

Charity registration number 1088890

Company registration number 3541037 (England and Wales)

SPREAD THE WORD
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

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LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	A Felone (Co-Chair) S Dodd D Hill-Katso Dr G Ralleigh J Sedgwick S A A Ibitola H Steed A Yee S Richardson (Co-Chair)
Charity number	1088890
Company number	3541037
Registered office	The Albany Douglas Way London SE8 4AG
Independent examiner	Frances Wilde FCCA DChA Warner Wilde Chartered Certified Accountants 4 Marigold Drive Bisley Surrey GU24 9SF
Bankers	Barclays Bank Plc 463 - 465 Brixton Road London SW9 8HL

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2024

Constitution

The company is incorporated under the Companies Act, company number 03541037 and its governing document is its Memorandum and Articles of Association. The company is a registered charity, number 1088890.

Directors and Trustees

The Directors of the charitable company ("the charity") are its Trustees for the purpose of charity law and throughout this report are collectively referred to as the Trustees.

As set out in the Articles of Association the Trustees may from time to time and at any time appoint any member of the company as a Trustee, either to fill a casual vacancy or by way of addition to their number, provided that the prescribed maximum be not thereby exceeded.

Any member so appointed shall retain his or her office only until the next Annual General Meeting when he or she will then be eligible for re-election. There shall not be more than three such appointments in any period between Annual General Meetings.

The Trustees serving during the year and since the year-end were:

A J Felone (Co-Chair)
S Dodd
D Hill-Katso
Dr G Ralleigh
J Sedgwick
S A A Ibitola
H Steed
A Yee
S Richardson (Co-Chair)

Secretary

There is no registered Co. Secretary

Independent Examiner

Frances Wilde of Warner Wilde Limited, Chartered Certified Accountants and Registered Auditors Charity and Not for Profit Specialists. Registered in England No. 6923262. 4 Marigold Drive, Bisley, Surrey GU24 9SF Tel: 01483 488767

Bankers

Barclays Bank, 463-465 Brixton Road, London SW9 8HL.

Registered office and operation address

The Albany, Douglas Way, London SE8 4AG.

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 MARCH 2024**

Directors' Report 2023-24

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Articles of Association, the Companies Act 2006, and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)"

Principal Activity

The principal activity of the Company during the year continued to be the development of writers and their work and the engagement and development of new audiences to participate in and enjoy creative writing in all its forms.

Structure, Governance and Management

Spread the Word's memorandum and Articles of Association govern the company. In the event of the Company being wound up, the liability of each member is £10.

The charity aims to recruit Trustees with a wide range of business and sector experience from which the charity will benefit. Quorum is set at three with no more than twelve Trustees allowed at any time.

Quarterly Board meetings were held over the year. Sub-committees are convened by the Board as needs to provide governance oversight of strategic areas of work. Board and Staff Away Days take place on a regular basis to develop organisational strategy.

New Trustees are recruited as additional skills become needed in line with the strategic objectives of the company or as trustees resign. New Trustees are provided with a board induction pack that includes information about their responsibilities, a welcome letter from the Director and Chair, Articles and Memorandum of Association and the most recent Audited Financial Statements.

Trustees are encouraged to read Charity Commission and other newsletters and attend training courses designed to keep them abreast of their duties and responsibilities. Board appraisals take place once a year.

The Trustees delegate the day-to-day management of the charity to the Director who reports directly to and is line managed by the Co-Chairs of the Board.

Objectives and Activities for the Public Benefit

The Trustees confirm that they have considered the Charity Commission's guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) ***FOR THE YEAR ENDED 31 MARCH 2024***

Summary

In 2023-24, Spread the Word continued to build on the work of the previous year, with the security of continued funding from Arts Council England (ACE) as a National Portfolio Organisation (NPO).

During 2023-24, Trustees and staff worked to deliver a programme of activities which deliver on our vision, mission and values and on the outcomes in our Theory of Change:

- Writers have time, space and money to produce quality work and live as a writer.
- Readers and audiences experience a greater range of writing produced by London's writers.
- More diverse writers are published by mainstream publishing houses.

We continued our strategic programmes of activity focused on changing the stories we get to read and hear including the Early Career Bursaries for London Writers on a low income and on celebrating creativity, community and place through the 2024 Deptford Literature Festival and launching the Lewisham, Borough of Literature campaign.

We continue supporting talent development through craft and career opportunities for writers through delivering a regular programme of workshops, masterclasses and courses, and our membership scheme the London Writers Network. In addition, staff provided 1-2-1 support and development for individual writers through professional development sessions, coaching, mentoring, 1-2-1 surgeries and assistance with grant applications.

We continue to work in partnership to extend our offer to London's writers with a focus on engaging writers from underrepresented communities in publishing. Our partnership work included delivering the Free Reads scheme with The Literary Consultancy and Case Closed with C&W literary agency.

In partnership with CRIPTic Arts we continue to create community for deaf and disabled writers and advocate for change through running the CRIPTic x Spread the Word Salons and the UK's first Disabled Poets Prize.

We continue to engage young people with creativity, words and stories, including through continuing Nature Natures, a creative engagement with nature and youth volunteering programme led by our partner the London Wildlife Trust with Black Girls Hike CIC and London Youth and piloting a Young Writers Collective in Lewisham.

The profile of Spread the Word continues to be high and positively perceived. The dedicated and specialist staff provide outstanding development services for writers, with a friendly and 'open door' ethos.

Activity detail

In this report we highlight some of the activity that is contributing to us achieving our outcomes, including strategic programmes of activity such as the Early Career Bursaries, London Writers Awards and the Deptford Literature Festival.

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Our priorities continue to be to provide opportunities for writers, particularly those from underrepresented backgrounds, to develop their craft and career and to support creativity, wellbeing and connection.

We continue to maintain a portfolio of projects providing opportunities for members of the public to experience and engage with new writing as audiences and as participants and reflective of our commitment to opening up access and bringing about systemic change in the publishing industry.

During 2023-24 we continued to work to ensure we reach audiences traditionally facing barriers to arts participation and to increase engagement with the least engaged through providing targeted free, low-cost and accessible activities.

Working in partnership remained key to us during 2023-24 to not only open up opportunities for writers but also to reach and engage with new audiences and those least engaged. During 2023-24, we partnered with 65 organisations, including amongst others: Royal Docks, Newham Heritage Service, South London Recovery College, Lewisham Refugee and Migrant Network, Black Gay Ink, YMU Literary, Rogers, Coleridge & White, SABLE, Goldsmiths Writers Centre.

Our total audience for 2023-24 was 1,069,471 with 8,222 engaging directly with our workshops, masterclasses and events, 1,560 submitting to prizes / opportunities, 12,282 engaging directly with digital content (blogs, vlogs, podcasts), 11,528 engaging directly with our publications, and 1,478 young people engaging directly with our work via projects, workshops and publications. Our total online audience was 1,035,869 with 137,118 engaging directly with our online marketing activities.

Supporting talent development through craft and career opportunities **Regular programme of activities**

"As a writer from a demographic that is underrepresented in traditional publishing, it really helps to have an advocate actively organising access to agents and publishers, and to have evidence of the publishing world's attempts to reach and value us, and make the changes needed to make publishing more inclusive. Spread the Word is actively helping to bridge this gap, and as such, crucial to my progression as a writer out of the margins and into the mainstream. Thanks for all that you do!" Regular Programme Participant, November 2023

"Spread The Word is a life-changing organisation, who tirelessly promote and support writers, nurturing emerging and established writers. Honestly feel so enriched by their work in my life." Regular Programme Participant, December 2023

"Being on a low income, having free classes has been a really accessible way for me to grow as a writer, for this I am very grateful to the opportunities Spread the Word can offer. I've found the workshops engaging, fun and inspiring." Regular Programme Participant, June 2023

We continued to run our regular programme of activities online, focused on providing talent development through craft and career opportunities, giving writers the time, space and money to produce quality work, and access paid for opportunities. The majority of our programme was free, with bursary places being offered if paid for.

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) ***FOR THE YEAR ENDED 31 MARCH 2024***

We ran 30 workshops, masterclasses and courses engaging an audience of over 3,216 including, amongst others: Writing trauma with Ella King, The Complexity of Kin with Maame Blue, Writing Love Stories with Sara Jafari, Developing characters with Michael Donkor and Developing Your Own Creative Practice with Jacob Sam-La Rose.

