. To add more than one line of income, use the 'Save and Add another' button.

Income summary

Income heading	% Project value	Amount (£)
Earned income	5.72%	£1,500
Local authority funding	0.00%	£0
Other public funding	0.00%	£0
Private income	0.00%	£0
Income total (cash)	5.72%	£1,500
Support in kind	33.50%	£8,784
Arts Council England Funding	60.78%	£15,937
Income total	100.00%	£26,221

Expected / confirmed summary

Income heading	% Project income	Amount (£)
Expected	0.00%	£0
Confirmed	100.00%	£10,284
Income total	100.00%	£10,284

Income heading	Description	Expected or confirmed	Amount
Support in kind	Royals Shopping Centre TOMA Project Space rent & rates	Confirmed	£8,784
Earned income	TOMA exhibiting artist editions 50% IRL / onlinehibiting artist ori...	Confirmed	£400

Applicant: TOMA (The Other MA)

57615538

Project: TOMA organisation development & public programme

ACPG-00459555

Earned income	TOMA exhibiting artist original artworks 30% IRL / online	Confirmed	£500
Earned income	TOMA cash donations at space	Confirmed	£250
Earned income	Donations misc (private funders)	Confirmed	£350

Income details

Income heading: Support in kind
Description: Royals Shopping Centre TOMA Project Space rent & rates
Expected or confirmed: Confirmed
Amount (£): £8,784

Income details

Income heading: Earned income
Description: TOMA exhibiting artist editions 50% IRL / online exhibiting artist original artworks 30% IRL / online
Expected or confirmed: Confirmed
Amount (£): £400

Income details

Income heading: Earned income
Description: TOMA exhibiting artist original artworks 30% IRL / online
Expected or confirmed: Confirmed
Amount (£): £500

Income details

Income heading: Earned income
Description: TOMA cash donations at space
Expected or confirmed: Confirmed

Amount (£): £250

Income details

Income heading: Earned income

Description: Donations misc (private funders)

Expected or confirmed: Confirmed

Amount (£): £350

Income questions

Tell us how you have raised, or plan to raise, any income from other sources you have included in the income table.

This is to help us understand how realistic your budget is, and the partnership support that is in place. Income from other sources could include other grant applications, donations or crowdfunding.

Don't include any income that won't be used specifically for this project.

You can use up to 1500 characters to answer this.

We continue to work towards TOMA becoming self-sustaining, writing a business plan will do this. We have a steady income from online shop artwork sales evidenced over the past year - our ACE supported online artwork shop has brought in +£1k & continues to be well engaged w/. This is a secure income for us. When the space is open in real life shop sales amount to +£75 p/m on average. When the public space is open cash donations amount +£100 p/m. We now have a PayPal which allows for donations from people who are accessing our public programme meaning when the space reopens there will be more opportunities to donate in this way. We also regularly receive donations/fee waivers from people online, visiting artists, local businesses + arts patrons & TOMA continues to build relationships in this way. When TOMA brings in a new artist cohort we will have +£11k per annum in fees which creates a self-sustaining programme.

Tell us about the support in kind in your budget

Tell us how you have worked out your support in kind, and why it benefits your project.

You can use up to 1500 characters to answer this.

TOMA has a great relationship w/ landlord who pays business rates & waivers rent, they want to support TOMA to continue dissolving barriers between artists/public w/ our shows surrounding relatable themes (eg recent show Pets) & activities that get people to create adding to a creative & cultural country.

Expenditure

Please enter all your cash expenditure for your project on this page.

The table at the top of the page is a snapshot of the information you are entering, and will calculate your total expenditure for you as you work. This table is not editable. The table already includes any Support in kind you added on the Income screen so you do not need to add this.

The details about each item of expenditure that you add will be shown in the list at the bottom of the page. You should make sure that you show how your figures have been calculated in the 'Description' field. For example, you should show the number of days and the daily rate for any fees shown.

To add an expenditure line
 To add each expenditure line, click the 'Add new item' icon on the left of the screen. To add more than one line of expenditure, use the 'Save and Add another' button.

