

# MAYOR'S EXECUTIVE DECISION MAKING

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Wednesday, 7 August 2013

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Mayor's Decision Log No. 34

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1. **COMMUNITY CHEST AND COMMUNITY EVENTS FUND 2012-14 -  
RESPONSE TO CALL-IN (Pages 1 - 52)**

If you require any further information relating to this meeting, would like to request a large print, Braille or audio version of this document, or would like to discuss access arrangements or any other special requirements, please contact: John S. Williams, Service Head, Democratic Services

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**LONDON BOROUGH OF TOWER HAMLETS**

**PROFORMA:**

**MAYORAL DECISION SUBJECT TO CALL-IN AND REFERENCE BACK**

**Mayoral Decision Log No:** 034

**Title:** Community Chest and Community Events Fund 2012-14

**Is this a Key Decision:**

No

**UNRESTRICTED / RESTRICTED:**

Unrestricted

**DATE OF OVERVIEW AND SCRUTINY COMMITTEE:**

*23 July 2013*

**DECISION OF THE OVERVIEW AND SCRUTINY COMMITTEE:**

*To refer the above decision back to the Mayor for further consideration.*

**REASONS FOR THE REFERENCE BACK**

*The Call-in requisition in relation to the above decision set out the following reasons for the call-in:-*

- Inadequate level of consultation and assessment with regard to certain applications.
- The decision states that the projects "represents benefits to a good cross section of the Tower Hamlets Community".
- There is a focus and providing money to media groups and organisations which should be independent and self sufficient.

- In view of the Ofcom judgement of January 21<sup>st</sup> regarding Channel S and Tower Hamlets, the awarding of a grant to Channel S for an awards ceremony is hardly of benefit to the wider Tower Hamlets Community.

### **ALTERNATIVE ACTION RECOMMENDED BY THE OVERVIEW AND SCRUTINY COMMITTEE (IF ANY)**

*The Call-in requisition proposed the following alternative action in relation to the Mayor's decision:-*

Overview and Scrutiny is asked to refer this back to the Mayor for further consideration.

### **ANY OTHER COMMENTS**

*The OSC had before them the Mayoral Decision Pro-forma considered and signed by the Mayor (published 20 June 2013) and the "Call In" Requisition signed by six Councillors (declared valid 27 June 2013).*

*The Overview and Scrutiny Committee considered the call-in request which was presented by Councillor Peter Golds.*

Councillor Golds summarised the reasons for "calling in" the Mayoral Decision, outlining the key concerns of the "Call-in" Members, and setting out the action sought from the OSC to address these as follows:

- The latest round of Community Chest grants had been decided in secret and had not been made properly public.
- With reference to grant CE-52, Channel S Television Ltd., much was known about its founder, who had served a prison term for fraud but was still attached to the Channel. OfCom had made a devastating attack against Channel S and had stated that its operating licence would have been withdrawn had it not briefly been off the air while ownership had been handed over to another party.
- Channel S were beneficiaries of the Borough and were building up a large property portfolio. They had somehow taken ownership of Poplar Town Hall for £800,000, whilst the property would be worth millions if put on the open market with planning permission.
- Channel S had been given £5,000 of public money to hold an awards ceremony and dinner. He and the "Call-In" Members were at a loss to understand why the Council was directing money at this organisation and felt that the Mayor should take back the report for further consideration. The grant to Channel S should be deleted.

Councillor Golds subsequently responded to questions from the OSC as follows:

- Funding of the grants process as a whole deserved scrutiny and many organisations looked as though they were connected to the present

Administration. However, the Channel S grant should be examined specifically.

- The case for agreeing a grant for Channel S had not been well argued and other cases for similar amounts or less had been turned down.

