

# Grants Determination (Cabinet) Sub-Committee

Wednesday, 8 November 2023 at 5.30 p.m.  
Council Chamber - Town Hall, Whitechapel

## Supplemental Agenda

### 6 .3 SMALL GRANTS (Pages 3 - 54)

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<p><b>Grants Determination Sub Committee</b></p> <p>08 November 2023</p>	 <p><b>TOWER HAMLETS</b></p>
<p><b>Report of:</b> Robin Beattie, Interim Director of Strategy, Improvement &amp; Transformation</p>	<p><b>Classification:</b> [Unrestricted or Exempt]</p>
<p><b>Small Grants Prospectus and award decision making</b></p>	

## Executive Summary

Cabinet approved a new Grants Policy & Outcomes Framework in March 2023. This included the development of a new Small Grants Programme that will provide £800,000 of annual grant funding to the voluntary and community sector across five themes between November 2023 – March 2027.

Officers in Corporate Strategy & Communities Service and Young Tower Hamlets have developed a prospectus for each of the Small Grants themes. The prospectus has been approved under delegated decision making by the Chief Executive.

The Small Grants Programme will have multiple rounds per year. To ensure timely decision making we are requesting the Grants-Determination Sub-Committee to delegate decision-making authority on grant awards to the Corporate Director of Resources.

## Recommendations:

The Grants Determination Sub Committee is recommended to:

1. Note the Small Grants prospectus in appendix 1-5.
2. Delegate decision-making authority to the Corporate Director of Resources on grant awards in consultation with the Mayor.

## **1 REASONS FOR THE DECISIONS**

- 1.1 Cabinet delegated decision-making authority on the Small Grants prospectus to the Chief Executive in March 2023.
- 1.2 To ensure the Council can make timely decisions on grant awards to the voluntary and community sector this report is seeking delegated decision making to the Corporate Director of Resources.

## **2 ALTERNATIVE OPTIONS**

- 2.1 To not approve delegated decision making to the Corporate Director of Resources. This will mean the Small Grants award decisions will need to be made by the Grants Determination Sub-Committee. This would delay decision making and mean that voluntary and community sector organisations may not be able to access funds when they require them to be able to deliver services and activities.

## **3 DETAILS OF THE REPORT**

- 3.1 The Council has a vision to support a thriving and diverse voluntary and community sector that improves outcomes for communities. In March 2023 Cabinet approved a new Grants Policy & Outcomes. This consists of three funds: Mayor's Community Grants Programme, Small Grants Programme and Emergency Grant Fund.
- 3.2 The Small Grants Programme will provide £800,000 of annual funding to the voluntary and community sector across five different themes. The table below outlines the grants and budgets.

<b>Grant</b>	<b>Annual Budget</b>	<b>Maximum amount per award</b>	<b>Number of awards per year</b>
<b>Mayor &amp; Young Mayors - Youth Empowerment Fund</b> – Support young people to design, bid and deliver projects for their peers	£250,000	£3,500	1
<b>Mayor's Positive Activities for Young People</b> – Support activities during school holidays	£250,000	£6,000	1
<b>Community events</b> – Support events that brings communities together, celebrate our diversity, national and regional celebrations	£100,000	£2,500	1
<b>Mayor's Capacity Building Programme</b> – Support organisational development which strengthens local organisations' ability to deliver services	£100,000	£2,500	1

<b>Community chest -</b> Very small grants to support community events and activities	£100,000	£500	2
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- 3.3 In March 2023 Cabinet delegated decision-making authority of the Small Grants prospectus to the Chief Executive Officer. Officers have developed a prospectus for each of the Small Grants themes and the Chief Executive has approved them. These can be viewed in appendix 1-5. The prospectus includes information on eligibility, how much funding is available, what the funding can be used for, bidding process and assessment process.
- 3.4 This report asks for the Grants Determination Sub-Committee to note the approval of the prospectus. The Small Grants Programme will have multiple rounds per year. Four of the grants will have 3 rounds per year, and Community Chest will have 6 rounds per year.
- 3.5 It is important to be able to make timely decisions on grant awards otherwise voluntary and community sector organisations may not be able to access the funding they have been awarded in time to deliver services.
- 3.6 The council recently finished its assessment and awards process for the Mayor's Community Grants Programme. This included an external audit and internal review process. We have gathered the good practice and lessons learned from this process, which will be applied to the delivery of Small Grants Programme.

#### **4 EQUALITIES IMPLICATIONS**

- 4.1 There are no direct equality implications arising from the report. Once the new grant is launched it will be important to ensure a diverse range of VCS organisations are accessing the fund. As part of the communication and promotion we will use a diverse range of mediums. It will also be important the grant benefits a diverse range of our residents and these will be monitored through the monitoring process.
- 4.2 Please see Appendix 6 Equalities Impact Analysis Screening Tool.

#### **5 OTHER STATUTORY IMPLICATIONS**

- 5.1 There are no statutory implications.

#### **6 COMMENTS OF THE CHIEF FINANCE OFFICER**

- 6.1 The report seeks delegated power to make grant awards within the already approved budget for the small grants programme, as such there are no direct financial implications of this report.