Spending (expenditure) summary

Expenditure heading	% Project value	Amount (£)
Artistic and creative or specialist costs	18.47%	£4,844
Making your work accessible	0.00%	£0
Developing your organisation and people	38.21%	£10,018
Marketing and developing audiences	3.43%	£900
Overheads	0.00%	£0
Assets - buildings, equipment, instruments and vehicles	0.00%	£0
Other	2.57%	£675
Personal access costs	3.81%	£1,000
Expenditure total (cash)	66.50%	£17,437
Support in kind	33.50%	£8,784
Expenditure total	100.00%	£26,221

Total income (for information): £26,221

Expenditure	Description	Amount
Personal access costs	Creating materials for access & inclusion TPS / making website acce...	£1,000
Developing your organisation and people	Archiver / website editor Jessica Reeves @ 150 p/d for 6 days	£900
Developing your organisation and people	Director Emma E bus plan / scheme of work writing @ 150 p/d over 15...	£2,250
Developing your organisation and people	Curator LA bus plan / scheme of work writing @ 150 p/d over 9 days	£1,350

Applicant: TOMA (The Other MA)

57615538

Project: TOMA organisation development & public programme

ACPG-00459555

Developing your organisation and people	EE & LA & JR research & development into time bank & lending out sp...	£1,200
Developing your organisation and people	TOMA mapping mentor Laura Trevail @ 150 p/d for 2 days	£300
Developing your organisation and people	scheme of work mentor Elle Reynolds @ 150 p/d for 2 days	£300
Developing your organisation and people	TOMA board member fees meeting x 2	£312
Developing your organisation and people	TOMA board away day @ 150 p/d x 8 people member fees meeting x 2	£1,200
Developing your organisation and people	Consultant Ayla business plan write support	£2,000
Artistic and creative or specialist costs	Curator Lolly Adams project management of public programme workshop...	£1,350
Marketing and developing audiences	jessica Reeves admin/event listings/social media for public program...	£900
Developing your organisation and people	Amy pennington visiting artist workshop on how to run a workshop	£206
Artistic and creative or specialist costs	lolly Adams visiting artist workshop on how to run an event	£206
Artistic and creative or specialist costs	TOMA artists workshop/events commissions x 6 @ 206.25	£1,238
Artistic and creative or specialist costs	TOMA artist performances commissions x 6 @ 150 per workshop/events ...	£900
Artistic and creative or specialist costs	TOMA artist workshops/events materials	£250
Other	Contingency	£675
Artistic and creative or specialist costs	Elliot Gibbons TOMA Project Space live events/workshops assistance ...	£900

Expenditure details

Expenditure heading: Personal access costs
Description: Creating materials for access & inclusion TPS / making website accessible
Amount (£): £1,000

Expenditure details

Expenditure heading: Developing your organisation and people
Description: Archiver / website editor Jessica Reeves @ 150 p/d for 6 days
Amount (£): £900

Expenditure details

Expenditure heading: Developing your organisation and people
Description: Director Emma E bus plan / scheme of work writing @ 150 p/d over 15 days
Amount (£): £2,250

Expenditure details

Expenditure heading: Developing your organisation and people
Description: Curator LA bus plan / scheme of work writing @ 150 p/d over 9 days
Amount (£): £1,350

Expenditure details

Expenditure heading: Developing your organisation and people
Description: EE & LA & JR research & development into time bank & lending out space x 8 days @ 150 R&D time developing bricklaying practice w/ specialist bricklayer @ 150 x 5
Amount (£): £1,200

Expenditure details

Expenditure heading: Developing your organisation and people
Description: TOMA mapping mentor Laura Trevail @ 150 p/d for 2 days
Amount (£): £300

Expenditure details

Expenditure heading: Developing your organisation and people
Description: scheme of work mentor Elle Reynolds @ 150 p/d for 2 days
Amount (£): £300

Expenditure details

Expenditure heading: Developing your organisation and people
Description: TOMA board member fees meeting x 2
Amount (£): £312