We ran a new programme - Case Closed - with C&W literary agency which aimed to find and develop new crime, thriller and mystery fiction writers from diverse backgrounds. The programme ran a panel event with debut crime writer Tracey Ien; literary agent Emma Finn and publishing director Leodora Darlington; a guide on 'Getting Started' by Fiona Cummins; three free online workshops led by new and established crime writers, an online seminar and Q&A on submitting to agents and a first chapter competition. In total 797 writers were engaged, with 91 submitting to the competition and 5 selected for ongoing support with the goal of them going on to be represented by C&W and being published.

We ran 4 London Writers Network events supporting writers' career development to an audience of 181: Pitching Your Non-Fiction Project with Footnote Press, Love Stories with LBA Literary Agency, Perfecting the Pitch and Knowing Your Market with WME Agency and How to Write an Effective Synopsis with YMU Literary.

We commissioned 14 blog posts from writers including, amongst others: Celebrating Black Women Writers with Nadège René, Melatu Uche Okorie, Davina Tijani and Maame Blue, Citizen UK: Croydon's Caribbean Influencers by Croydon Poet Laureate Shaniqua Benjamin and My Experience of a Free Read by Shahema Tafader. Our blog posts and resources engaged 7,857 directly.

We gave 142 in-depth 1-2-1 development sessions to writers and organisations, 134 of which were offered for free. We ran 5 agent opportunities with Rogers, Coleridge & White, C&W Agency, LBA Books, YMU Literary and Mushens Agency, receiving 277 submissions with 46 writers from underrepresented backgrounds going on to benefit from editorial feedback on their writing projects.

We were partners the Footnote Press + Counterpoint Arts Non-Fiction and Brick Lane Short Story Prizes, which received over 637 submissions, offering development support to writers.

Our partnership with The Literary Consultancy which provides manuscript assessments and feedback to writers on low incomes continues. 35 submissions received. 5 writers referred for Free Reads, total bursary value £2,500 with 3 receiving a Free Read.

We routinely collect feedback and monitoring forms which shows us that the audience for our regular programme of activity is diverse – 37% of our participants being Black, Asian and Global Majority; 30% LGBTQI+; 30% working class and 32% deaf and/or disabled and 29% neurodivergent. The majority of people engaging are under 49 years of age (66%), with 30% of people aged between 18-34.

Our audiences also enjoy and value what we do: 93% rated our tutor preparation excellent or very good; 88% rated the structure of our courses/ workshops excellent or very good and 91% strongly agreed or agreed that they feel motivated to keep improving as a writer.

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Supporting writers to continue working

London's writers and organisations continued to be impacted by the loss of their means of earning a living or generating income due to the cost of living crisis and the on-going impacts of Covid-19. During 2023-24, we helped raise a total of over £245,766 in funding for writers and literature organisations.

"I just wanted to thank you for your support with the ACE DYCP fund. I came to your workshop in the Spring. It was so wonderful - I never would have applied without it. Anyway, wanted to share that I received funding! I'm so thrilled. The form took me 4 days to fill in and no way would I have got the funding without your help. So demystifying and made me really focus on what I needed and who I needed to find to help me." DYCP funding recipient

We ran 3 free Getting Funding sessions with 145 engaged and supported 8 successful applications to both Arts Council England Project Grants and Developing Your Creative Practice grants through project advice, letters of support, partnering, promotion and match-funding leveraging £218,773 for London writers, literature organisations and writing activity.

We continued to support poets and organisations to develop and engage audiences with their projects, including: Jet Moon's You Are Here survivor writers project and Outspoken Press's Emerging Poets Development Scheme.

We continued to support writers and reach audiences through commissioning and paid opportunities, including:

- Uprising and Resistance – Lloyds of London and the business of Slavery: in partnership with Ink Sweat & Tears Press, John Hopkins University and Black Beyond Data, and as part of a research collaboration with Lloyd's of London, we commissioned established and early stage poets to use poetry and visual art to respond to archival silences surrounding slavery in Early Modern London. The creative work produced was published in an anthology edited by Gboyega Odubanjo and launched at St Ethelburga's Centre for Reconciliation and Peace in June 2023 with 60 attending. In November 2023, poets Keith Jarret, malakëi sargent and Courtney Conrad read at the launch of Black Beyond Data at Lloyds to an audience of over 200. Uprising and Resistance was funded by The Mellon Foundation.
- Windrush event in partnership with Lambeth Libraries and Hope Road publishers with writers Alexis Keir and Tony Fairweather with 70 attending.
- Two reading sessions at Belham Primary School in Southwark led by children's writer Alex Falase-Koya engaging 180 children.
- Providing 39 young people with their first paid opportunity for publication of their work in the Nature Nurtures anthology which engaged 3,838 readers.

The value of our commissioning of writers over the year was £36,715.

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

We engaged 186 artists, creative practitioners and freelancers during 2023-24, of which 66 were Black (40), Asian (23) or global majority (3), representing 45% of the total number employed; 51 were LGBTQI+, representing 35% of the total number employed and 31 were deaf and disabled or neurodivergent representing 21% of the total number employed.

Creating community for deaf and disabled writers and advocating for change

During 2023-24 we continued our partnership with CRIptic Arts to offer creative writing opportunities for deaf and disabled writers from across the UK. Our partnership work is focused on creating community, amplifying the work of deaf and disabled writers, providing paid work for deaf and disabled writers, and advocating for the urgent change needed within the literature and publishing sectors to provide accessible spaces, development and commissioning opportunities for deaf and disabled writers.

CRIptic x Spread the Word Salon - building community spaces

"I acquired a disability in 2018. I was not sure if I could keep writing. Spread the Word and CRIptic Arts have helped me immensely. They have given me the confidence, tools, access to community and instilled a belief that the publishing/arts community needs voices like mine." Salon Participant, November 2023

"Being able to access creative workshops from home via online options enables me to actively engage without anxieties/challenges of physically venturing out and through that negates the fallout in fatigue/pain. This all supports me to be able to feel connected and a part of something whilst practicing my creativity and learning/being inspired and empowered. I feel seen, heard and held to be able to communicate and express both creatively and about some of the challenges faced with living a disabled life." Salon Participant, September 2023

We continued to run the CRIptic Arts x Spread the Word Salon. A free, online space for deaf and disabled writers which takes place across the year. Each Salon has a workshop led by a guest artist and is followed by a reading from a guest artist and an open mic for the community to share their work.

Guest artists during 2023-24 included: Anita Goveas, Pippa Stacey, Elspeth Wilson, Joe Rizzo Naudi, Athena Stevens, Hayleigh Barclay, Aarian Mehrabani, Khairani Barokka, Naomi Westerman, Rashi Rohatgi, Koko Brown and Jasmine Kahlia. Over 636 deaf and disabled writers participated in and attended the 12 Salons' workshops and readings, with over 45 writers sharing their work at the open mics.

"I created a non-fiction piece (my first) in anticipation of pushing myself to read to others as a goal. I did - and I was happy with my reading and feedback, with a few people adding me on twitter. The fact that you have disabled-focused work is just an incredible support - to meet workshop lead writers from similar experiences and fellow writers. It is pretty special with a common understanding. I am a new writer and your work is such a support." Salon Participant, August 2023

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TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Disabled Poets Prize 2024 - amplifying the work of deaf and disabled poets

"At ALCS, we know that writers provide invaluable contributions to society. Writers help us make sense of the world, and it's vitally important that authors reflect the diverse range of life experiences found in society. That's why we're proud to support the Disabled Poets Prize 2024 and the platform it provides to emerging deaf and disabled poets across the country." Barbara Hayes, Chief Executive, ALCS (Authors' Licensing and Collecting Society), Prize Sponsor

Founded in 2023 by Jamie Hale, the UK's first Disabled Poets Prize is a collaboration with CRIptic Arts and Verve Poetry Press. The Prize looks to find the best work created by UK based deaf and disabled poets, in written English and in British Sign Language.

Deaf and disabled poets face significant barriers to developing their careers. The Prize brings the work of the winning writers to new prominence, focusing attention on the exceptional work being produced by deaf and disabled writers. The judges for the 2024 Prize were Pascale Petite, Simon Lightbown, Kabir Kapoor and Jamie Hale.

Deaf and disabled poets were able to submit to three categories – best single poem, best unpublished pamphlet, and best poem performed in British Sign Language with 166 submissions being received. In each category, there was a first place prize (£500), second prize (£250), third place prize (£100), and three highly commended entries (£50).