## **7 COMMENTS OF LEGAL SERVICES**

- 7.1 The Council has the legal power to undertake the activities referred to in this report.
- 7.2 The Council has a legal duty to achieve Best Value in terms of economy efficiency and effectiveness in the delivery of its functions. The prospectus determines the criteria and scoring against which applications will be assessed. This shows the areas which are important to the Council. The Council has a wide discretion to determine what represents Best Value and adherence to the scoring mechanism will ensure only the applications that align with the Council's view of Best Value will achieve funding.
- 7.3 Each grant will also be supported by a grant agreement which will support the Council's grant monitoring activities. This will mean that the Council will be able to ensure that the grant funds are only used for the reasons they have been given. This will assist the Council to demonstrate the achievement of Best Value.
- 7.4 The grants are also likely to be categorised as subsidies for the purposes of the Subsidy Control Act 2022. However, it is unlikely that the grants themselves will exceed the de minimis threshold of £315,000 although the Council will also require the grants applicants to disclose any other funding received for similar activities. Also the Council will apply the Subsidy Control Principles and not award any grant which fails the principles.
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### **Linked Reports, Appendices and Background Documents**

#### **Linked Report**

- None

#### **Appendices**

- Appendix 1: Community Events Prospectus
- Appendix 2: Community Chest Prospectus
- Appendix 3: Mayors Capacity Building Programme Prospectus
- Appendix 4: Mayor & Young Mayors Youth Empowerment Fund Prospectus
- Appendix 5: Mayors Positive Activities for Young People Prospectus
- Appendix 6: Equalities Screening Form

#### **Background Documents – Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2012**

- None

#### **Officer contact details for documents:**

- Afazul Hoque, Head of Corporate Strategy & Communities • Strategy, Improvement & Transformation
- Craig Morbey, Strategy & Policy Lead

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# **Prospectus**

## **Mayor's Community Events Programme**

**2023 to 2027**

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## **Introduction**

The Council's vision is to support and invest in a thriving and diverse voluntary and community sector (VCS) to enable it to improve outcomes for Tower Hamlets residents.

The Community Events Fund will support events that bring communities together and celebrate our diversity, as well as national and regional celebrations.

The purpose of this prospectus is to provide you with information on how to make an application to the Community Events Fund and guidance on how to develop high quality applications.

## **What outcomes do we want to achieve?**

The aim of this grant is to provide support to organisations who are arranging events that bring communities together, celebrate our diversity, as well as national and regional celebrations. The desired outcomes of this grant are:

- To bring people together from different backgrounds to spend time with each other and improve community cohesion
- For the community to have the opportunity to celebrate the national and regional events that are important to them
- For more residents to have the opportunity to get involved in community life by planning and leading community events
- To celebrate the diversity of the borough

## **Eligibility**

Funding is available to:

- Organisations with an income of below £250,000
- Voluntary and community organisations with a constitution
- Registered charities, including charitable incorporated organisations
- Registered not-for-profit companies
- Registered community interest companies
- Faith-based groups, where the funding is for inclusive activity that is open to all
- Organisations that can show a clear connection to Tower Hamlets

Funding is not available to:

- Voluntary and community sectors organisations with an annual income of over £250,000
- Individuals
- Sole traders
- Profit making companies
- Political organisations

## How much money is available?

The total budget for the Mayor's Community Events Programme is £100,000 per year.

You can apply for a maximum amount of £2,500.

**Please note:** your organisation can only receive one grant from this theme per financial year, which runs between 1<sup>st</sup> April to 31<sup>st</sup> March . However, if your application is unsuccessful, you can apply again in the same year.

## What can the funding be used for?

Community Events funding can be used for:

- Staff wages associated with community events
- Event logistics such as venue hire, equipment hire, signage, permits
- Event activities, such as performances
- Promotion and marketing
- Making events accessible and inclusive
- Volunteer support
- Refreshments
- Insurance

**Please note:** If you have an idea of something you would like us to fund and you are not sure if it meets the criteria, then please contact the team by emailing [vcs@towerhamlets.gov.uk](mailto:vcs@towerhamlets.gov.uk).

## What can the funding not be used for?

Funding cannot be used for:

- General operating costs such as rent, utilities or administrative costs
- Long-term projects
- Alcohol
- Capital or major building works
- General charitable appeals
- To pay back debt or cover past expenditure.

## Timeline

The Community Events Fund will be open for applications 3 times per year. The bidding period for Community Events Fund will be **XX** weeks. The timetable for round 1 of Community Events Fund is outlined in the table below:

Timeframe	Milestone
	Applications open
	Closing date for applications
	Notification of whether your application has been successful or not

**Please note:** please ensure you apply with plenty of time before your event takes place so you know the outcome of your application before your event is due to take place. Please also consider any permissions you will need to deliver the event and ensure this is part of your planning process.

## Bidding process

To apply, you will be required to complete an application form and provide us with information about your organisation and the event you want funding for.

All bids must be submitted using online forms via the Council's online portal, Blackbaud Grant Making (BBGM). The Council cannot accept submissions by email, by post or by hand.

Applications will be made on one form which has two sections. The first section is about your organisation and second section is about the project you're bidding for.

To access the portal, click here [\(insert link\)](#). We have produced guidance on how to use BBGM, which is available here [\(insert link\)](#).

## Assessment process

### Organisation Assessment

The organisational assessment is to see whether your organisation meets the standards the Council expects of organisations it supports with public funds.

The organisation assessment is based on an examination of the documents we ask you to provide and questions we ask on the application form. Please provide the most up to date versions of your documents.

**Please note:** The governance, local connection and managing money criteria are pass or fail, so if your organisation fails on any of these criteria, you will not be eligible for funding. However, if you do not have a safeguarding policy, equalities policy or insurance then you will still be eligible for funding, but we will agree a date with you when they need to be in place.

Criteria	Standard required	Evidence	Scoring
Governance	You must have a Constitution,	You should submit a copy of your	Pass/fail

	Memorandum and Articles of Association or other recognised governance document that includes membership details and committee structure.	constitution or other governance document.	
Borough connection	Your organisation must be registered in Tower Hamlets, have a base in Tower Hamlets or be able to demonstrate a track record of successful service delivery within the borough	Provide your registered address, copy of your rental agreement where you deliver activities (this should cover a period of at least one year) or provide other evidence that you have successfully delivered services in Tower Hamlets for at least two years.	Pass/fail
Managing money	Your organisations must have a bank account in your organisations name	Name of bank account and sort code and account number	Pass/fail
Safeguarding children and adults at risk of abuse	If your organisation works with children and adults at risk of abuse, you must have an appropriate policy	Submit safeguarding policy.	Pass/fail/
Equality and diversity	Your organisation must have an equality and diversity policy in place	Submit equality and diversity statement	Pass/fail
Insurance	Your organisation must have enough insurance cover for your activities, events, staff, premises, equipment, and vehicles	Submit copies of insurance certificates	Pass/fail/

## Project assessment

This section sets out the criteria we will use to assess your project proposals. All the questions require a written response.