Expenditure details

Expenditure heading: Developing your organisation and people

Description: TOMA board away day @ 150 p/d x 8 people
member fees meeting x 2
Amount (£): £1,200

Expenditure details

Expenditure heading: Developing your organisation and people
Description: Consultant Ayla business plan write support
Amount (£): £2,000

Expenditure details

Expenditure heading: Artistic and creative or specialist costs
Description: Curator Lolly Adams project management of
public programme workshops/events @ 150 p/d
over 9 days
Amount (£): £1,350

Expenditure details

Expenditure heading: Marketing and developing audiences
Description: jessica Reeves admin/event listings/social media
for public programme events/workshops @ 150
p/d over 6 days
Amount (£): £900

Expenditure details

Expenditure heading: Developing your organisation and people
Description: Amy pennington visiting artist workshop on how
to run a workshop

Amount (£): £206

Expenditure details

Expenditure heading: Artistic and creative or specialist costs
Description: lolly Adams visiting artist workshop on how to run an event
Amount (£): £206

Expenditure details

Expenditure heading: Artistic and creative or specialist costs
Description: TOMA artists workshop/events commissions x 6 @ 206.25
Amount (£): £1,238

Expenditure details

Expenditure heading: Artistic and creative or specialist costs
Description: TOMA artist performances commissions x 6 @ 150 per workshop/events commissions x 6 @ 206.25
Amount (£): £900

Expenditure details

Expenditure heading: Artistic and creative or specialist costs
Description: TOMA artist workshops/events materials
Amount (£): £250

Expenditure details

Expenditure heading: Other
Description: Contingency
Amount (£): £675

Expenditure details

Expenditure heading: Artistic and creative or specialist costs
Description: Elliot Gibbons TOMA Project Space live events/workshops assistance @ 150 p/d over 6 days
Amount (£): £900

Expenditure questions

Tell us how you will manage the budget for this project, and about your previous experience of managing budgets.

You can use up to 1500 characters to answer this.

EE has managed the TOMA budget since 2015, including a funding income from Seedbed of £22k, income from TOMA participating artists in 2016 of £4,800, income from TOMA artists in 2017/2018 of £16,200, ACE funding bid of £14,880 in 2017 then £14,995 in 2019, emergency ACE funding bid of £10,063 & income from TOMA artists from 2019/2020 of £10,650. This is in addition to receiving funding from Creative Estuary for a collaborative project with TOW and managing all donations & shop sales including commission payments to artists from these sales.

I have employed an accountant to keep track & file records in addition to my own book keeping.

I have over 10 years experience in managing budgets for art & educational projects & exhibitions as an artist and curator working w/ organisations including; Action for Children The Big Egg Hunt, Breast Cancer Care, Mind & Metal. These projects always came in on time and within budget.

Tell us how you have worked out the costs in your project budget, including the costs of any purchases.

You can use up to 1500 characters to answer this.

TOMA has been running for over 5 years & these figures were taken from experiences during this time. I have kept accurate consistent accounts since embarking on TOMA in Nov 2015. TOMA has created a shared rate card w/ TOW. As a modest attempt to redress disparities in pay across the artworld in some way, and to be clear that we value everyone who decides to give their labour to The Old Waterworks (TOW) and TOMA, we have introduced a flat rate fee. This is £150 for an 8 hour day, £75 for half a day, and £18.75 per hour -- for directors, artists, technicians, cleaners, project managers, assistants. We acknowledge and appreciate that this falls short of Artist Union England artists rates of pay, however, we hope this introduction of a flat fee fosters a positive working relationship, environment and culture with everyone who works with TOMA and TOW.

Fair pay

We are committed to making sure that those who work in arts and culture are properly and fairly paid.

Please read the fair pay section of our How to Apply guidance for more information.

Have you used any recognised pay guidelines to work out pay for those involved in your project (including you)? Yes – if so, which guidelines have you used?

Please explain in more detail.

You can use up to 600 characters to answer this.

We have used the TOMA & The Old Waterworks shared rate card.

There are other people included in the delivery of my project, as workers or volunteers. I am aware of my statutory responsibilities.