Councillor Alibor Choudhury, Cabinet Member for Resources indicated that he would do his best to deal with any matters raised by the Committee. He responded to the concerns raised by the "Call-in" Members and subsequently responded to questions from the OSC summarised as follows:

- Responded to the points in the Call In requisition:
  - Inadequate level of consultation and assessment with regard to certain applications. *Councillor Choudhury recalled that the actual application and supporting information had been on the Council's website for several months. Officers had always been on hand to provide advice and the assessment process for this small grant had been quite rigorous. Due diligence had been applied and the application was checked for eligibility. Officers had always been present during the process and the decisions of the Corporate Grants Programme Board had been recorded.*
  - The decision states that the project "represents benefits to a good cross section of the Tower Hamlets Community". *Responded that the grants process showed that events were being arranged by people representing various parts of the community and these should be brought together so that the Borough was seen as one community as a whole.*
  - There is a focus and providing money to media groups and organisations which should be independent and self-sufficient. *Responded that this was just match-funding and was a small contribution for putting on such a beneficial show for the Borough.*
  - In view of the Ofcom judgement of January 21<sup>st</sup> regarding Channel S and Tower Hamlets, the awarding of a grant to Channel S for an awards ceremony is hardly of benefit to the wider Tower Hamlets community. *Responded that the Ofcom judgement was not a factor in the grants assessment process.*
- In a period when the Borough was having to reduce expenditure, why were Council Tax payers having to fund an awards dinner for the benefit of prominent members of the Asian community and what benefits would this bring to ordinary people? *Responded that, in the current economic times, people needed the chance to network and get together to build up the community.*
- Application CC116 was described as "muddled and confusing with no clear description of the benefits to the community". However, a grant of £2,000 had been awarded. Application CC118 was a private venture and had not been awarded funding. Channel S was a private venture, so why had they been allocated funding – what process had been involved in this decision? Application CC135 related to an organisation that already received mainstream grants and S106 funding, so did not receive money. Were all organisations checked out about receiving other funds? *Martin Ebbs, Interim Manager, Third*

*Sector Team, responded that Officers' recommendations had been as they stood and the Mayor in signing off grant funding had made statements regarding his own judgements about organisations. Normally, limited companies would not be grant-funded but Channel S was an award ceremony match-funded by other organisations such as the Canary Wharf Group, who were making awards to significant business people. All applications were certainly checked for receipt of mainstream grants and other funding.*

- The Chair asked if there was a written policy on allocations to the private and voluntary sectors and how this related if events were made by run-for-profit organisations. *Councillor Choudhury responded that documentation could be circulated later and the Chair asked that this be made available to Members prior to the next Cabinet meeting.*
- The Chair further asked about the principle whereby organisations had been awarded grants based on the Mayor's perceptions of community benefit that Officers had not perceived. *Dave Clark, Acting Service Head, Resources, responded that he would provide Members with a reply and the Chair added that this should also be made available before the next Cabinet meeting.*
- Councillor Choudhury asked whether, if an actual process were under discussion, it was normal to relate this mainly to one organisation. David Galpin, Head of Legal Services (Community), confirmed that this was within the Committee's powers and it was appropriate for the Committee to question one element. The Chair added that earlier questions had led to the Committee looking into wider aspects of the process.

A discussion then followed which focused on the following points:-

- It was accepted that the Mayor could make decisions against Officer recommendations but there needed to be clear advice as to why such decisions were made. Members did not understand whether private sector organisations were eligible or not eligible and clarification was needed.
- Members expressed the view that the whole assessment process needed scrutiny from the aspect of ensuring due diligence was applied and that the Mayor's decision-making was more transparent. A big issue of the process also related to why some organisations were not funded or given the opportunity to communicate and compete properly.
- A factor as to whether or not grant allocation was appropriate related to historical funding, in that an organisation operating for over 20 years in the Borough was no longer funded as it was perceived to be engaging with individuals and parties in the Borough.
- Other projects offering employment, etc., had been awarded less money while Channel S, a self-sufficient organisation, had been given £5,000. This called into question whether such allocations were proportionate and transparent.

In summarising, the Chair referred to the following paragraph in the Mayor's decision statement:

"Although officers may come to the view that an application is poor and/or that it should not receive funding, there are from time to time cases where, when taking account of wider circumstances, projects are worth supporting in view of the perceived potential community benefits."