**The Council will not consider funding any project which scores less than half the available score in any section or less than 50% overall.**

Criteria	Word count	Scoring guidance	Scores available
Event details	500 words	<p>Briefly describe the aim of your proposed community event</p> <p>What is the events name, location, and when will it take place?</p> <p>Who is the event targeted at?</p> <p>What activities will happen at your event?</p> <p>How will the event engage and benefit the community?</p>	30
What impact will the event have on residents?	250 words	<p>What impact will the event have on the community?</p> <p>How will your event enhance community cohesion in the borough?</p> <p>How will you know what impact the event will have?</p>	25
Equality, diversity and inclusion	300 words	<p>How will your community event improve equality, diversity and inclusion in the borough?</p> <p>What steps will your organisation take to ensure your community event is accessible and inclusive?</p>	15
Track record	300 words	<p>Describe your organisations experience of delivering community events in the past?</p> <p>If your organisation is new then explain the experience of individuals in your organisation of delivering community events.</p>	15

Budget and resources plan	250 words	How much funding are you applying for?  What will you spend the funding on?  Have you secured funding from any other sources?	15
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# **Prospectus**

# **Community Chest Fund**

# **2023 to 2027**

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## **Introduction**

The Council's vision is to support and invest in a thriving and diverse voluntary and community sector (VCS) to enable it to improve outcomes for Tower Hamlets residents.

The Community Chest Fund will provide small amounts of funding to organisations so you can deliver community activities.

The purpose of this prospectus is to provide you with information on how to make an application to the Community Chest Fund and guidance on how to develop high quality applications.

## **What outcomes do we want to achieve?**

The Community Chest Fund will provide small amounts of funding to support you to deliver community activities. The outcomes we are aiming to achieve are:

- More residents have the opportunity to take part in community activities
- A wide range of activities are available in communities that meet the needs and interests of residents
- More residents are empowered to deliver community activities in their area
- Residents from a diverse background come together to celebrate our diversity

## **Eligibility**

Funding is available to:

- Have income below £150,000
- voluntary and community organisations with a constitution
- registered charities, including charitable incorporated organisations
- registered not-for-profit companies
- registered community interest companies
- faith-based groups, where the funding is for inclusive activity that is open to all
- organisations that can show a clear connection to Tower Hamlets

Funding is not available to:

- Voluntary and community sectors organisations with an annual income of over £150,000
- individuals
- sole traders
- profit making companies
- political organisations

## **How much money is available?**

The total budget for the Mayor's Community Chests Programme is £100,000 per year.

You can apply for a maximum amount of £500.

**Please note:** your organisation can only receive **two** grants from this theme per financial year which runs between 1st April to 31st March . However, if your application is unsuccessful you can apply again in the same year.

## What can the funding be used for?

Community Chest funding can be used to cover:

- Room or venue hire
- Transport hire
- Refreshments
- Insurance costs
- Marketing
- Equipment
- Costs of workshops or facilitators

**Please note:** If you have an idea of something you would like us to fund and you are not sure if it meets the criteria, then please contact the team by emailing [vcs@towerhamlets.gov.uk](mailto:vcs@towerhamlets.gov.uk).

## What can funding not be used for?

- Funding cannot be used for general operating costs such as rent, utilities or administrative costs
- Capital works or major building works
- General charitable appeals
- To pay back debt or cover past expenditure.

## Timeline

The Community Chest Fund will be open for applications all year round.

We will make grants awards on six occasions per year.

The dates we will announce awards are set out in the table below. We also tell you the date you need to submit your application by to be considered in each round.

Round	Last day for applications	Results announced
Round 1		
Round 2		

Round	Last day for applications	Results announced
Round 3		
Round 4		
Round 5		
Round 6		

## Bidding process

To apply, you will be required to complete an application form and provide us with information about your organisation and what you want to use the funding for.

All bids must be submitted using online forms via the Council's online portal, Blackbaud Grant Making (BBGM). The Council cannot accept submissions by email, by post or by hand.

Applications will be made on one form which has two sections. The first section is about your organisation and second section is about the project you're bidding for.

To access the portal, click here [\(insert link\)](#). We have produced guidance on how to use BBGM, which is available here [\(insert link\)](#).

If you are having issues using BBGM then please contact the Voluntary & Community Sector Grants Team by emailing [vcs@towerhamlets.gov.uk](mailto:vcs@towerhamlets.gov.uk)

## Organisation Assessment

The organisational assessment is to see whether your organisation meets the standards the Council expects of organisations it supports with public funds.

The organisation assessment is based on an examination of the documents we ask you to provide and questions we ask on the application form. Please provide the most up to date versions of the documents.

**Please note:** The governance, local connection and managing money criteria are pass or fail, so if your organisation fails on any of these criteria, you will not be eligible for funding. However, if you do not have a safeguarding policy, equalities policy or insurance then you will still be eligible for funding, but we will agree a date with you when they need to be in place.

Criteria	Standard required	Evidence	Scoring
Governance	You must have a Constitution, Memorandum and Articles of	You should submit a copy of your constitution or other	Pass/fail

	Association or other recognised governance document that includes membership details and committee structure.	governance document.	
Borough connection	Your organisation must be registered in Tower Hamlets, have a base in Tower Hamlets or be able to demonstrate a track record of successful service delivery within the borough	Provide your registered address, provide a copy of your rental agreement where you deliver activities (this should cover a period of at least one year) or provide other evidence that you have successfully delivered services in Tower Hamlets for at least two years.	Pass/fail
Managing money	Bank account in the organisations name	Name of bank account and sort code and account number	Pass/fail
Safeguarding children and adults at risk of abuse	If your organisation works with children and adults at risk of abuse, you must have an appropriate policy	Submit safeguarding policy.	Pass/fail
Equality and diversity	Your organisation must have an equality and diversity policy in place	Submit equality and diversity policy	Pass/fail
Insurance	Your organisation must have enough insurance cover for your activities, events, staff, premises, equipment, and vehicles	Submit copies of insurance certificates	Pass/fail

## Project assessment

This section sets out the criteria we will use to assess your project proposals. All the questions require a written response.