X

The latest government guidance on employing people is here.

Management: what we want to know

Management is one of our four criteria.

In this section we want you to tell us how you will manage your project. We will ask you to tell us about any partners involved in the project, where it will be taking place and how you will evaluate the project. We will ask you to fill in a timeline of the key stages of your project, and tell us about the planning you've done to date.

Please read the Management section of our How to Apply guidance for help on how to answer these questions.

When we look at your answers to these questions we will think about:

- if the activity is realistic and well planned (including having a realistic tour schedule, where appropriate);**
- if the application shows your ability to manage the activity successfully;**
- if the team delivering the project has a track record of managing similar activity;**
- if the activity is supported by appropriate partnerships; and**
- if plans to evaluate the activity are appropriate.**

Project partners

If you are working with other people or organisations to support the management and/or delivery of your project, we'd like to know about their role and whether their involvement is confirmed.

The table at the bottom of the page will populate with the information you enter about the partners involved in your project.

Tell us about your, and your partners', recent experience in managing similar types of projects.

You can use up to 1500 characters to answer this.

Lolly Adams who will be leading on the Project Space budget is an artist and A level teacher and subject leader for Photography, she is in charge of the budget for this course at City and Islington Sixth Form College. Lolly has been organising and running events and exhibitions as part of TOMA since 2018. EE has worked as an artist & w/in art education since 2011. This includes working w/ Tate, Victoria & Albert Museum, Barbican, Mind & community groups & schools. I am a South Essex College BA Fine Art visiting lecturer & artist educator at Southend Adult Community College. I founded TOMA & coordinated the programme since Nov 2015. I have partnered w/ local Southend organisations including; The Old Waterworks, Metal and Focal Point Gallery. The Royals Shopping Centre will provide space in kind for TOMA. I have built a great relationship w/ them & recently project managed a run of exhibitions for BA students in a space there. In response to my work there I have been involved

To add a partner
To add a partner, click the 'Add new item' icon on the left of the screen. To add more than one partner, use the 'Save and Add another' button.

Partner name	Main contact	Email address	Role in project	Confirmed or expected
Royals Shopping Centre			Manager of Royals Shopping ...	Confirmed

Partners details

Partner name: Royals Shopping Centre
Main contact (if organisation): [REDACTED]
Email address: [REDACTED]
Role in project: Manager of Royals Shopping Centre where TOMA Project Space is
Confirmed or expected: Confirmed

Location

We are interested in where the projects we support are happening, and whether they involve touring. It's important for getting a fuller picture about where our investment reaches. We report to our funders on where the activities we fund happen.

Activity that involves touring

A project that includes presenting the same programme of work in a number of different locations.

Activity that doesn't involve touring

A project that happens in just one place, that happens in several different places but isn't about touring work, or doesn't happen in any specific place (for example online work)

Some touring and other types of activity

A project that involves showing the same work in a number of locations, and some work that isn't touring (eg a tour and some organisational development work).

My project: doesn't include any touring at all

Non-touring

Location details

Using the tool below, please enter the location(s) where your non-touring activity is happening. To add a location, click the 'Add new item' icon on the left of the screen. To add more than one location, use the 'Save and Add another' button.

If your project is not happening in a specific place, please enter your home postcode.

Name of the location	Local authority
TOMA Project Space	Southend-on-Sea

Non-touring location details

Name of the location (e.g. Oneplace Arts Centre): TOMA Project Space

Enter postcode: SS1 1DG

No postcode available:

Local authority: Southend-on-Sea

Have you received any advice from this local authority? Yes

Local authority staff: 

Project plan

Planning to date

Tell us about the planning and preparation you have already done.

This work should not be included as a cost in your budget; we cannot fund activity that has already taken place.

You can use up to 1500 characters to answer this.

We have confirmed all people in this project as ready to participate & support through discussions & organising time. We have begun to research & save business plans & models we aspire to & speak to other organisations on how they run their arts organisations for inspiration. All TOMA documents have been placed into a Google Drive & hard drive ready for archiving & ordering. The TOMA Project Space e at the Royals Shopping Centre is secured for hosting the public programme, the rent will be waived as support in kind. Conversations w/ participating artists about workshops/events have begun alongside discussions w/ artist partners about their role in curation & admin help.

