

DERWENT LONDON COMMUNITY FUND GUIDELINES FOR APPLICATIONS IN THE FITZROVIA AREA – 2017

This document sets out guidelines for applying for funding for projects in the Fitzrovia area. If your application is for the Tech Belt area, please read the separate notes available at www.derwentlondon.com/community-fund.

1. Fitzrovia Community Fund - Background

Derwent London's Community Fund launched in 2013. It makes funding, as well as investments in kind, available for local groups. The fund aims to support projects that will bring benefits to the local community in areas in which it operates, in particular focusing on local community events, increasing employment opportunities for disadvantaged local people, health and well-being, small public space improvements, arts, culture and educational projects.

Up to of £150,000 is being invested in Fitzrovia from 2016 for three years (including management fees and any contingency).

Derwent London will also make investments in kind through staff contributing their time and offering their skills to community projects, if relevant. Details of this are available in the 'Derwent London Corporate Volunteering Programme' available on the website.

2. Funding available for the Fitzrovia area

For 2017, £50,000 will be allocated to community projects in Fitzrovia.

Maximum funds available for each application:

Registered charities can apply for funding for a project up to **£10,000**.

Non-registered groups, businesses and individual applicants can apply for a maximum of **£2,000**.

3. Timetable - 2017

2 February 2017	Application details released
29 March 2017	Deadline for receipt of applications 5pm
19 April 2017	Deadline to submit information for the community workshop (if shortlisted)
End April 2017	Community workshop where shortlisted applicants will be invited to present
End May 2017	Announcement of fund recipients

4. The application process

To apply for funding please check your eligibility and complete the application form available on the Derwent London website www.derwentlondon.com/community-fund and return this to Derwent London by email or post to be received by **5pm on 29 March 2017**.

If any details are unclear or incomplete, you may be contacted by Derwent London to request further information prior to the application being put forward for consideration.

5. Eligibility and completing the application form.

Please read the following notes to understand eligibility, application criteria, funding maximums and guidance on responding to each section.

Part A – Information about the applicant. Please complete the name, charity registration number (if applicable) and contact details.

Who can apply?

- Local community, voluntary or charitable groups, local business owners, local residents, social enterprise and small businesses which will offer local paid employment opportunities to disadvantaged people. If there are any groups or individuals that you think should be invited please contact us.
- Charities should be registered with the Charities Commission and should state their charity number on the application form under part A/2.
- Applicants can collaborate with national or non-local organisations if these organisations are providing complementary services or supporting the project.

Registered charities applying for funding must:

- Provide their charity number registered with the Charities Commission
- Be a not-for profit organisation
- Be established and active for a minimum of 12 months prior to the application
- Have a signed governing document in the group's name – e.g. a constitution or a set of rules
- Have at least 2 un-related management committee members if they are an un-incorporated organisation or voluntary group
- Have good financial management procedures, including a record of income and expenditure
- Have a bank account in the name of the group, with at least 2 unrelated cheque signatories
- Have a safeguarding policy in place if working with young people and children (under 18s) or vulnerable adults
- Have the relevant insurances in place, where applicable, prior to the delivery of any events or activities.

Non-registered groups, businesses or individuals applying for funding must:

- Deliver a non-commercial and non-profit-making project
- Have provable relevant experience
- Have proof of a residential or business address in the local area
- Name of a professional referee relevant to the project
- Have a safeguarding policy in place if working with young people and children (under 18s) or vulnerable adults
- Have the relevant insurances in place, where applicable, prior to the delivery of any events or activities.

Part B –Information about the project. Please read the notes below to understand the key criteria which your project should follow.

What kind of project can be funded?

The projects must take place within the target area shown on the map below, or sit just outside it, and fit within any of the following criteria:

- Local community events, supporting community programmes or activities (e.g. with young people, the elderly and/or hard to reach groups)
- Increasing employment opportunities/apprenticeships for disadvantaged people in the area and in particular for access into tech/start-up businesses
- Well-being and health initiatives
- Small improvements to public space, street environment, community gardening, greening the streets (e.g. street parties, planting days)
- Activities around arts and culture
- Educational and extra-curricula initiatives in schools

Applicants must be able to demonstrate that:

- The project will have a positive impact on the community
- The project will involve local people in its activities
- The work is adding value to a space, facility or programme and/or supporting existing successful community initiatives
- They have considered maintenance requirements, where applicable (particularly for projects involving gardening or planting activities and/or interventions in public spaces)
- They have discussed the project with relevant council officers and have necessary permissions where applicable. Some relevant council departments in Camden and Westminster to contact are listed here: Partnerships Department; Business/Employment Department; Communities & Third Sector Department; Parks & Open Spaces Department; Trees Department; Highways Department

What/who cannot be funded through this programme?