**The Council will not consider funding any project which scores less than half the available score in any section.**

Criteria	Word count	Scoring guidance	Scores available
Outcomes and activities	400 words	<p>Clearly outline the outcomes you aim to achieve through community chest funding</p> <p>Describe the activities you plan to undertake to achieve each of your outcomes.</p> <p>How will achieving these outcomes help you meet the needs of residents?</p> <p>How will you know if you have achieved the outcomes?</p>	40
Equality, diversity and inclusion	250 words	<p>How will your community activity improve equality, diversity and inclusion in the borough?</p> <p>What steps will your organisation take to ensure your community activities are accessible and inclusive?</p>	20
Track record	400 words	<p>Describe your organisations track record of delivering community activities.</p> <p>If your organisation is new, demonstrate the experience individuals in your organisations have from previous organisations.</p>	20
Budget and resources plan	250 words	<p>How much funding are you applying for?</p> <p>What will you spend the funding on?</p>	20

		Have you secured funding from any other sources?	
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# **Prospectus**

# **Mayor's Capacity Building Programme**

**2023 to 2027**

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## **Introduction**

The Council's vision is to support and invest in a thriving and diverse voluntary and community sector (VCS) to enable it to improve outcomes for Tower Hamlets residents.

The Mayor's Capacity Building Programme (MCBP) will provide funding for VCS organisations to access capacity building support so you can strengthen your ability to deliver high quality services to residents.

The purpose of this prospectus is to provide you with the information on how to make an application to the MCBP and guidance on how you can develop a high-quality application.

## **What outcomes do we want to achieve?**

We want to provide funding for organisations to enable you to get support which will help build your organisations capacity so you can improve your ability to meet the needs of residents. We want to:

- Strengthen organisations' ability to achieve their vision
- Improve knowledge and skills of management committee, staff and volunteers
- Improve the quality of services delivered to the community
- Increase the positive impact organisations have on residents

## **Eligibility**

Funding is available to:

- Organisations with income below £150,000
- Voluntary and community sector organisations with a constitution
- Registered charities, including charitable incorporated organisations
- Registered not-for-profit companies
- Registered community interest companies
- Faith-based groups, where the funding is for inclusive activity that is open to all
- Organisations that can show a clear connection to Tower Hamlets

Funding is not available to:

- Voluntary and community sectors organisations with an annual income of over £150,000
- Individuals
- Sole traders
- Profit making companies
- Political organisations

## How much money is available?

The total budget for the Mayor's Capacity Building Programme is £100,000 per year. You can apply for up to £2,500.

Please note: your organisation can only receive one grant from this theme per financial year, which runs between 1<sup>st</sup> April to 31<sup>st</sup> March. However, if your application is unsuccessful you can apply again in the same year.

## What can the funding be used for?

Funding can be used for:

- Capacity building support which helps your organisation to develop
- Learning and development which improves your management committee, staff and volunteer skills
- Consultancy services to hire experts who can provide specialist advice or guidance to your organisation
- Marketing and communications
- Research and evaluation
- Bid writing support

**Please note:** If you have an idea of something you would like us to fund and you are not sure if it meets the criteria, then please contact the team by emailing [vcs@towerhamlets.gov.uk](mailto:vcs@towerhamlets.gov.uk).

## What can funding not be used for?

- General operating costs such as rent, utilities or administrative costs
- Individual salaries of existing staff
- Capital works or major building works
- General charitable appeals
- To pay back debt or cover past expenditure.

## Timeline

The MCBP will be open for applications 3 times per year. The bidding period for MCBP will be 6 weeks. The Timetable for round 1 of MCBP is outlined in the table below:

Timeframe	Milestone
	Applications open
	Closing date for applications

Timeframe	Milestone
	Notification of whether your application has been successful or not

## Bidding process

To apply, you will be required to complete an application form and provide us with information about your organisation and what you want to use the funding for.

All bids must be submitted using online form via the Council's online portal, Blackbaud Grant Making (BBGM). We cannot accept submissions by email, by post or by hand.

Applications will be made on one form which has two sections. The first section is about your organisation and the second section is about the project you're bidding for.

To access the portal, click here [\(insert link\)](#). We have produced guidance on how to use BBGM, which is available here [\(insert link\)](#).

If you are having issues using BBGM then contact the Council by email at [vcs@towerhamlets.org.uk](mailto:vcs@towerhamlets.org.uk)

## Assessment

The organisational assessment is to see whether your organisation meets the standards the Council expects of organisations it supports with public funds.

The organisation assessment is based on an examination of the documents we ask you to provide and questions we ask on the application form. Please provide the most up to date versions of your documents.

**Please note:** The governance, local connection and managing money criteria are pass or fail, so if your organisation fails on any of these criteria, you will not be eligible for funding. However, if you do not have a safeguarding policy, equalities policy, or insurance then you will still be eligible for funding but we will agree a date with you when they need to be in place.