The Chair added that Officers had agreed to provide details of which organisations had been included under that paragraph and concerns had been raised on the questions of:

- The eligibility of private and not-for-profit bodies, as in the case of Channel S, an event might have been not for profit but the organisation holding the event was private sector.
- What constituted local community organisations?
- The matter of transparency and due diligence in assessing grant applications and the perception that this had not been undertaken in a sufficiently open manner.
- The matter of organisations whose applications included information deemed poor by Officers but grant had still been awarded – details should be provided of where the Mayor had made a decision to go against officer advice and fund an organisation and what the rationale of the Mayor was in making this decision.

*Following discussion, the Overview and Scrutiny Committee made the following Decision.*

**Decision**

1. To refer the decision of the Mayor outside Cabinet back to the Mayor for further consideration for the reasons detailed above;

**DECISION OF THE MAYOR**

I have reconsidered my decision Log No. 034 "Community Chest and Community Events Fund 2012-2014" in the light of the information provided by the Overview and Scrutiny Committee at its meeting on 23 July 2013 as set out above.

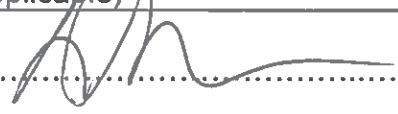
Having taken into account all of the relevant information I have decided to:-

✓ (a) Confirm my decision, of 19 June 2013, published on 20 June 2013, on the matter\*; ~~✓~~

~~(b) Amend my decision, of 19 June 2013, published on 20 June 2013, on the matter as follows\*:-~~


.....  
.....

(\* Delete as applicable)

Signed .....		Date .....	05/08/13
Mayor Lutfur Rahman			

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<b>Individual Mayoral Decision Proforma</b>	 <b>TOWER HAMLETS</b>
Decision Log No: (To be inserted by Democratic Services) 0034	
<b>Report of:</b> Aman Dalvi, Corporate Director Development and Renewal	<b>Classification:</b> Unrestricted
<b>Community Chest and Community Events Fund 2012-14</b>	

<b>Is this a Key Decision?</b>	<b>No</b>
<b>Decision Notice Publication Date:</b>	(Report author to state date of decision notice – either individual notice or within the Forward Plan)
<b>General Exception or Urgency Notice published?</b>	<b>Not required</b> (Report author to delete as applicable)
<b>Restrictions:</b>	(If restricted state which of the exempt/confidential criteria applies)

## EXECUTIVE SUMMARY

- 1.1 The purpose of this report is to seek a mayoral decision to approve the Community Chest and Community Events grants awards in Appendices 1 & 2 as recommended by the Corporate Grants Programme Board at its meeting of 11 June 2013.
- 1.2 The approval sought is not regarded as a key decision for the following reasons.
- 1.3 The amount of funds being proposed in this round of awards is insufficient compared with the overall amount of third sector grants. In the current financial year, total awards amount to £6.8m.
- 1.4 The Community Chest and community events grant awards currently proposed together total some £159,410. This represents less than 2.5% of grant awards in the current year.
- 1.5 Individual projects that make up these awards are not significant in themselves given that they are not targeted at any one specific group. Furthermore, the maximum award in each individual case is: £10,000 for Community Chest projects and £5,000 for Community Events initiatives.
- 1.6 The approach for allocating the Community Chest Fund and the Community Events Fund was considered at a meeting of MABSARP on 7<sup>th</sup> July 2012. It was confirmed that the Community Chest Fund would

total £250,000 in 2012/13 and £338,000 in 2013/14 and that a one-off £100,000 had been identified for the Community Events Fund. The funds were launched in October 2012.

1.7 Since the launch of the two funds:

- a) 150 Community Chest Fund applications have been received and assessed, with a total value of recommended awards of £394,212 (including the £93,000 for which approval is currently being sought) out of total amounts requested of £1.3m.
- b) 80 Community Events applications have been received and assessed, with a total value of recommended awards of £134,600 (including the £66,450 for which approval is currently being sought) out of total amounts requested of £344,263.

The table below summarises the current position.