* Project Timeline

Please use the table to list the main stages and tasks of the project from the start date onwards, and to show who will lead on each part of the project.

Enter at least one stage, and add each project stage in order.

To create the table, click the 'Add new item' icon on the left of the screen to add a project stage. To add more than one stage, use the 'Save and Add another' button.

The table at the bottom of the page will populate with the information you enter.

Start date	End date	Activity or task details	Task lead
28/09/2021	28/09/2021	Liaise w/ board members to secure away day date	EE
28/09/2021	28/09/2021	Liaise w/ TOMA artists to confirm workshop/event ideas	LA
07/10/2021	07/10/2021	Meet w/ TOMA artists to finalise plans for workshops/events	LA
09/10/2021	09/10/2021	Get copy & images & info from TOMA artists for workshops/events	LA
14/10/2021	14/10/2021	Put all events/workshops on listings, Eventbrite, schedule in social media posts	JR + EG
16/10/2021	16/10/2021	How to run a workshop workshop for TOMA artists	AP
17/10/2021	17/10/2021	How to put on an event workshop for TOMA artists	LA
13/11/2021	14/11/2021	TOMA artist workshops/event over the weekend	LA
04/12/2021	05/12/2021	TOMA artist workshops/event over the weekend	LA
29/01/2022	30/01/2022	TOMA artist workshops/events over the weekend	LA

30/09/2021	30/09/2021	TOMA mapping with Laura Trevail day	EE & LA
07/10/2021	07/10/2021	TOMA mapping with Laura Trevail all day	EE
14/10/2021	14/10/2021	EE meet with consultant Ayla	EE
21/10/2021	21/10/2021	EE meet w/ consultant Ayla	EE
15/10/2021	15/10/2021	LA meet with consultant Ayla	LA
28/10/2021	28/10/2021	EE meet with consultant Ayla	EE
29/10/2021	29/10/2021	LA meet with consultant Ayla	LA
04/11/2021	04/11/2021	EE & LA meet with consultant Ayla	EE
05/11/2021	05/11/2021	EE & LA being business plan research & writing	EE
13/11/2021	13/11/2021	Board away day brainstorm	EE
17/11/2021	01/12/2021	Intensive business plan writing EE & LA	EE
09/12/2021	09/12/2021	Feedback from board on business plan	EE
10/12/2021	07/01/2022	Edits on business plan by EE	EE
13/01/2022	13/01/2022	Feedback from board on business plan	EE
17/01/2022	28/01/2022	Final business plan edits & completed document published	EE
03/02/2022	05/02/2022	Meeting with Elle Reynolds to map out scheme of work	EE
10/02/2022	12/02/2022	EE & LA write scheme of work	EE
14/02/2022	14/02/2022	Share scheme of work w/ board, get feedback	EE
17/02/2022	19/02/2022	Final edits of scheme of work, share with board	EE
24/02/2022	24/02/2022	Complete scheme of work and publish	EE
29/09/2021	21/10/2021	Intensive archiving with JR	EE & JR
28/10/2021	30/10/2021	Work on website accessibility / uploading info	JR & EG
04/11/2021	06/11/2021	work on website accessibility / uploading info	JR & EG
11/11/2021	11/11/2021	Website feedback from LA & EE & board	EE
12/11/2021	14/11/2021	Final website edits from EG & JR	EG & JR
18/11/2021	18/11/2021	New accessible website live & published	JR & EG
03/02/2022	03/02/2022	Board meeting to discuss business plan & next steps	EE
11/02/2022	15/02/2022	EE to write up next steps	EE
16/02/2022	21/02/2022	Act upon next steps & evaluation	EE
04/10/2021	06/10/2021	EE & LA & JR research & development into time bank & lending out space LA write scheme of work	EE
11/10/2021	14/10/2021	EE & LA & JR research & development into time bank & lending out space	EE
18/10/2021	22/10/2021	Writing report on time bank & lending out space	EE