Criteria	Standard required	Evidence	Scoring
Governance	You must have a Constitution, Memorandum and Articles of Association or other recognised governance	You should submit a copy of your constitution or other governance document.	Pass/fail

	document that includes membership details and committee structure.		
Borough connection	Your organisation must be registered in Tower Hamlets, have a base in Tower Hamlets or be able to demonstrate a track record of successful service delivery within the borough	Provide your registered address, provide a copy of your rental agreement where you deliver activities (this should cover a period of at least one year) or provide other evidence that you have successfully delivered services in Tower Hamlets for at least two years.	Pass/fail
Managing money	Bank account in your organisations name	Name of bank account, sort code and account number	Pass/fail
Safeguarding children and adults at risk of abuse	If your organisation works with children and adults at risk of abuse, you must have an appropriate policy	Submit safeguarding policy.	Pass/fail
Equality and diversity	Your organisation must have an equality and diversity policy in place	Submit equality and diversity policy	Pass/fail
Insurance	Your organisation must have enough insurance cover for your activities, events, staff, premises, equipment, and vehicles	Submit copies of your insurance certificates	Pass/fail

## Project assessment

This section sets out the criteria we will use to assess your project proposals. All the questions require a written response.

**The Council will not consider funding any project which scores less than half the available score in any section.**

Criteria	Word count	Scoring guidance	Scores available
What outcomes do you want to achieve?	250 words	<p>Clearly outline the outcomes you aim to achieve through this capacity building project</p> <p>How will achieving these outcomes contribute to enhancing your organisations ability to meet the needs of residents?</p> <p>How will you know if you have achieved the outcomes and report the outcomes to us?</p>	20
What activities will you do to achieve the outcomes?	400 words	<p>Describe the activities you plan to undertake to achieve each of your stated outcomes</p> <p>Highlight any partnerships or collaborations you plan to engage in to support you</p>	40
Track record	300 words	<p>Describe how your organisation has delivered capacity building improvement to your organisation previously.</p> <p>If your organisation is new, demonstrate how individuals from your organisations have delivered improvements to their organisations capacity in previous roles.</p>	20
Budget and resources plan	250 words	<p>How much funding are you applying for?</p> <p>What will you spend the funding on?</p>	20

		Have you secured funding from any other sources?	
Total			100



# **Prospectus**

## **Mayor's Youth Empowerment Fund (YEF)**

### **2023 to 2027**

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## **1. Introduction**

- 1.1. The Council's vision is to support and invest in a thriving and diverse voluntary and community sector (VCS) to enable it to improve outcomes for Tower Hamlets residents.
- 1.2. The Youth Empowerment Fund (YEF) grant funding programme aims to further support the empowerment of young people aged 11-19 years old (extending up to 25 years old for young people with special educational needs or disabilities and young people leaving care) to design, deliver and evaluate projects that are beneficial to them and other young people in their local community. At the heart of this fund is that it is youth-led. It is all about projects for young people by young people with the guidance from a supporting organisation.
- 1.3. The purpose of this prospectus is to provide you with information on how to make an application to the Youth Empowerment Fund (YEF) grant programme and guidance on how to develop high quality applications.

## **2. What outcomes do we want to achieve?**

- 2.1. The desired outcomes of the Youth Empowerment (YEF) grant funding programme supports the strategic ambitions and outcomes set out in the [Strategic Plan 2022-2026](#). Below are a range of positive outcomes for young people which the grant funding aims to further support young people to achieve:
  - Further developing the aspirations, confidence and skills of young people involved in leading the project.
  - Challenging negative stereotypical mainstream portrayals of young people (e.g. celebrating the positive contributions of young people in the local community).
  - Promoting equality and diversity (e.g. celebrating the diversity of young people in the community and creating a fairer society for young people).
  - Developing peer education programmes whereby young people informally educate other young people about issues which are of priority and importance (e.g. wellbeing, peer influences, finance, inequality, knife crime, personal safety and social media).
  - Promoting the holistic health and wellbeing of young people (e.g. emotional wellbeing, mental health and physical health).

## **3. Eligibility**

- 3.1. Funding is available to:
  - Organisations with an income of below £150,000.
  - Voluntary and community organisations with a constitution.
  - Registered charities, including charitable incorporated organisations.

- Registered not-for-profit companies.
- Registered community interest companies.
- Faith-based groups, where the funding is for inclusive activity that is open to all.
- Organisations that can show a clear connection to Tower Hamlets.

### 3.2. Funding is not available to:

- Voluntary and community sectors organisations with an annual income of over £150,000.
- Individuals.
- Sole traders.
- Profit making companies.
- Political organisations.

## 4. How much money is available?

- 4.1. The total budget for the Mayor's Youth Empowerment Fund (YEF) grant programme is £250,000 per year.
- 4.2. Each group of young people can apply for up to a maximum amount of £3,500.
- 4.3. **Please note:** Your organisation can only receive one grant from this theme per financial year, which runs between 1st April to 31st March. However, if your application is unsuccessful, you can apply again in the same year.

## 5. What can the funding be used for?

- 5.1. Youth Empowerment Fund (YEF) grant funding can be used for:
- Expenses of young people participating in leading the project (e.g. travel and refreshments).
  - Staff wages associated with supporting young people's participation in the planning, delivering and evaluation of projects following a successful application.
  - Venue hire to support the planning, delivering and evaluation of projects.
  - Equipment and resources to support the delivery of projects.
  - Transport to support the delivery of projects.
  - Promotion and marketing.
  - Making projects accessible and inclusive for young people.
  - Insurance.

5.2. **Please note:** If you have an idea of something you would like us to fund and you are not sure if it meets the criteria, then please contact the team by emailing [ythlondon@towerhamlets.gov.uk](mailto:ythlondon@towerhamlets.gov.uk).

## 6. What can the funding not be used for?

6.1. Funding cannot be used for:

- Projects only planned, delivered and evaluated by adults.
- General operating costs such as rent, utilities or administrative costs.
- Long-term projects.
- Alcohol.
- Capital or major building works.
- General charitable appeals.
- To pay back debt or cover past expenditure.

## 7. Timeline

7.1. The Youth Empowerment Fund (YEF) will be open for applications 3 times per year. The bidding period for the fund will be **XX** weeks. The timetable for round 1 of the fund is outlined in the table below:

Timeframe	Milestone
	Applications open
	Closing date for applications
	Notification of whether your application has been successful or not

7.2. **Please note:** Please ensure you apply with plenty of time before your proposed project takes place so you know the outcome of your application before your event is due to take place. Please also consider any permissions you will need to deliver the event and ensure this is part of your planning process.