- For community projects/registered groups, the Fund is to support projects but not the core funding of your group (i.e. the general administration costs of your charity/community enterprise)
- Commercial costs for small businesses/non-registered groups cannot be covered, unless these costs support local employment opportunities for disadvantaged people.
- Projects taking place outside the target area cannot be supported. If the proposed project is taking place just outside the area but is still benefiting residents within it, please contact Derwent London prior to submitting your application, to discuss whether or not it is eligible
- Political activities and campaigns
- Projects promoting religious activities
- Activities where people are excluded on grounds of religious beliefs, ethnicity, sexual orientation or disability

Fund target area

For 2017, applications should fall broadly within the area defined by the yellow dotted line in the map below.



The aim of the fund is to support projects that will bring benefits to the local area and community.

Part C – Budget breakdown. The Fund will cover the following costs:

We would expect the funding to cover costs such as: project team fees, materials for the project, equipment hire, transport of materials, printing and publicity, volunteer travel expenses and subsistence, refreshments, fees for external collaborators and insurance. The majority of the funding should be allocated towards costs for the delivery of the key objectives of the project rather than preparation works and research.

We recognise that projects will require different levels of materials and staff costs. When preparing your project budget please bear in mind the proportion of budget that has been allocated towards staff costs. We expect hourly or day rates for staff costs to be reasonable and anticipate that the majority of the project budget should be allocated towards the physical deliverables of the project. If your project requires high staff costs, you will need to demonstrate the need for this. Your application may not be successful if we feel that the staffing costs are not reasonable for the project.

For small business start-ups, social enterprises such as Community Interest Companies (CICs) and co-operatives offering local employment to disadvantaged people, the Fund can support reasonable core funding costs to enable the employment position to become available. This may include rent and rate subsidies, purchasing of new equipment and relevant training courses. To enable the best chances for any application under this category, please ensure that full details are set out on the application form under Parts B and C, to define the projected positive outcomes for disadvantaged people.

Under C/3, please enter your total application amount, as well as the full project budget (if different)

- Registered charities can apply for funding for a project up to **£10,000**.
- Non-registered groups, businesses & individual applicants can apply for a maximum of **£2,000**.

Part D - Additional information. Please provide the documents requested.

Part E & F – Data protection and Declaration. Please tick and sign as shown.

Once your application is complete, please return this to Derwent London by email or post to be received by 5pm on 29 March 2017.

6. Contact details

For any questions during the preparation of your application and for the submission of your application, please contact:

Community Team (Susannah Woodgate)
Derwent London plc
25 Savile Row
London W1S 2ER
Tel: 020 7659 3000
Email: community@derwentlondon.com

7. The decision making process

Workshop presentation

Your application will be reviewed by Derwent London and, if you meet the fund criteria, we will contact you to invite you to present your proposal at a community workshop in **April 2017** (date to be confirmed). The purpose of the community workshop is to understand the level of community support for the various proposals and gain better understanding of the project deliverables. The workshop will be attended by local stakeholders and fellow bidders. A representative from each of the bidding groups will be asked to give a short presentation in front of their peers, followed by a Q&A session. If your group is unable to attend the workshop but you would still like to apply for the funding, please contact Derwent London to discuss what alternative arrangements can be made.

You will need to submit summary information in advance of the workshop (see timetable above) to us so we can prepare the workshop. The information should include the following and we will remind you of this when we contact you.

Project title, a key image and 5/6 one-line bullet points about the project defining:

- What the project is – the main objective
- The main activities and key deliverables
- How local people will benefit
- The project team
- Project timescale

Decision making

The level of support at the workshop and robustness of the projects will inform Derwent London's final decision when awarding the funding. As part of the decision-making process, applicants may be contacted where further information is required. The allocation of funding is dependent upon:

- Meeting the fund criteria as described above
- The robustness of the project
- Value for money
- The final decision will rest with Derwent London

After the Workshop, we aim to contact all applicants by end of May 2017 to inform them of the funding decision. Once the funding has been agreed, we will contact successful applicants for project applications over £2,000 to agree terms. This will not be required for successful applications under £2,000.

8. Successful applicants

Terms & Conditions; project evaluation, reporting and publicity

Applicants will be required to sign the Community Fund Terms & Conditions (T&Cs) which will be issued once the funding decisions have been made. The T&Cs set out some basic principles to which both Derwent London and the successful applicant agree. Full T&Cs are available to view in advance if required and these can be requested by contacting the Community Team.

Some outline principles of the T&Cs are set out here: The groups or individuals awarded the funding will be expected to keep a record of the project progress and produce a short report outlining how they have met their objectives and what the project outcomes were, including lessons learnt. We ask that you provide photographs of your events and activities which are copyright-cleared with any model-release consents in place, for potential publication by Derwent London in printed and/or digital form. Applicants will also be required to provide a record of purchases and payments made. Applicants will need to credit Derwent London's support in their project publicity.