The Prize offered significant professional development opportunities for the winning and shortlisted writers, including a publication deal with Verve Poetry Press for the best unpublished pamphlet as well as development prizes from CRIptic Arts, Spread the Word, The Literary Consultancy and Arvon Foundation.

The announcement of the Prize winners took place as part of the 2024 Deptford Literature Festival on Saturday 16 March 2024 engaging an audience of over 250.

The 2024 winning poem for best single poem was 'Eating An Orange' by Gayathiri Kamalakanthan: *"It's meaningful that this Prize exists – it makes me feel like I'm a writer, even when writing is painful and slow. I can't type for very long so I often record myself speaking bits and pieces that could become poems. This poem thinks about the admin and scheduling of grief, which for me mirrors some of the admin and scheduling around long-term physical pain."*

The winner of best unpublished pamphlet was Susie Wilson for 'No Where Near As Safe As a Snake In Bed', which will be published in Autumn 2024 by Verve Poetry Press: *"As an auDHD poet, it's brilliant to be able to represent the complexity of what we are capable of whilst at the same time having the helping hand which this prize brings to get to market and develop further. The Disabled Poet Prize last year made me realise that it's no good waiting to feel better, or be ok, or get on top of things. It made me see that it's possible to get on with writing with hope and verve."*

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The judges awarded a highly commended prize to Sahera Kahn for her poem 'My Eyes' in the Best Poem Performed in BSL category: *"That is amazing news. I honour my BSL poem My Eyes selected for special commendation. I feel this poem is important to me in expressing my deafness to share the world to understand how I grew up."*

The 2024 Prize is funded by the Authors' Licensing and Collecting Society (ALCS) and supported by The Literary Consultancy and Arvon Foundation.

Disabled Writers Commissions

"Commissions with a wide-open brief such as this are important as they invite d/Deaf and disabled writers to explore as freely and as radically as we wish without feeling the pressure to adjust our work to suit particular criteria or expectations. It is especially important that the commissions are available to writers working in as broad a range of forms and working dynamics as possible, because inclusive approaches flourish in multimodal, collaborative environments. There are very few opportunities such as this in the literary sector." Joe Rizzo Naudi, 2024 Judge

"As a deaf and disabled writer, I know firsthand the barriers facing people like me when they try to share and develop their work. Spread the Word's commissions provide community, mentoring and opportunities, with an outstanding commitment to accessibility, to a degree that I personally haven't seen elsewhere." Ayesha Chouglay, 2024 Judge

The Disabled Writers Commissions aimed to showcase new work by three London-based disabled writers. They provided a developmental and profile-raising opportunity. The commissions' open call received 31 applications where were judged by Ayesha Chouglay and Joe Rizzo Naudi.

The commissioned writers – Yaz Nin, Jameisha Prescod and Jacqueline Ennis Cole and Sofia Lyall of *AMPLE Collective – received a commission fee, an activation budget and developmental support including mentoring from Esther Fox, Peter deGraft-Johnson and Jill Abram. The commissioned work was showcased as part of the 2024 Deptford Literature Festival and made available online, with the writers taking part in a panel discussion event at the Festival about their work, creativity and the process of being commissioned.

***AMPLE Collective** are **Sofia Lyall and Jacqueline Ennis Cole** are an intergenerational autistic collective centred around radical ecological care, open dialogue, and collective wellbeing. Their commissioned work of eight micro stories and poems *Mutterings* included a zine and a scroll in braille. The narratives are situated within the local ecology of Lewisham and beyond. Drawing on the strange and familiar, the writings explore the mutterings and speculative imaginings from post industrial breakdown to technological advances through a neuroqueer lens.

"Being awarded the Disabled Writers Commission was such a positive experience. The brilliant mentoring that we received, and the care and encouragement extended to us as a collective by Spread the Word has supported our growth and development as writers in ways we could not have imagined before embarking on the process."

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Jameisha Prescod FRSA is an artist-filmmaker, producer and writer from South London and founder and creative director of You Look Okay To Me, the online space for chronic illness. Jameisha is an associate artist at Forma Arts & Media and a trustee for London Arts in Health Forum. Jameisha's commissioned work *Bodies in the In-Between* was an audio reading of a creative non-fiction piece exploring the theme of water and its role in Black diasporic communities.

"My experience with the Disabled Writers Commission was transformative. The experience not only improves your writing but also acts as a beautiful affirmation that your voice is valued and seen as important."

Yaz Nin is a Kibris born, London raised writer. Her short plays have been staged across the UK, her poetry published in several publications including Oxford poetry, 14magazine and Propel (online). Yaz's commissioned work *From P.T.* is a short film of a prose piece – a letter to a previous tenant – which explores the theme of precarious housing and the invisible chain of community and connection.

"As a disabled artist this has been one of the few experiences where I genuinely felt understood, this enabled me to gain confidence in my artistic vision and voice. I have since shared the work with potential collaborators and commissioners to great success. If I could apply again, I would."

Engaging young people with creativity, words and stories

Nature Nurtures - creative engagement with nature and youth volunteering

"Everyone was nice and welcoming. The creative writing people were really open and let you participate in whatever way and however much/ little you wanted to."

We were a partner on the London Wildlife Trust's Nature Nurtures two year cross-sector consortium project with partners Black Girls Hike CIC and London Youth. The project aimed to work with young people (aged 17-25 years old) and partners to develop a new model for youth volunteering, using creative nature writing as an innovative engagement tool. The project focused on young people from under-represented groups, from Black and Asian and minoritised ethnic heritage, who are not currently accessing volunteering. The programme finished in March 2024.

Overall, 60 events were delivered over the two years of the project engaging 565 young people. The creative sessions and sessions with a mix of creative arts and conservation were more popular.

The first Nature Nurtures Anthology was published in print (700 copies) and online in May 2023, featuring the work of 24 young people and launched at Camley Street Natural Park with over 70 young people in attendance.

During the second year of the programme we delivered 14 in person creative workshops with Luke Turner on nature writing in the city; Courtney Conrad on poetry nature writing; Megan Preston Elliott on clay making and generating writing ideas, Annie Hayter on poetry and Rowan Hisayo Buchanan on short story writing and workshops with Mmoloki Chrystie and Remi Graves on developing and editing films and creative writing and two online creative workshops with Jessica J Lee and Bobby Nayyar.

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The second Nature Nurtures Anthology was published in March 2024 in print (700 copies produced) and online, with the creative work of 39 young people featured. Young people also created four short films. The Anthology and films were launched at a Youth in Nature celebration event, with a workshop being run by Theresa Lola. 300 young people attended the event.

An evaluation of the programme by Shephard & Moyes showed that:

428 individual young people took part in Nature Nurtures over two years. Of these: 75% were female, 19% male and 7% non-binary; majority (69%) were older than 21; 60% were young people of colour, with 72% from minoritised ethnic communities and 44% lived in top 30% most deprived communities in England.

99% of young people reported that they enjoyed the activities. 100% of the young people who took part in the Nature Writing project enjoyed taking part. Young people expressed high levels of satisfaction with the creative writing sessions, with tutor's visibility and efforts to include everyone rating the highest. 88% of young people agreed that engaging in nature has inspired their creative work.

84% learnt new creative skills; 96% learnt new practical conservation skills; 96% feel more comfortable doing outdoor activities, and 51% have built leadership skills.

'I feel confident about learning new skills and using nature to inspire art.'

'I feel more confident engaging with nature locally and have started believing more in the power of sharing my creative work.'

Particularly for young people who may be new to creative arts, the project has helped to build confidence as well as learn new skills. As a result of taking part:

- 82% felt more confident to be creative on their own
- 86% felt motivated to keep improving as a creative
- 96% felt motivated to join more creative workshops

"Really great event – thank you! Would definitely attend more poetry/ writing and nature events."

The creative arts aspect of the project helped young people to engage with nature in a different way.

'I think the mix of the nature and the creative side, how the creative side can be inspired by nature. That's what makes it special.'

'It has benefitted me massively. I have found my community; I have made strong connections and had my first poem published. A huge accomplishment for me.'

Nature Nurtures was supported by funds awarded by the Department for Digital, Culture, Media and Sports, via the Volunteering Futures Fund distributed by Arts Council England.