## 8. Bidding process

8.1. To apply, you will be required to complete an application form and provide us with information about your supporting organisation and details related to the project that you are requesting to fund.

8.2. All bids must be submitted using online forms via the Council's online portal, Blackbaud Grant Making (BBGM). The Council cannot accept submissions by email, by post or by hand.

- 8.3. Applications will be made on one form which has two sections. The first section is about your organisation and second section is about the project you're bidding for.
- 8.4. To access the portal, click here [\(insert link\)](#). We have produced guidance on how to use BBGM, which is available here [\(insert link\)](#).
- 8.5. The assessment and moderation of the Youth Empowerment Fund (YEF) grant funding programme will be managed by Young Tower Hamlets on behalf of the Council. Each grant application will be assessed by two officers as well as including the participation of a young person's panel in the decision-making process.

## 9. Organisation Assessment

- 9.1. The organisational assessment is to see whether your supporting organisation meets the standards the Council expects of organisations it supports with public funds.
- 9.2. The organisation assessment is based on an examination of the documents we ask you to provide and questions we ask on the application form. Please provide the most up to date versions of your documents.
- 9.3. **Please note:** The governance, local connection and managing money criteria are pass or fail, so if your organisation fails on any of these criteria, you will not be eligible for funding. However, if you do not have a safeguarding policy, equalities policy or insurance then you will still be eligible for funding, but we will agree a date with you when they need to be in place.

Criteria	Standard Required	Evidence	Scoring
Governance	You must have a Constitution, Memorandum and Articles of Association or other recognised governance document that includes membership details and committee structure.	You should submit a copy of your constitution or other governance document.	Pass/Fail
Borough connection	Your organisation must be registered in Tower Hamlets,	Provide your registered address, copy of your rental	Pass/Fail

	have a base in Tower Hamlets or be able to demonstrate a track record of successful service delivery within the borough.	agreement where you deliver activities (this should cover a period of at least one year) or provide other evidence that you have successfully delivered services in Tower Hamlets for at least two years.	
Managing money	Your organisations must have a bank account in your organisations name.	Name of bank account and sort code and account number.	Pass/Fail
Safeguarding children and adults at risk of abuse	If your organisation works with children and adults at risk of abuse, you must have an appropriate policy.	Submit safeguarding policy.	Pass/Fail
Equality and diversity	Your organisation must have an equality and diversity policy in place.	Submit equality and diversity statement.	Pass/Fail
Insurance	Your organisation must have enough insurance cover for your activities, events, staff, premises, equipment, and vehicles.	Submit copies of insurance certificates.	Pass/Fail

## 10. Project assessment

10.1. This section sets out the criteria we will use to assess your project proposals. All the questions require a written response.

10.2. **The Council will not consider funding any project which scores less than half the available score in any section or less than 50% overall.**

Criteria	Word count	Scoring guidance	Scores available
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Participation of Young People	250 Words	Describe how young people have led the development of this project proposal?	15
Aim & Outcome of Project	500 words	Describe the aim and desired outcome(s) of your proposed project?	20
Track Record	300 words	Please set out your organisations experince of delivering simialr project	15
Proposal of Project	500 words	Describe the detail of the proposed project? (e.g. dates, times, locations, project description and number of participants).	15
Equality, Diversity and Inclusion	400 words	What steps will you and the supporting organisation take to ensure that the project is inclusive for young people?	10
Health & Safety	300 words	What steps will you and the supporting organisation take to ensure that the relevant health & safety measures have been undertaken (e.g. risk assessments, incident & accident reporting, parents/carers consent)	10
Budget and resources plan	250 words	How much funding are you applying for and what will the funding be spent on?	15



# **Prospectus**

## **Mayor's Positive Activities for Young People (PAYP)**

**2023 to 2027**

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## 1. Introduction

- 1.1. The Council's vision is to support and invest in a thriving and diverse voluntary and community sector (VCS) to enable it to improve outcomes for Tower Hamlets residents.
- 1.2. The Positive Activities for Young People (PAYP) grant funding programme aims to further support voluntary and community sector organisations to deliver a diverse range of positive activities and experiences during school holiday periods for young people aged 11-19 years old (extending up to 25 years old for young people with special educational needs or disabilities and young people leaving care). This contributes towards providing Tower Hamlets young people with somewhere safe to go, something positive to do and someone to talk with during school holiday periods.
- 1.3. The purpose of this prospectus is to provide you with information on how to make an application to the Positive Activities for Young People grant programme and guidance on how to develop high quality applications.

## 2. What outcomes do we want to achieve?

- 2.1. The desired outcomes of the Positive Activities for Young People grant funding programme supports the strategic ambitions and outcomes set out in the [Strategic Plan 2022-2026](#). Below are a range of positive outcomes for young people which the grant funding aims to further support the voluntary and community sector to achieve:
  - Alleviating the impact of the cost-of-living crisis and poverty upon young people and their families during school holiday periods through the provision of access to free positive activities and free healthy foods.
  - Promoting the holistic health and wellbeing of young people (e.g. emotional wellbeing, mental health and physical health) through participating in positive activities and experiences.
  - Creating greater safety for young people vulnerable to being impacted by harm outside the home (e.g. exploitation, violence and crime) by concentrating the delivery of positive activities for young people between the hours of 3-9pm which is the vicinity in which the most serious incidents and offences occur.
  - Increasing the access to and participation of disadvantaged and vulnerable groups including young people who identify as:
    - Black, Asian & Multi Ethnic
    - Girls
    - Lesbian, gay, bisexual and transgender (LGBTQIA+)
    - Special educational needs or disabilities
    - Young people looked after and/or leaving care
    - Young Carers
  - Support young people's post-16 destination and transition into further employment, training and education.