Project plan details

Start date: 28/09/2021

End date: 28/09/2021

Activity or task details: Liaise w/ board members to secure away day date

Task lead: EE

Project plan details

Start date: 28/09/2021

End date: 28/09/2021

Activity or task details: Liaise w/ TOMA artists to confirm workshop/event ideas

Task lead: LA

Project plan details

Start date: 07/10/2021

End date: 07/10/2021

Activity or task details: Meet w/ TOMA artists to finalise plans for workshops/events

Task lead: LA

Project plan details

Start date: 09/10/2021

End date: 09/10/2021

Activity or task details: Get copy & images & info from TOMA artists for workshops/events

Task lead: LA

Project plan details

Start date: 14/10/2021

End date: 14/10/2021

Activity or task details: Put all events/workshops on listings, Eventbrite, schedule in social media posts

Task lead: JR + EG

Project plan details

Start date: 16/10/2021

End date: 16/10/2021

Activity or task details: How to run a workshop workshop for TOMA artists

Task lead: AP

Project plan details

Start date: 17/10/2021

End date: 17/10/2021

Activity or task details: How to put on an event workshop for TOMA artists

Task lead: LA

Project plan details

Start date: 13/11/2021

End date: 14/11/2021
Activity or task details: TOMA artist workshops/event over the weekend
Task lead: LA

Project plan details

Start date: 04/12/2021
End date: 05/12/2021
Activity or task details: TOMA artist workshops/event over the weekend
Task lead: LA

Project plan details

Start date: 29/01/2022
End date: 30/01/2022
Activity or task details: TOMA artist workshops/events over the weekend
Task lead: LA

Project plan details

Start date: 30/09/2021
End date: 30/09/2021
Activity or task details: TOMA mapping with Laura Trevail day
Task lead: EE & LA

Project plan details

Start date: 07/10/2021

End date: 07/10/2021
Activity or task details: TOMA mapping with Laura Trevail all day
Task lead: EE

Project plan details

Start date: 14/10/2021
End date: 14/10/2021
Activity or task details: EE meet with consultant Ayla
Task lead: EE

Project plan details

Start date: 21/10/2021
End date: 21/10/2021
Activity or task details: EE meet w/ consultant Ayla
Task lead: EE

Project plan details

Start date: 15/10/2021
End date: 15/10/2021
Activity or task details: LA meet with consultant Ayla
Task lead: LA

Project plan details

Start date: 28/10/2021

End date: 28/10/2021
Activity or task details: EE meet with consultant Ayla
Task lead: EE

Project plan details

Start date: 29/10/2021
End date: 29/10/2021
Activity or task details: LA meet with consultant Ayla
Task lead: LA

Project plan details

Start date: 04/11/2021
End date: 04/11/2021
Activity or task details: EE & LA meet with consultant Ayla
Task lead: EE

Project plan details

Start date: 05/11/2021
End date: 05/11/2021
Activity or task details: EE & LA being business plan research & writing
Task lead: EE

Project plan details

Start date: 13/11/2021

End date: 13/11/2021
Activity or task details: Board away day brainstorm
Task lead: EE

Project plan details

Start date: 17/11/2021
End date: 01/12/2021
Activity or task details: Intensive business plan writing EE & LA
Task lead: EE

Project plan details

Start date: 09/12/2021
End date: 09/12/2021
Activity or task details: Feedback from board on business plan
Task lead: EE

Project plan details

Start date: 10/12/2021
End date: 07/01/2022
Activity or task details: Edits on business plan by EE
Task lead: EE

Project plan details

Start date: 13/01/2022

End date: 13/01/2022
Activity or task details: Feedback from board on business plan
Task lead: EE

Project plan details

Start date: 17/01/2022
End date: 28/01/2022
Activity or task details: Final business plan edits & completed document published
Task lead: EE

Project plan details

Start date: 03/02/2022
End date: 05/02/2022
Activity or task details: Meeting with Elle Reynolds to map out scheme of work
Task lead: EE