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Speaking Silences – place, community, and shared history

Speaking Silences used creative writing, spoken word and film to engage young people with archival silences surrounding Britain's colonial past. It aimed to

- Engage young people around themes of place, community, and shared heritage
- Uncover, discuss and share buried and unspoken histories
- Offer young people a platform to have their voice heard

Eight young people from Beckton and Canning Town in Newham delved into their local heritage and explored the stories that are excluded or unspoken, working with writer Remi Graves, filmmaker Mmoloki Chrystie and trainee facilitator Deborah Conteh over eight sessions to script and shoot a short film responding to their local history – 'The Chains of Change'.

The film was premiered at a screening event for young people, their families and the wider community in June 2023 with 50 attending. During Speaking Silences, young people uncovered records with Newham Heritage Service and the Newham Archives at Stratford Library. They were invited to question whose stories are recorded in the archives, and whose are left untold. This was the starting point for the creation of their collaborative short film 'The Chains of Change'.

Speaking Silences was commissioned by the Royal Docks, as part of 'Our People and Stories' and worked with young people from the Shipman and Beckton Youth Zones.

Young Writers Collective – opening up opportunity and building community

"I feel I've found my voice in poetry. I feel I've learnt more patience and given myself time to look at things more than once and for what they truly are. I've learnt techniques, poems, poets and tools."

"I'm quite new to London and have greatly struggled with finding other writers! this course has helped, not only, in terms of building my skills as a writer but in terms of helping me find a little community - very much needed."

There is a lack of opportunities for young writers and poets to take forward their creative careers in South East London. We launched a Young Writers Collective which aimed to engage young people aged 16-25 from Lewisham, Bromley, Greenwich or Southwark who:

- Were interested in creating poetry, spoken word or stories
- Wanted to get their voices heard about issues that matter to them
- Were just starting out, or already being creative with words and performance

62 applications were received to be part of the Collective with 20 young people selected, 50% from Lewisham. The eight Young Writers Collective sessions were facilitated by the poets Remi Graves and Kareem Parkins-Brown. Guest poet Theresa Lola attended one of the sessions giving a reading of her work and an insight into her career as a poet.

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"I think the sessions were amazing because it was led by Remi and Kareem who are evidently such genuine lovers of poetry and writing, and that showed through variation of exercises we did throughout the week. I think they also gave thoughtful and really specific feedback to our writing which was useful. I think it was amazing to hear from Theresa Lola and learn about her craft and the way she creates."

12 young people participated on average across the sessions and 12 young people submitted their work for feedback. The young people co-created their event at Deptford Literature Festival with seven reading or performing their work to an audience of 40.

"It really helped to work towards something, and I felt it brought the collective together, it felt like a movement." Young person on sharing their work at the Festival

Through taking part young people were able to build a creative and supportive community; learn new techniques to improve their poetry, writing and performance skills, become more confident in their voice as a poet, writer or spoken word artist, make connections, work with professional writers, get an insight into having a creative career and have the opportunity to get their voice heard and take part in the 2024 Deptford Literature Festival.

The Young Writers Collective was free to participate in with a bursary fund for young people who needed support for travel or data and an access fund to make reasonable adjustments. Food and refreshments were provided at each of the in person sessions.

"I was also very grateful to have snacks every week - it helps with concentration being less hungry coming right from work."

"I've been given a lot more confidence and courage in my writing, and I think it has really expanded my imagination as to how I can write. I think they are both [Remi and Kareem] so knowledgeable and I aspire to have read such a wide range of poetry and be so naturally skillful. I think performing has left me with a desire to do more performing and continue writing."

Strategic programmes of activity

During 2023-24 Spread the Word continued our strategic programmes of activity including the Deptford Literature Festival, and the Early Career Bursaries for London Writers on a low income and to support alumni of the London Writers Awards.

Early Career Bursaries for London Writers - levelling the playing field

"Emerging writers need all the support they can get. These bursaries for early career writers are a lifeline and a very substantial initiative. While it's been 20 plus years I've been writing, I remember those early years vividly. Writers need this vital support, early on. Spread the Word are at the forefront of London's creative writing activist community." Monique Roffey, Judge, Early Career Bursaries

SPREAD THE WORD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Launched in 2022, the Early Career Bursaries for London Writers on a low income seek to identify unagented and unpublished London-based writers on a low income and without access to alternative sources of funds (including personal savings) who: have talent, a clear idea of how they will use the bursary and their time, confidence and readiness to profitably spend a year on their project, and the difference the bursary will make to their writing and to them as a writer after 12 months.

The need for early career writers to receive support is stark. Unlike other artistic professions there is no defined career pathway. It is particularly true for writers whose voices are underrepresented in the UK's publishing industry who do not have the networks and connections to support them to take their first steps as a writer. All writers need time. Time to create. And time to write. When you are at the beginning of your career creating time to write, and sustaining your life while doing so, is a priority. Without time, you cannot develop work to gain commissions or demonstrate your talent to agents and publishers.

"I started *Orangeboy* in 2011; it was published in 2016. I wrote it at weekends and on buses and trains, to and from work. A bursary would not only have bought me vital time to write, but equally importantly, time to research the publishing industry. It's such a privilege to be able to support emerging writers on this early part of their journey." Patrice Lawrence, Judge, Early Career Bursaries

With this in mind, the Bursaries have been developed to:

- Make a significant difference to writers' work and development of their craft.
- Support career progression through building networks.
- Create an alumni network of talented diverse writers whom we can commission and promote paid writing opportunities to.
- Model early career intervention for writers and share learnings.

The programme offers three bursaries with a value of £15,000 each with £10,000 being awarded as cash and £5,000 towards development support alongside an access fund. The programme also seeks, through its communications, to encourage a wider conversation on philanthropic support for writers.

The judges for the second year of the Bursaries were the writers Monique Roffey, Patrice Lawrence and Santanu Bhattacharya.

They opened for applications in September 2023 and received 166 applications. A free online information session on applying for a Bursary was attended by 94 writers.

6 writers were shortlisted, with 3 writers being awarded a Bursary:

Developing her creative non-fiction project *How Dare a Woman*, A. D. Aaba Atach says: "*In the pursuit of an inclusive publishing industry, few organisations actually champion writers on a low income by recognising our talent and contributions to the literary world. Being awarded the Early Career Bursary is not merely a privilege; it's a sanctuary that nurtures the literary potential of those whose stories were often borrowed and written by others more fortunate. I am immensely grateful to have been given this opportunity to join a supportive community of writers in London and develop my craft to its fullest extent.*"

SPREAD THE WORD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Developing her untitled narrative non-fiction project, Vic Eveline says: *"I feel immensely grateful to have been given this amazing opportunity to accelerate my development as a writer. The support of Spread the Word and the Early Career Bursary will allow me to put my writing front and centre of my life and really focus on getting the words out and taking my writing to the next level — something I am all too aware is an unaffordable luxury for so many writers. It's a big step forward for me and I'm both nervous and excited to see what the year will bring."*

Developing her collection of short stories entitled *Between the Walls*, Sarah Cotton says: *"It's incredibly encouraging to be chosen for this bursary. The generous financial component will relieve pressure and allow me to focus on my writing while the tailored support will motivate me to progress and guide me to develop and sustain a creative practice. I'm so grateful for this opportunity and I'm looking forward to participating in the programme."*

Their Bursary year began in February 2024 and runs through to January 2025.

The first-year Bursaries received 127 applications, with the three bursaries being awarded to Sheila Atuona, Lilee Cathcart and Selina Suzelle. Their mentors were Leone Ross and Kerry Hudson. Their Bursary year ended in January 2024.

The Early Career Bursaries for London Writers on a low income programme is supported by a generous philanthropic gift from Sam and Rosie Berwick. They were joint winners of the 2022 Achates Philanthropy Prize for their gift.

London Writers Awards – changing the story

London Writers Awards aims to increase the number of writers from underrepresented communities being taken up by agents and publishers. It is a 10 month programme of critical feedback groups, craft and career masterclasses, one-to-one feedback and professional development and agent networking. The Awards are free to participate in with bursaries for writers on a low-income and an Access Fund for disabled writers.

The first iteration of the programme ran from 2018 to 2022 and supported 120 writers of literary, commercial, children's/YA fiction and narrative non-fiction. It has become the most successful writer development scheme in the UK with, at March 2024, 47 alumni agented and over 33 book deals. It was supported by the Esmée Fairbairn Foundation, Arts Council England and ALCS.