	Community Chest	Community Events
Budget 2012-13	£250,000	£100,000
Budget 2013-14	£338,000	
Total 2012-14	£588,000	£100,000
Proposed Awards Phase 1 April 2013	£301,212	£68,150
Proposed Awards Phase 2 June 2013	£93,000	£66,410
Total Awards	£394,212	£134,560
Remaining funds available 2013-14	£193,788	-£34,560

- 1.8 The Community Events fund has proved highly popular with local community groups and has become heavily over-subscribed. At the Corporate Grants Programme Board held on 11th June 2013 it was proposed that £164,000 would be transferred from the Community Chest fund to the Community Events fund in order to meet the shortfall of available Community Events funds over current funding awards and to replenish the overall fund by £130,000.
- 1.9 In parallel, the Corporate Grants Programme Board held on 11th June 2013 also proposed and that the Community Chest programme would be suspended pending a review of its scope and decisions over its future funding. Just under £30,000 would be held in reserve in the meantime.
- 1.10 Details of applications received for which awards are recommended are summarised in Appendices 1 & 2 below.

- 1.11 Decisions on the proposed awards related to these applications are now required in order that the Council is able to meet its commitment to making grants available to successful organisations, to enable all applicants to be notified of the outcome of their applications and for initial stage payments for applications that have been recommended for awards to be processed.

#### **DECISION SOUGHT**

The Mayor is recommended to:

- 2.1 Agree the awards for Community Chest Funding totalling £93,000 as proposed at the Corporate Grants Programme Board on 11th June 2013 and set out in Appendix 1.
- 2.2 Agree the recommended awards for Community Events Funding totalling £66,450 as proposed at the Corporate Grants Programme Board on 11th June 2013 and as set out in Appendix 2.
- 2.3 Agree to the transfer of £164,000 from the Community Chest fund to the Community Events fund.
- 2.4 Agree to the temporary suspension of the Community Chest fund.

**APPROVALS**

**1. (If applicable) Corporate Director proposing the decision or his/her deputy**

I approve the attached report and proposed decision above for submission to the Mayor. The attached report has been approved by the Corporate Grants Programme Board for approval by the Mayor. This paper requests the Mayor to approve the proposals.

Signed .....  ..... Date ..... 17/6/2013

**2. Chief Finance Officer or his/her deputy**

I have been consulted on the content of the attached report which includes my comments.

Signed .....  ..... Date ..... 17/6/13

**3. Monitoring Officer or his/her deputy**

I have been consulted on the content of the attached report which includes my comments.

(For Key Decision only – delete as applicable)

I confirm that this decision:-

- (a) has been published in advance on the Council's Forward Plan OR
- (b) is urgent and subject to the 'General Exception' or 'Special Urgency' provision at paragraph 18 or 19 respectively of the Access to Information Procedure Rules.

Signed .....  ..... Date ..... 19/6/13

**4. (If the proposed decision relates to matters for which the Head of Paid Service has responsibility) Head of Paid Service**

I have been consulted on the content of the attached report which includes my comments where necessary.

Signed ..... Date .....

**5. Mayor**

I agree the decision proposed above for the reasons set out in the attached report.

Signed .....  ..... Date ..... 19/06/13

## DECISION

I have considered the above information and advice on the award of the Community Chest and Community Events grants as detailed in the report.

I have considered whether or not this is a Key Decision under Article 13 of the Constitution. In making this decision I am of the view that:-

- The applications for the Community Chest are for a maximum award of £10,000 and for the Community events a maximum of £5,000.
- The funding decisions are not of such import to result in substantial public interest.
- The total funding for these awards represents less than 2.5% of the grant awards in the current year.

In light of the above and taking all other considerations in to account, I am content that the decision to make the awards as recommended by the Corporate Grants Board is a non key decision.

I have decided to accept the recommendation of the Corporate Grants Board and I agree that the awards as detailed in the Appendices to the report are made to the stated groups.

In considering those recommendations I have questioned four Community Chest funding applications where the proposed funding awards, as listed in Appendix 1 had negative comments originating from programme officers against them.

Although officers may come to the view that an application is poor and/or that it should not receive funding, there are from time to time cases where, when taking account of wider circumstances, projects are worth supporting in view of the perceived potential community benefits.

I have therefore asked officers to ensure arrangements are in place to put processes in place to support those organisations through increased due diligence, requests for clarification or additional information. Alternatively, issues may be dealt with through the grant negotiation process, whereby conditions are placed on the funding.