- Reducing social isolation and improving wellbeing through providing opportunities for young people to meet outside of school and with other young people from different backgrounds as part of enabling community cohesion.
- Connecting young people with other accessible services for young people based upon their interests and skills (e.g. sports, dancing, drama, digital etc) beyond the school holidays.

### 3. Eligibility

#### 3.1. Funding is available to:

- Organisations with an income of below £150,000.
- Voluntary and community organisations with a constitution.
- Registered charities, including charitable incorporated organisations.
- Registered not-for-profit companies.
- Registered community interest companies.
- Faith-based groups, where the funding is for inclusive activity that is open to all.
- Organisations that can show a clear connection to Tower Hamlets.

#### 3.2. Funding is not available to:

- Voluntary and community sectors organisations with an annual income of over £150,000.
- Individuals.
- Sole traders.
- Profit making companies.
- Political organisations.
- Religious activities - the Council will not fund activities that propagate a particular faith or faiths.

### 4. How much money is available?

4.1. The total budget for the Mayor's Positive Activities for Young People grants programme is £250,000 per year.

4.2. You can apply for up to a maximum amount of £6,000.

4.3. **Please note:** Your organisation can only receive one grant from this theme per financial year, which runs between 1st April to 31st March. However, if your application is unsuccessful, you can apply again in the same year.

## 5. What can the funding be used for?

5.1. Positive Activities for Young People grant funding can be used for:

- Staff wages associated with the planning, delivery and evaluation of positive activities for young people delivered during school holidays.
- Venue hire to support the delivery of positive activities for young people during school holidays.
- Equipment and resources to support the delivery of positive activities for young people.
- Transport to support the delivery of positive activities for young people.
- Providing positive activities including on-site and off-site activities (e.g. adventures away from home such as residential).
- Food.
- Promotion and marketing.
- Making positive activities accessible and inclusive for young people.
- Insurance.

5.2. **Please note:** If you have an idea of something you would like us to fund and you are not sure if it meets the criteria, then please contact the team by emailing [ythlondon@towerhamlets.gov.uk](mailto:ythlondon@towerhamlets.gov.uk).

## 6. What can the funding not be used for?

6.1. Funding cannot be used for:

- General operating costs such as rent, utilities or administrative costs.
- Long-term projects.
- Alcohol.
- Capital or major building works.
- General charitable appeals.
- To pay back debt or cover past expenditure.

## 7. Timeline

7.1. The Positive Activities for Young People Fund will be open for applications 3 times per year. The bidding period for the Positive Activities for Young People fund will be 6 weeks. The timetable for round 1 of the fund is outlined in the table below:

Timeframe	Milestone
	Applications open
	Closing date for applications

Timeframe	Milestone
	Notification of whether your application has been successful or not

- 7.2. **Please note:** Please ensure you apply with plenty of time before your proposed activities takes place so you know the outcome of your application before your event is due to take place. Please also consider any permissions you will need to deliver the event and ensure this is part of your planning process.

## 8. Bidding process

- 8.1. To apply, you will be required to complete an application form and provide us with information about your organisation and details related to the positive activities for young people that you are requesting to fund.
- 8.2. All bids must be submitted using online forms via the Council's online portal, Blackbaud Grant Making (BBGM). The Council cannot accept submissions by email, by post or by hand.
- 8.3. Applications will be made on one form which has two sections. The first section is about your organisation and second section is about the project you're bidding for.
- 8.4. To access the portal, click here [\(insert link\)](#). We have produced guidance on how to use BBGM, which is available here [\(insert link\)](#).
- 8.5. The assessment and moderation of the Positive Activities for Young People grant funding programme will be managed by Young Tower Hamlets on behalf of the Council. Each grant application will be assessed by two officers as well as including the participation of a young person's panel in the decision-making process.

## 9. Organisation Assessment

- 9.1. The organisational assessment is to see whether your organisation meets the standards the Council expects of organisations it supports with public funds.
- 9.2. The organisation assessment is based on an examination of the documents we ask you to provide and questions we ask on the application form. Please provide the most up to date versions of your documents.
- 9.3. **Please note:** The governance, local connection and managing money criteria are pass or fail, so if your organisation fails on any of these criteria, you will not be eligible for funding. However, if you do not have a safeguarding policy,

equalities policy or insurance then you will still be eligible for funding, but we will agree a date with you when they need to be in place.

<b>Criteria</b>	<b>Standard Required</b>	<b>Evidence</b>	<b>Scoring</b>
Governance	You must have a Constitution, Memorandum and Articles of Association or other recognised governance document that includes membership details and committee structure.	You should submit a copy of your constitution or other governance document.	Pass/Fail
Borough connection	Your organisation must be registered in Tower Hamlets, have a base in Tower Hamlets or be able to demonstrate a track record of successful service delivery within the borough.	Provide your registered address, copy of your rental agreement where you deliver activities (this should cover a period of at least one year) or provide other evidence that you have successfully delivered services in Tower Hamlets for at least two years.	Pass/Fail
Managing money	Your organisations must have a bank account in your organisations name.	Name of bank account and sort code and account number.	Pass/Fail
Safeguarding children and adults at risk of abuse	If your organisation works with children and adults at risk of abuse, you must have an appropriate policy.	Submit safeguarding policy.	Pass/Fail
Equality and diversity	Your organisation must have an equality and diversity policy in place.	Submit equality and diversity statement.	Pass/Fail

Insurance	Your organisation must have enough insurance cover for your activities, events, staff, premises, equipment, and vehicles.	Submit copies of insurance certificates.	Pass/Fail
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## 10. Project assessment

10.1. This section sets out the criteria we will use to assess your project proposals. All the questions require a written response.