Over 2023-24, Awardees continued to take forward their writing careers:

The following alumni books were published: Iqbal Hussain's *Northern Boy* (Unbound Books), Pam Williams' *A Trace of Sun* (Legend Press) and Ayesha Braganza's *The Royal Spy* (Collins).

The following alumni secured book deals: Carla Montemayor with Chatto & Windus, Lui Sit with Macmillan, Chris Bridges two book deal with Avon, Harper Collins, Han Smith with John Murray and Natasha Brown's second novel *Universality* was bought by Faber. And the following were agented: Mark O'Brien at Eve White, Mayo Agard Olubo at Eve White, Emma Lowther at Mushens Agency and Amelia Giudici at Felicity Bryan Associates.

SPREAD THE WORD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Alumni continued to submit to Prizes and take up opportunities in the publishing industry, including: Paige Cowan-Hall won The Women's Prize Trust's 2023 New Discoveries Prize for novel 'Marooned'; Santanu Bhattacharya won a Desmond Elliott Residency 2023 at the National Centre for Writing; Cecile Pin was judge for 2023 4thWrite Short Story Prize (run by 4th Estate + The Guardian); Alex Falase-Koya's Marv and the Ultimate Superpower selected for World Book Day 2024 and shortlisted for The Alligator's Mouth Award 2023; Natasha Brown was a judge for Discoveries 2024 (Women's Prize for Fiction); Mayo Agard-Olubo won the 2023 Mo Siewcharan Prize and Jemilea Wisdom-Baako won the Poetry London Pamphlet Prize 2023 (selected by Jay Bernard).

We continued to support alumni by providing career development and community building opportunities, including:

- Developing Tutors: a paid opportunity for writers with little or no experience of workshop design and facilitation to develop and run a workshop and get feedback. Six alumni participated, Nadia Attia, Joe Rizzo-Naudi, Lorraine Lui, Tomek Mossakowski, William Andrews and Alex Blank with 99 workshop participants (from 142 sign ups).
- Using AI to Write workshop with Laurane Marchive with 16 alumni participating.
- Full Manuscript Read project provided alumni with a paid opportunity of giving editorial feedback to early stage writers. 22 alumni participated in a professional development masterclass by Lily Dunn with four writers selected (Chris Bridges, Amelia Giudici, Kira McPherson and S. Niroshini) to provide feedback on commercial, literary, YA + Middle Grade and narrative non-fiction. This was offered as a free opportunity with 44 submissions received and 4 writers receiving feedback from alumni.
- Summer Gathering for alumni with 20 attending.

We started our planning for the new iteration of the Award through running four co-creation focus groups with alumni and early stage writers to test and gain an insight into development needs, models and pathways engaging over 50 writers, alongside running a survey with nearly 100 responses. The new iteration is to be launched in 2024-25

Celebrating community, creativity and place

Deptford Literature Festival - developing infrastructure + audiences for literature in Lewisham

"This is an amazing event - ground-breaking and celebratory of exciting new voices - to be in the same room and hear from inspirational new and established diverse writers was incredible." Festival attendee

"Really good to have an event like this in Lewisham." Festival attendee

"Great event and wonderful to have neurodiversity and disability (BSL) catered for." Festival attendee

"This year's Festival has been really well organised and really engaging!" Festival attendee

Taking place in Spread the Word's home borough of Lewisham, the annual Deptford Literature Festival celebrates the diversity and creativity of Deptford and Lewisham through words, stories and performance.

SPREAD THE WORD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

The 2024 Deptford Literature Festival launch event took place on Friday 27 March 2024, with the main Festival day being Saturday 16 March 2024. The Festival invited audiences to explore what literature means to us today in Deptford with many of the events programmed under the Festival theme of Untold Stories, Unheard Histories. The programme featured workshops, talks, walks and performances, including ways to get involved from home, and launched the Lewisham, Borough of Literature campaign.

The 2024 Festival reached 18,168 people, with 5,304 directly engaged as attendees and participants. 30 accessible live literature events taking place on the Festival day (including 13 workshops, 5 family events, 4 panels and 3 talks/ performances), 4 online events, as well as 7 online recordings, 4 podcasts and 6 community projects. The majority of the events were free, all were BSL interpreted. Footfall at Deptford Lounge, the Festival Hub, was 1,860 on the day.

The headline Festival commissions and events included:

- Launch event Neoprene Genie presents Soft Soft featuring 15 artist presenting soundscapes, self care and immersive musical poetic sharings, curated by Tice Cin with love.
- Sounding Deptford, a self-guided walk by Joe Rizzo-Naudi and James Wilkes offered a new way to discover Deptford, its people and stories through poems, short fiction and the sounds of its communities.
- Meet the Editors with Aliya Gulamani (Unbound), Eishar Brar (Knights of) + Marianne Tatepo (Square Peg).
- Deptford Feeds Itself: Food, Displacement and Redevelopment in Deptford with Jonathan Nunn, Rees Nicolas, Gordon McGowan + Melissa Thompson.
- Disabled Writer Commissions with Yaz Nin, Jameisha Prescod + *AMPLE Collective.
- Your Next Read with debut writers Ashani Lewis, Oisín McKenna + Sarah Marsh hosted by Sara Jafari.
- Music + Words with Aniefiok 'Neef' Ekpoudom, Emma Warren, Jacqueline Crooks + Natty Kasambala.
- Queer Poetry Night with Dean Atta, Carline Bird + SL Grange.
- Young Writers Collective Sharing event hosted by Remi Graves and Kareem Parkins-Brown.
- Disabled Poets Prize 2024 announcement of winners with Jamie Hale, Pascale Petit + Stephen Lightbown.

All the Festival workshops were open to writers with different levels of experience — from regular writers to complete beginners, including: Yoga + Books with Laurie + Gemma Bolger; Writing the In-Between: A Queer Poetry Workshop with Helen Bowell; Document Your Culture with Emma Warren; Soft Curses + F**K Poems with Inua Ellams; Zine-Making with Artizine UK; Black Gay Ink: Exploring Writers Block with Troy Fairclough and in conversation with Selali Fiamanya and CRIPTic x Spread the Word Salon with Daniel Sluman + Zoë McWhinney for D/deaf and disabled writers.

The Festival ran a day-long programme of family and children's events with the Wild Ones with Bernadette Russell in Brookmill Park and in Deptford Lounge: Never Show A T-Rex a Book! with Rashmi Sirdeshpande; Suit Up! Step Up! It's Time to Become a Hero with Alex Falase-Koya and Story Algorithms 101 Workshop with Femi Fadugba.

SPREAD THE WORD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

We ran a community commissions callout to local artists and community and arts organisations to submit their ideas for activity to take place on the Festival day, with 45 submissions received and 9 local artists and 3 organisations selected, including: Community Book Swap + Workshops with The Rainbow Exchange; Deptford Dockyard's Buried History with Jody Burton; Places & Portals: The Everyday Poetry of Deptford with Alice Frecknall + Caroline Druitt; Left-Hand Pages workshop with Amber Obasi + Baby Blue and Vietnamese Poetry Translation Workshop with Quynh Nguyen + April Yee in partnership with Poetry Translation Centre and Vietnamese Family Partnership.

"I had a wonderful time, great to see participants interested in understanding Vietnamese language and culture." Festival participant

The first edition of the Festival Magazine featuring new commissioned fiction, poetry and non-fiction from Festival writers and poets Jay Bernard, Joe Rizzo Naudi, Jody Burton, Courtney Conrad and editor Aliya Gulmani was published and distributed for free at the Festival and made available online.

The Festival at home pack from Festival writers Helen Howell on Writing the Inbetween; Alice Frecknall and Caroline Druitt on Places and Portals; Troy Fairclough on Things We Seldom Get to Write and for children Write Your Own Mystery Story by JT Williams was made available online.

"The free at home resources were wonderful and made me feel seen and valued as a Disabled writer. It means everything." Festival participant

Four editions of the Festival Podcast were produced and broadcast in the lead up to the Festival, featuring writers Tice Cin, Jacqueline Crooks, Femi Fadugba and Helen Howell taking to host by Shani Akilah about their work, inspiration and Festival events.