Project plan details

Start date: 10/02/2022
End date: 12/02/2022
Activity or task details: EE & LA write scheme of work
Task lead: EE

Project plan details

Start date: 14/02/2022

End date: 14/02/2022

Activity or task details: Share scheme of work w/ board, get feedback

Task lead: EE

Project plan details

Start date: 17/02/2022

End date: 19/02/2022

Activity or task details: Final edits of scheme of work, share with board

Task lead: EE

Project plan details

Start date: 24/02/2022

End date: 24/02/2022

Activity or task details: Complete scheme of work and publish

Task lead: EE

Project plan details

Start date: 29/09/2021

End date: 21/10/2021

Activity or task details: Intensive archiving with JR

Task lead: EE & JR

Project plan details

Start date: 28/10/2021
End date: 30/10/2021
Activity or task details: Work on website accessibility / uploading info
Task lead: JR & EG

Project plan details

Start date: 04/11/2021
End date: 06/11/2021
Activity or task details: work on website accessibility / uploading info
Task lead: JR & EG

Project plan details

Start date: 11/11/2021
End date: 11/11/2021
Activity or task details: Website feedback from LA & EE & board
Task lead: EE

Project plan details

Start date: 12/11/2021
End date: 14/11/2021
Activity or task details: Final website edits from EG & JR
Task lead: EG & JR

Project plan details

Start date: 18/11/2021
End date: 18/11/2021
Activity or task details: New accessible website live & published
Task lead: JR & EG

Project plan details

Start date: 03/02/2022
End date: 03/02/2022
Activity or task details: Board meeting to discuss business plan & next steps
Task lead: EE

Project plan details

Start date: 11/02/2022
End date: 15/02/2022
Activity or task details: EE to write up next steps
Task lead: EE

Project plan details

Start date: 16/02/2022
End date: 21/02/2022
Activity or task details: Act upon next steps & evaluation
Task lead: EE

Project plan details

Start date: 04/10/2021

End date: 06/10/2021

Activity or task details: EE & LA & JR research & development into time bank & lending out space LA write scheme of work

Task lead: EE

Project plan details

Start date: 11/10/2021

End date: 14/10/2021

Activity or task details: EE & LA & JR research & development into time bank & lending out space

Task lead: EE

Project plan details

Start date: 18/10/2021

End date: 22/10/2021

Activity or task details: Writing report on time bank & lending out space

Task lead: EE

Evaluation

Results of your project

Please estimate the results of your project in the categories below. Enter '0' (zero) for any item that is not relevant.

Project Results	Estimated
Number of new products or commissions	15
Period of employment for artists and creatives, or specialists (in days)	93
Number of performance or exhibition days	12
Number of sessions for education, training or participation	17

Divide the day into three sessions (morning, afternoon and evening). A session is any one of these.

Tell us how you will evaluate your project.

Tell us how you plan to monitor the progress of your project, and evaluate your outcomes throughout the project. Think about all the parts of your project, including quality, public engagement, finance and management. If we give you a grant, we will ask you to evaluate your work and fill in an activity report at the end of your project.

You can use up to 1500 characters to answer this.

Evaluation is already ingrained into my art practice & TOMA & I will continue to work in this way. During lockdown we created detailed feedback questionnaire for both TOMA Project Space & TOMA artists which helped shape the lay of the land of this new funding application. I will continue to work in these ways. Since its inception (Nov 2015) I monitored TOMA's development through recording; how many applications are received, how many people enquire about TOMA, attendees to events, exhibitions & openings, social media support, website visits, mailing list & word of mouth. I will continue to document & evaluate these statistics. I will continue to log attendee figures at openings & events at the Royals Shopping Centre space & online. I will continue to have a TOMA legacy and at the end of the year write a report to share with my partners covering what I created, my aims, objectives and successes.

Governance document

Please note - if you need to update the Governance document for your organisation, this must be done on your Applicant profile. The new version will then update on this form.

Document Type	Required?	Document description	Date attached	Attachment type
Click to add attachment...	Yes	TOMA governance document	31/03/2020	Governance document