10.2. **The Council will not consider funding any project which scores less than half the available score in any section or less than 50% overall.**

Criteria	Word count	Scoring guidance	Scores available
Aim & Outcome of Positive Activities for Young People	300 words	Describe the aim and desired outcome(s) your proposed positive activities for young people?	20
Proposal of Positive Activities for Young People	500 words	Describe the detail of the proposed positive activities for young people? (e.g. dates, times, locations, activities, number of participants).	20
Track record	300 words	Describe your organisations experience of delivering similar activities.	15
Equality, Diversity and Inclusion	400 words	What steps will your organisation take to ensure that the positive activities for young people are inclusive?	10
Workforce	300 words	How will the organisation ensure that the proposed positive activities for young people are facilitated by appropriately skilled and qualified individuals relevant to the activities and needs of young people?	10
Health & Safety	300 words	What steps will your organisation take to ensure that	10



		the relevant health & safety measures have been undertaken (e.g. risk assessments, incident & accident reporting, parents/carers consent)	
Budget and resources plan	250 words	How much funding are you applying for and what will the funding be spent on?	15

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# Equality Impact Analysis Screening Tool

## Section 1: Introduction

<b>Name of proposal</b> For the purpose of this document, 'proposal' refers to a policy, function, strategy or project
Small Grants Programme
<b>Service area and Directorate responsible</b>
Corporate Strategy & Communities
<b>Name of completing officer</b>
Craig Morbey, Strategy and Policy Lead
<b>Head of Service</b>
Afazul Hoque, Head of Corporate Strategy & Communities

**The Equality Act 2010 places a 'General Duty' on all public bodies to have 'due regard' to the need to:**

- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act
- Advance equality of opportunity between those with 'protected characteristics' and those without them
- Foster good relations between those with 'protected characteristics' and those without them

This Equality Impact Analysis provides evidence for meeting the Council's commitment to equality and the responsibilities outlined above. For more information about the Council's commitment to equality, please visit the Council's [website](#).

## Section 2: Summary of proposal being screened

Describe the proposal including the relevance of proposal to the general equality duties and protected characteristics under the Equality Act 2010

The Council has a vision to support a thriving and diverse voluntary and community sector that improves outcomes for communities. In March 2023 Cabinet approved a new Grants Policy & Outcomes. This consists of three funds: Mayor's Community Grants Programme, Small Grants Programme and Emergency Grant Fund.

The Small Grants Programme will provide £800,000 of annual funding to the voluntary and community sector across five different themes. The table below outlines the grants and budgets.

Grant	Annual Budget	Maximum amount per award	Number of awards per year
<b>Mayor &amp; Young Mayors - Youth Empowerment Fund –</b> Support young people to design, bid and deliver projects for their peers	£250,000	£3,500	1
<b>Mayor's Positive Activities for Young People –</b> Support activities during school holidays	£250,000	£6,000	1
<b>Community events –</b> Support events that brings communities together, celebrate our diversity, national and regional celebrations	£100,000	£2,500	1
<b>Mayor's Capacity Building Programme –</b> Support organisational development which strengthens local organisations' ability to deliver services	£100,000	£2,500	1
<b>Community chest -</b> Very small grants to support community events and activities	£100,000	£500	2

The proposal will not have any direct impact on protected characteristics under the Equality Act 2010.

However, the funding will ensure that voluntary and community sector organisations who are supporting groups with protected characteristics can access funding to continue supporting them. As part of the grant award process the Council will ensure a diverse sections of the community benefit.

## Section 3: Equality Impact Analysis screening

<p>Is there a risk that the policy, proposal or activity being screened disproportionately adversely impacts (directly or indirectly) on any of the groups of people listed below?</p> <p>Please consider the impact on overall communities, residents, service users and Council employees.</p> <p>This should include people of different:</p>	Yes	No	Comments
<ul style="list-style-type: none"> <li>▪ <b>Sex</b></li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ <b>Age</b></li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ <b>Race</b></li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ <b>Religion or Philosophical belief</b></li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ <b>Sexual Orientation</b></li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ <b>Gender re-assignment status</b></li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ People who have a <b>Disability</b> (physical, learning difficulties, mental health and medical conditions)</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ <b>Marriage and Civil Partnerships</b> status</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<ul style="list-style-type: none"> <li>▪ People who are <b>Pregnant</b> and on <b>Maternity</b></li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<p>You should also consider:</p> <ul style="list-style-type: none"> <li>▪ <b>Parents and Carers</b></li> <li>▪ <b>Socio-economic</b> status</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

<ul style="list-style-type: none"> <li>▪ People with different <b>Gender Identities</b> e.g. Gender fluid, Non-binary etc.</li> <li>▪ Other</li> </ul>			
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If you have answered **Yes** to one or more of the groups of people listed above, a **full Equality Impact Analysis is required**. The only exception to this is if you can 'justify' the discrimination (Section 4).

## Section 4: Justifying discrimination

Are all risks of inequalities identified capable of being justified because there is a:	
(i) <i>Genuine Reason</i> for implementation	<input type="checkbox"/>
(ii) The activity represents a <i>Proportionate Means</i> of achieving a <i>Legitimate Council Aim</i>	<input type="checkbox"/>
(iii) There is a <i>Genuine Occupational Requirement</i> for the council to implement this activity	<input type="checkbox"/>

## Section 5: Conclusion

Before answering the next question, please note that there are generally only two reasons a full Equality Impact Analysis is not required. These are:

- The policy, activity or proposal is likely to have **no or minimal impact** on the groups listed in section three of this document.
- Any discrimination or disadvantage identified is **capable of being justified** for one or more of the reasons detailed in the previous section of this document.

### Conclusion details

Based on your screening does a full Equality Impact Analysis need to be performed?

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you have answered **YES** to this question, please complete a full Equality Impact Analysis for the proposal

If you have answered **NO** to this question, please detail your reasons in the 'Comments' box below

Comments
<p>The prospectus for the small grants sets out the types of provision the Council is seeking to deliver through the programme. This will benefit a wide section of the community. The grants award process will consider the needs of the diverse community and ensure they reach all sections of the community.</p>