In addition to its public programme, the Festival delivered community engagement projects:

- Sessions with Entelechy Arts' Meet Me at the Albany Caribbean elders who worked with poets Courtney Conrad and Lola Oh to produce a poetry anthology – Talk di Tings Dem. 900 copies of the anthology were distributed at the Festival and through every library in the borough as well as being made available online.
- Lewisham Writes workshops led by local writer Carinya Sharples reaching 145 participants via sessions in Catford Library.
- Formation of the Young Writers Collective with young people from Lewisham and neighbouring boroughs, reaching 110 participants across 10 sessions working with poets Remi Graves and Kareem Parkins-Brown;
- Creative writing and art workshop programme engaging local refugee and migrant women, culminating in the Sole Sisters art exhibition of their work at Deptford Lounge run in partnership with the South London and Maudsley Recovery College and Lewisham Refugee and Migrant Network;
- Workshops and performances by local children's authors Alex Falase-Koya and Joanna Brown in Childeric and Deptford Park primary schools (180 participants.)

SPREAD THE WORD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2024*

- Series of 6 creative workshops at Triangle LGBTQ+ Cultural Centre engaging local queer community and featuring

Books by Festival writers and artists were available to buy at the Festival Marketplace from The Word bookshop and Round Table Books with book signings by featured Festival authors taking place. Local publishers and literature organisations, including Poetry London and Flipped Eye, also had stalls.

The Festival worked with 93 artists and 21 partners. In total 75 of our programmed artists were from South London and 44% from within Lewisham.

The Festival aims to be heavily place-based, with a focus on local artists and audiences. In total, 80% events were led by Lewisham-based artists or organisations. 55% of audiences were from within Lewisham or from a neighbouring borough (Bromley, Greenwich, Southwark), and 35% from Lewisham itself. This shows the Festival is continuing to build a reputation locally and developing an infrastructure and audiences for literature in Lewisham, one of our key aims.

We specifically look to target non-traditional literature audiences, which we achieved. 67% of our audiences attend literature events once a year or less, with 30% having never attended such an event before. 42% festival attendees were from Black, Asian and Global Majority backgrounds, 46% were LGBTQ+ and 20% of in person and 50% online audiences were deaf and/ or disabled.

The Festival was delivered in partnership with creative producer Tom MacAndrew.

The 2024 Deptford Literature Festival was funded by Arts Council England and supported by National Lottery Awards for All, the Authors Licensing and Collecting Society (ALCS), the Albany and Deptford Lounge.

Plans for Future

Spread the Word's plans for the future include continuing to deliver on an ambitious artistic programme of activity and being responsive to the on-going impacts of the cost of living crisis, Covid-19 and climate change on the communities we work with and for.

During 2024-25 Trustees will be seeking to continue to build organisational resilience through strategic fundraising and by making investments into: Trustee and staff training and development; undertaking a branding review as part of the website and brand redevelopment and reviewing the staff handbook and policies.

SPREAD THE WORD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Board will be continuing to implement the new Theory of Change with a focus on the delivery of equitable and accessible programmes of activity against outcomes for its primary beneficiaries: Black, Asian, Global Majority, deaf and disabled, LGBTQIA+, working class, low income and young people, including:

- Re-launching the UK's most successful development programme for writers underrepresented in publishing, the London Writers Awards;
- Board will be building on the work of the annual Deptford Literature Festival by continuing to develop infrastructure and audiences for literature in Lewisham;
- Developing the campaign to have Lewisham named as the UK's first Borough of Literature through community engagement events and conversations and strategic partnership development;
- With the 30th Anniversary of the organisation taking place in 2025, Board will be scoping plans to celebrate the organisation's history, impact and future.

Staff and volunteers

The company had the following staff for the period 2023-24:

Director:	Ruth Harrison (Full-time)
Writer Development Manager:	Eva Lewin (Part-time, 3 days per week) Retired 31 May 2023
Programme Manager:	Bobby Nayyar (Full-time)
Programme Assistant:	Emily Ajgan (Full-time)
Communications Manager:	Laura Kenwright (Part-time, 4 days per week) Maternity leave from 10 January 2024
Communications services provided by:	Alice Sewell from January 2024
Production services provided by:	Tom MacAndrew
Bookkeeping services provided by:	Steve Willcox

During 2023-24, the Board was focused on developing organisational resilience through taking a strategic approach to fundraising with the support of external consultants Red Pencil. To support organisational development, the Board brought in Counterculture to provide training on governance and finance and undertake a review of the reserves policy. Counterculture also provided HR and legal advice including updating and reviewing of job descriptions and contracts.

During 2023-24 18 volunteers were provided training and supported the 2024 Deptford Literature Festival.

SPREAD THE WORD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

Financial Review

The Statement of Financial Activities shows income generated of £598,486 with resources expended of £466,481, generating a surplus of £132,005. Funds carried forward at the close of this year are £445,952. These were £313,947 in 2022-23.

Reserves Policy

The designated fund agreed by Trustees is for £195,000 which makes provision for: *Core Projects Contingency* (£40,000); *Strategic Projects Development* (£85,000); *Organisational Development* (£55,000) including the development of a new website and rebrand and *Board and Team development*: (£15,000) to support costs associated with staffing and training and development of staff members and trustees.

The policy also makes a contingency provision for three months' operating and redundancy costs of £100,000 and £80,000 for any shortfall in fundraising/ income generation to core operational costs. These figures were reviewed and adjusted to reflect changing opportunities and circumstances and will be reviewed again as part of the business planning process for the period 2024-25.

The current funds position shows restricted funds of £55,623, designated funds of £195,000, and general unrestricted funds £195,329. It is Spread the Word's Policy to ensure that a reserve of £100,000 is maintained in excess of three months running costs. Details of the restricted and designated funds can be found in notes 18 to 20 of the financial statements.

Major Risks

The Arts Council England's annual assessment of the Company scored it as a minor risk with a risk rating of 4 (on the Arts Council risk rating scale, a risk rating between 1 to 6 is minor). This was based on a review of governance, financial management, quality of artistic activity and audience impact and engagement. The company continues to be a National Portfolio Organisation (NPO).

The major risks identified in the Company's risk register are:

Financial: fundraising/ income targets not met. The Board is mitigating financial risk by taking a strategic fundraising approach and ensuring financial planning and monitoring systems are in place with regular reporting to Board ensuring oversight is in place on the organisation's sustainability and financial position. In a challenging fundraising environment, the Board is progressing the implementation of the Theory of Change and revised business plan as it continues delivery through the Arts Council England National Portfolio investment period 2023-2026.

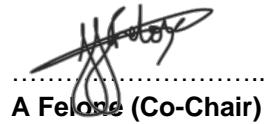
Organisational: staff recruitment and retention. The Board is mitigating organisational risk by putting in place succession planning and recruitment strategy and appropriate management and support framework for staff. Board continues to monitor and review staffing skills, training needs and capacity as it implements the organisation's Theory of Change.

SPREAD THE WORD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) ***FOR THE YEAR ENDED 31 MARCH 2024***

Programme delivery: failure to deliver projects. The Board is mitigating programme delivery risk by ensuring project and partnership management processes and sufficient capacity are in place for effective delivery.

The trustees' report was approved by the board of trustees.



.....
A Felone (Co-Chair)

Dated: 17 December 2024.

SPREAD THE WORD

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SPREAD THE WORD

I report to the trustees on my examination of the financial statements of Spread The Word (the charity) for the year ended 31 March 2024.

Responsibilities and basis of report

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.