My decision is based on the following reasons:-

- The applications have been assessed in accordance with the processes for Corporate Grants and is recommended by the Corporate Grants Board.
- The projects represent benefits to a good cross section of the Tower Hamlets community.

Signed .....

Executive Mayor

11/6/13

10/10/10



## Appendix 1: Proposed Awards, Community Chest Fund June 2013

Community Chest					
	Organisation	Amount requested	Activities/Services/Equipment or Outputs	Proposed Award	Comments
CC-109	Amani Foundation - 56- Nelson St. E1 2DE	£9,900	(1) Refurbishment work (2) Office chairs	£0	Funds requested for refurbishment work and chairs but insufficient detail provided on breakdown of costs. Organisation can be asked to re-submit.
CC-110	Wapping Bangladesh Association - Tench Street, London E1 2QD	£10,000	(1) Equipment & materials (2) Learning computer for volunteers (3) ICT for supplementary classes (4) Service & cost of photocopying learning materials	£2,000	Application is to fund strengthening the core infrastructure and capability of the organisation, but request for professional fees and staff costs is not justified.
CC-111	Docklands Youth Services - The Space, 269 Westferry road, London E14 3RS	£9,600	(1) Professional fees - admin, secretarial, accounting	£0	Application requires a more detailed explanation of administrative cost items.
CC-112	Island Gardens Residents Association - Calders Wharf community Centre E14 3GA	£20,000	(1) Salaries (2) annual water, gas, electricity, refuse bills	£5,000	Appears to be a useful service for local community but application is very poor and indicates very high costs. Applicant should be asked to re-submit.
CC-113	Stepney Football Club - The Space, 269 Westferry road, London E14 3RS	£10,000	1. pc, printer, software - £1,200 2. Website - £300 3. MC members training - £2,000 4. FA L1 training - £2,500 5. Quality finance System training - £1,000 6. Tracking system training - £1,000 7. Business Plan - £2,000	£4,000	A good proposal for useful work with young people in the community. Should be referred to TH CVS Management Committee training
CC-114	The East London Pension Group - St. James the Less Church, St. James Ave., BG, E2 9JD	£20,000	1. Hire costs 2. Refreshments, 3. entertainment	£2,000	Applicant is asking for a small sum of money to fund a coach trip for vulnerable pensioners. Items of expenditure are outside CCF Fact sheet remit. Org should be referred to Adult Health and Well Being
CC-115	Somali Community Enterprises CIC - Hadrian Estate, Hackney Rd., E2 7AS	£9,717	1. equipment & materials - £2,457 2. Hire costs - £500 3. Professional fees - £5,000 4. Workshops - £200 5. Director's travel expenses - £780 6. Project revenue costs - £780	£0	The organisation is not suitably established for funding. The activities proposed will duplicate work being done by other Somali organisation in the borough. Also, level of funding requested seems unreasonable.
CC-116	E-mply Agency Ltd - 570 Roman Rd., Bow, London	£4,783	1. Equipment and materials - £4,783	£2,000	The application is muddled and confusing with no clear description of the benefits to the community and conflicting descriptions of the use of the funding. We should also not fund projects that rely on loans.
CC-117	Mind Your Language International CIC - 25 William Guy Gdns, E3 3LF	£4,530	1. Equipment - £2110 2. CRB checks 0-£216 3. Office furniture - £510 4. Website development - £700 5. Training - £994	£0	Youth Services provide adequate funding for work with young people during the summer and other holiday periods. This organisation would be duplicating that work.
CC-118	London Academy of Contemporary Studies (LACS) - 12, Vallance Road, E1 5HR	£10,000	1. Salary £8,850 2. Admin £500 3. marketing - £1,000 4. Website £1,000	£0	This is a private venture and ineligible for funding. The standard of the applicant's English for an English teaching organisation is poor. Costs and match funding are inadequately explained. The organisation has little track history.
CC-119	Change for Good (CFG) - 304 Commercial Rd. E1 2PY	£4,050	1. equipment and materials - £1,000 2. Hire costs - £200 3. Professional fees - £1,100 4. Insurance - £250 5. Business Plan - £1,500	£0	The applicant does not give a clear account of what it will do to support the community. There is lots of support for the Bangladeshi community in Shadwell, further augmented by the new Unite the Union project funded by MSG. The