Frances Wilde FCCA DChA

Warner Wilde
Chartered Certified Accountants
4 Marigold Drive
Bisley
Surrey
GU24 9SF

Dated: 18 December 2024

SPREAD THE WORD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

Current financial year		Unrestricted funds general 2024 £	Unrestricted funds designated 2024 £	Restricted funds 2024 £	Total 2024 £	Total 2023 £
	Notes					
Income from:						
Donations and legacies	3	282,654	-	66,018	348,672	267,103
Charitable activities	4	91,097	-	157,374	248,471	159,784
Investments	5	1,343	-	-	1,343	168
Total income		<u>375,094</u>	<u>-</u>	<u>223,392</u>	<u>598,486</u>	<u>427,055</u>
Expenditure on:						
Raising funds	6	10,281	-	-	10,281	17,171
Charitable activities	7	219,674	560	235,966	456,200	453,502
Total expenditure		<u>229,955</u>	<u>560</u>	<u>235,966</u>	<u>466,481</u>	<u>470,673</u>
Net income/(expenditure)		145,139	(560)	(12,574)	132,005	(43,618)
Transfers between funds		(190,155)	190,155	-	-	-
Net movement in funds	9	(45,016)	189,595	(12,574)	132,005	(43,618)
Reconciliation of funds:						
Fund balances at 1 April 2023		240,345	5,405	68,197	313,947	357,565
Fund balances at 31 March 2024		<u>195,329</u>	<u>195,000</u>	<u>55,623</u>	<u>445,952</u>	<u>313,947</u>

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

SPREAD THE WORD

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

Prior financial year		Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes				
Income from:					
Donations and legacies	3	204,269	-	62,834	267,103
Charitable activities	4	96,405	-	63,379	159,784
Investments	5	168	-	-	168
Total income		300,842	-	126,213	427,055
Expenditure on:					
Raising funds	6	17,171	-	-	17,171
Charitable activities	7	265,893	860	186,749	453,502
Total expenditure		283,064	860	186,749	470,673
Net income/(expenditure) and movement in funds		17,778	(860)	(60,536)	(43,618)
Reconciliation of funds:					
Fund balances at 1 April 2022		222,567	6,265	128,733	357,565
Fund balances at 31 March 2023		240,345	5,405	68,197	313,947

SPREAD THE WORD

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
Fixed assets					
Tangible assets	13		3,834		7,668
Current assets					
Debtors	14	43,461		45,825	
Cash at bank and in hand		426,984		285,281	
		470,445		331,106	
Creditors: amounts falling due within one year	15	(28,327)		(24,827)	
Net current assets			442,118		306,279
Total assets less current liabilities			445,952		313,947
The funds of the charity					
Restricted income funds	18	55,623		68,197	
Unrestricted funds - general	20	195,329		240,345	
Unrestricted funds - designated	19	195,000		5,405	
		445,952		313,947	

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the trustees on 17 December 2024



A Felone (Co-Chair)
Trustee

Company registration number 3541037 (England and Wales)

SPREAD THE WORD

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
Cash flows from operating activities					
Cash generated from/(absorbed by) operations	23		140,360		(82,620)
Investing activities					
Purchase of tangible fixed assets		-		(11,502)	
Investment income received		1,343		168	
Net cash generated from/(used in) investing activities			1,343		(11,334)
Net cash used in financing activities			-		-
Net increase/(decrease) in cash and cash equivalents			141,703		(93,954)
Cash and cash equivalents at beginning of year			285,281		379,235
Cash and cash equivalents at end of year			426,984		285,281

SPREAD THE WORD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

Charity information

Spread The Word is a private company limited by guarantee incorporated in England and Wales. The registered office is The Albany, Douglas Way, London, SE8 4AG.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The accounts have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.5 Expenditure

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at the undiscounted amount of the cash or other consideration expected to be paid.

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures, fittings & equipment	25% straight line
Computers	33.3% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at the undiscounted amount of the cash or other consideration expected to be received.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at the undiscounted amount of cash or other consideration expected to be paid.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at the undiscounted amount of cash or other consideration expected to be paid.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.11 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

3 Income from donations and legacies

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Donations and gifts	225	63,018	63,243	715	62,834	63,549
Grants	281,029	-	281,029	201,029	-	201,029
Membership fees	1,400	3,000	4,400	2,525	-	2,525
	<u>282,654</u>	<u>66,018</u>	<u>348,672</u>	<u>204,269</u>	<u>62,834</u>	<u>267,103</u>
Donations and gifts						
S & R Berwick	-	62,500	62,500	-	-	-
Other	<u>225</u>	<u>518</u>	<u>743</u>	<u>715</u>	<u>62,834</u>	<u>63,549</u>
	<u>225</u>	<u>63,018</u>	<u>63,243</u>	<u>715</u>	<u>62,834</u>	<u>63,549</u>
Grants						
ACE NPO	<u>281,029</u>	<u>-</u>	<u>281,029</u>	<u>201,029</u>	<u>-</u>	<u>201,029</u>
	<u>281,029</u>	<u>-</u>	<u>281,029</u>	<u>201,029</u>	<u>-</u>	<u>201,029</u>

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

4 Incoming resources from charitable activities

	2024 £	2023 £
Box Office	2,926	3,310
Commissions	18,968	44,920
Arts Council England - Deptford Literature Festival	78,601	74,782
Performance related grants	147,406	33,577
Other income	570	3,195
	<u>248,471</u>	<u>159,784</u>
Analysis by fund		
Unrestricted funds - general	91,097	96,405
Restricted funds	157,374	63,379
	<u>248,471</u>	<u>159,784</u>
Performance related grants		
Arts Council England	6,366	4,960
GLA	10,000	-
Awards For All	9,640	-
London Libraries	80,369	-
Wellcome Collection	-	11,562
Jet Moon	23,659	-
London Wildlife Trust	17,372	12,065
St James's Place Foundation	-	2,500
Phoenix Community	-	2,490
Other	-	-
	<u>147,406</u>	<u>33,577</u>

5 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	<u>1,343</u>	<u>168</u>

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

6 Expenditure on raising funds

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Fundraising costs		
Other fundraising costs	10,281	17,171
	<u> </u>	<u> </u>

7 Expenditure on charitable activities

	Charitable activities 2024 £	Charitable activities 2023 £
Direct costs		
Artistic Programme	209,176	218,016
Share of support and governance costs (see note 8)		
Support	237,647	233,446
Governance	9,377	2,040
	<u>456,200</u>	<u>453,502</u>
Analysis by fund		
Unrestricted funds - general	219,674	265,893
Unrestricted funds - designated	560	860
Restricted funds	235,966	186,749
	<u>456,200</u>	<u>453,502</u>

8 Support costs allocated to activities

	2024 £	2023 £
Staff costs	151,757	146,176
Depreciation	3,834	4,045
Premises/ office costs	29,563	26,226
Freelance staff	52,493	55,390
Other Staff costs	1,615	1,609
Governance costs	7,762	2,040
	<u>247,024</u>	<u>235,486</u>
Analysed between:		
Charitable activities	<u>247,024</u>	<u>235,486</u>

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

8 Support costs allocated to activities (Continued)

	2024 £	2023 £
Governance costs comprise:		
Independent Examination fee	1,444	1,332
Governance costs	5,534	48
Other accountancy costs	784	660
	<u>7,762</u>	<u>2,040</u>

9 Net movement in funds

	2024 £	2023 £
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The net movement in funds is stated after charging/(crediting):

Depreciation of owned tangible fixed assets	<u>3,834</u>	<u>4,045</u>
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10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

11 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Programme	1	1
Programme Assistant	1	1
Writer Development	1	1
Director	1	1
	<u>4</u>	<u>4</u>
Total	<u>4</u>	<u>4</u>

	2024 £	2023 £
Employment costs		
Wages and salaries	138,812	133,970
Social security costs	9,495	8,983
Other pension costs	3,450	3,223
	<u>151,757</u>	<u>146,176</u>

There were no employees whose annual remuneration was more than £60,000.

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

11 Employees

(Continued)

Remuneration of key management personnel

The remuneration of key management personnel was as follows:

	2024 £	2023 £
Aggregate compensation	56,958	53,930

Key management personnel (KMP) are defined as the senior management team. Total cost of KMP includes employer's National Insurance and pension contributions. This does not include an apportionment of any employers allowance received which reduced the cost of employer's national insurance.

12 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

13 Tangible fixed assets

	Fixtures, fittings & equipment £	Computers £	Total £
Cost			
At 1 April 2023	762	26,677	27,439
At 31 March 2024	762	26,677	27,439
Depreciation and impairment			
At 1 April 2023	762	19,009	19,771
Depreciation charged in the year	-	3,834	3,834
At 31 March 2024	762	22,843	23,605
Carrying amount			
At 31 March 2024	-	3,834	3,834
At 31 March 2023	-	7,668	7,668

14 Debtors

	2024 £	2023 £
Amounts falling due within one year:		
Trade debtors	6,230	6,737
Other debtors	34,520	36,377
Prepayments and accrued income	2,711	2,711
	43,461	45,825

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

15 Creditors: amounts falling due within one year

	Notes	2024 £	2023 £
Other taxation and social security		2,292	3,338
Deferred income	16	180	-
Trade creditors		16,814	8,855
Other creditors		125	4,064
Accruals		8,916	8,570
		<u>28,327</u>	<u>24,827</u>

16 Deferred income

	2024 £	2023 £
Other deferred income	<u>180</u>	<u>-</u>

Deferred income is included in the financial statements as follows:

	2024 £	2023 £
Deferred income is included within:		
Current liabilities	<u>180</u>	<u>-</u>
Movements in the year:		
Deferred income at 1 April 2023	-	-
Resources deferred in the year	<u>180</u>	<u>-</u>
Deferred income at 31 March 2024	<u>180</u>	<u>-</u>

17 Retirement benefit schemes

	2024 £	2023 £
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	<u>3,450</u>	<u>3,223</u>

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

18 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2023 £	Incoming resources £	Resources expended £	At 31 March 2024 £
Young People's Programmes	4,397	-	(4,397)	-
City of Stories Home	(64,919)	80,369	(15,450)	-
Access to Literature	(3,466)	6,366	(2,900)	-
London Writers Awards	71,284	-	(71,284)	-
Nature Nurtures	-	17,372	(17,372)	-
Uprising and Resistance	9,702	9,968	(19,670)	-
You Are Here	-	23,659	(19,424)	4,235
Deptford Literature Festival	7,733	-	(7,733)	-
Unheard Histories, Untold Stories	-	9,640	(9,640)	-
Early Career Bursaries	46,521	62,500	(56,500)	52,521
Speaking Silences	(2,239)	10,000	(7,761)	-
Disabled Poet's Prize	(816)	3,518	(3,835)	(1,133)
	<u>68,197</u>	<u>223,392</u>	<u>(235,966)</u>	<u>55,623</u>

Previous year:

	At 1 April 2022 £	Incoming resources £	Resources expended £	At 31 March 2023 £
Food on Our Table	1,404	-	(1,404)	-
Young People's Programmes	6,897	-	(2,500)	4,397
City of Stories Home	(2,199)	-	(62,720)	(64,919)
Access to Literature	(2,530)	-	(936)	(3,466)
London Writers Awards	100,445	-	(29,161)	71,284
Nature Nurtures	-	12,065	(12,065)	-
Uprising and Resistance	-	29,802	(20,100)	9,702
Deptford Literature Festival 2022	5,123	4,960	(2,350)	7,733
Deptford Literature Festival 2023	-	4,990	(4,990)	-
Early Career Bursaries	-	62,500	(15,979)	46,521
Speaking Silences	-	-	(2,239)	(2,239)
Runaways	4,449	-	(4,449)	-
Disabled Poet's Prize	-	334	(1,150)	(816)
Wellcome	15,144	11,562	(26,706)	-
	<u>128,733</u>	<u>126,213</u>	<u>186,749</u>	<u>68,197</u>

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

18 Restricted funds

(Continued)

It is not considered necessary to transfer unrestricted funds to restricted funds with a negative year-end balance, as funding is anticipated to cover the deficit.

Young People's Programmes: fund to support development of young people's engagement and participation in creative activities, including Young People's Laureate, a high profile annual programme that gives London's young people a voice through poetry.

City of Stories Home: a creative reading and writing programme taking place in the heart of local communities across London, discovering aspiring local writers and introducing new stories from diverse writers to audiences in library reading groups and at events. Run in partnership with London Libraries.

Access to Literature: an action research project and published report presenting the first national picture of the barriers deaf and disabled people experience in accessing the literature and publishing sectors as writers, creative producers and audience members. Run in partnership programme with CRIPTic Arts.

London Writers Awards: annual development programme for 30 London writers which aims to increase the number of writers from underrepresented backgrounds in getting agented and going on to be published.

Nature Nurtures: a cross-sector project led by London Wildlife Trust with partners Black Girls Hike CIC and London Youth. It aims to link natural heritage with creative arts to get more young people volunteering and taking action for nature.

Uprising & Resistance: history and storytelling project commissioning poets and artists to explore and respond to the archival silences surrounding slavery in Early Modern London through examining the Collection of Lloyd's insurance market. Run in partnership with Black Beyond Data, John Hopkins University and Ink Sweat & Tears.

Deptford Literature Festival: an annual place-based Festival that celebrates the creativity and diversity of Deptford and Lewisham through words, stories and performance. The 2024 festival was run in partnership with Tom McAndrew.

Early Career Bursaries: annual programme to provide three London-based writers on a low income with a bursary to create time and space to write, and a development fund to support craft and career development.

Speaking Silences: a creative writing, spoken word and film-making project engaging young people with local heritage and archives, exploring untold and hidden stories with a poet and film-maker. Commissioned by Royal Docks.

Disabled Poets Prize: a partnership project with CRIPTic Arts and Verve Poetry Press, the Prize is UK's first Disabled Poets Prize and looks to find the best work created by UK based deaf and disabled poets, in written English and in British Sign Language.

You Are Here: peer-to-peer survivor writing project run by the writer Jet Moon with workshops, a writers' group, commissions and interviews in partnership with Spread the Word and Wellcome Collection.

Unheard Histories, Untold Stories: two community projects, one in partnership with Entelechy Arts engaging Caribbean Elders with poetry and one in partnership with South London and Maudsley Recovery College and Lewisham Refugee and Migrant Network engaging refugee women with art and creative writing with respective work published for and exhibited at the 2024 Deptford Literature Festival.

SPREAD THE WORD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

19 Unrestricted funds - designated

These are unrestricted funds which are material to the charity's activities.

	At 1 April 2023 £	Resources expended £	Transfers £	At 31 March 2024 £
Experimental (Research and Development)	5,240	(560)	(4,680)	-
Access	165	-	(165)	-
Core Projects Contingency	-	-	40,000	40,000
Strategic Projects Development	-	-	85,000	85,000
Organisational Development	-	-	55,000	55,000
Board and Team Development	-	-	15,000	15,000
	<u>5,405</u>	<u>(560)</u>	<u>190,155</u>	<u>195,000</u>

Previous year:	At 1 April 2022 £	Resources expended £	Transfers £	At 31 March 2023 £
Experimental (Research and Development)	5,700	(460)	-	5,240
Access	565	(400)	-	165
	<u>6,265</u>	<u>(860)</u>	<u>-</u>	<u>5,405</u>

Designated funds have been established for the following purposes:

Core Projects Contingency: To support various community projects.

Strategic Projects Development: To support the development of specific projects.

Organisational Development: To support the development of a new website and rebrand and communications expenditure in strategic areas of work.

Board and Team Development: Training and development of staff and trustees.

20 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 April 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2024 £
General funds	<u>240,345</u>	<u>375,094</u>	<u>(229,955)</u>	<u>(190,155)</u>	<u>195,329</u>

SPREAD THE WORD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

20 Unrestricted funds (Continued)

Previous year:	At 1 April 2022	Incoming resources	Resources expended	Transfers	At 31 March 2023
	£	£	£	£	£
General funds	222,567	300,842	(283,064)	-	240,345

21 Analysis of net assets between funds

	Unrestricted funds general 2024 £	Unrestricted funds designated 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 March 2024:				
Tangible assets	3,834	-	-	3,834
Current assets/(liabilities)	191,495	195,000	55,623	442,118
	195,329	195,000	55,623	445,952
	Unrestricted funds general 2023 £	Unrestricted funds designated 2023 £	Restricted funds 2023 £	Total 2023 £
At 31 March 2023:				
Tangible assets	7,668	-	-	7,668
Current assets/(liabilities)	232,677	5,405	68,197	306,279
	240,345	5,405	68,197	313,947

22 Related party transactions

Transactions with related parties

During the year the charity entered into the following transactions with related parties:

The Deptford Literature Festival 2024's primary funder was Arts Council England (ACE) with an award of £86,300 being contracted to Tom McAndrew. He sub-contracted Spread the Word to secure, deliver and report on all 2024 Festival activity related to the primary award and associated match-funding. The balance due from ACE at the year end was £8,630.

SPREAD THE WORD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

23	Cash generated from operations	2024 £	2023 £
	Surplus/(deficit) for the year	132,005	(43,618)
	Adjustments for:		
	Investment income recognised in statement of financial activities	(1,343)	(168)
	Depreciation and impairment of tangible fixed assets	3,834	4,045
	Movements in working capital:		
	Decrease/(increase) in debtors	2,364	(41,899)
	Increase/(decrease) in creditors	3,320	(980)
	Increase in deferred income	180	-
	Cash generated from/(absorbed by) operations	<u>140,360</u>	<u>(82,620)</u>