Community Chest					
	Organisation	Amount requested	Activities/Services/Equipment or Outputs	Proposed Award	Comments
					organisation could procure most of the services it needs from TH CVS
CC-120	TH Badminton Club Unit 1-3, 17 Plumbers Row, E1 1EQ	£9,980	1. Equipment - £4002. Hire costs - £1,600 3. Professional fees - £2,3000, 4. Workshops - 3900, 5. Youth coaching event - £2,800 6. Salary - £1,540 7. First Aid materials - £330	£1,500	The project will all to the boroughs opportunities for sports and also be in line with the Community strand of Healthy Living.
CC-121	Play Association Tower Hamlets - Unit 1-3, 17 Plumbers Row, E1 1EQ	£2,830	1. PQASSO L2 - £2,250 2. Laptop with licence - £580	£1,500	A straightforward application for an eligible activity by an established organisation. The funding requested is reasonable.
CC-122	Three Sisters Care - St. George's Town Hall, 236 Cable st. E1 OBL	£10,000	1. Equipment & materials - £2,040 2. Hire costs - £1,200 3. Trainers/advisors - £4,400 4. Co-ordinators - £2,160 5. Overheads - £1,170 6. Catering - £ 800 7. Webhosting/domain - £150	£1,000	A good project addressing the skills shortage common to many inner London boroughs. It will provide opportunities for a beneficiary group which will find a route to sustainable employment. It deserves to be supported subject to providing more information about the content of the training and the accreditation involved. Re the other projects proposed, more information is required. Org should be asked to submit a Business plan for these activities explaining further the need, demand and modus operandi of these schemes.
CC-123	The Yard Theatre LTd - Unit2A, Queens yard, White Post Lane, E9 5EN	£9,918	1. Equipment & materials - £650 2. Professional fees - £1,603 3. Project co-ordinator - 35,376 4. Volunteer expenses - £2,000 5. Contingency - £289	£0	The work done by this project duplicates work done by organisations that are being funded by Mainstream Grants
CC-124	Milestone - 76 Grundy St. London E14 6AE	£6,528	1. project management - £2,520 2. Refreshments/Volunteer costs - £250 3. Overheads - £300 4. 2 laptops - £800, 2 iPads - £950, Identity branding - £500 5. Training - £300 6. Professional fees - £1,200	£0	Applicant does not say how the project will benefit the community and its bonafides are unconvincing
CC-125	TH Federation of TRAs - Unite Community Centre, 236 Cable Street, London E	£10,000	1. Equipment & materials - £1,400 2. Hire costs - £400 3. Professional fees - £600 4. Salaries - £21,857 5. Conference - £600 6. Insurance - £350	£2,000	The award will enable the organisation to meet some of its office equipment requirements to enable it to function more efficiently.
CC-126	Half Moon Young People's Theatre - 43 Whitehorse rd, E1 0ND	£2,750	1. equipment & materials - £4,500	£1,000	The organisation is doing useful work and is asking for a modest sum of money for a specific purpose.
CC-127	Film Education - BradyArts Centre, 192-196 Hanbury St, E1 5H	£9,583	1. Staff training - £3,201 2. Equipment - £6,382	£1,000	Funding award should be conditional on beneficiaries being Tower Hamlets residents only
CC-128	City Steps Guided Tours St. Margaret's House, 21 Old Ford	£2,630	1. Equipment - £199 2. Hire costs - £525 3. Professional fees - £1,500 4. Volunteer expenses - £50 5. Refreshments - £200 6.	£0	Organisation has not submitted, as required, a spread sheet detailing unit costs or make a strong case for need for its



Community Chest					
	Organisation	Amount requested	Activities/Services/Equipment or Outputs	Proposed Award	Comments
	Rd., E2 9PL		trainee manuals 0- £156		project
CC-129	Society Links - St. Margaret's House, 21 Old Ford Rd., E2 9PL	£6,200	1. Professional fees - £6,200	£2,500	This organisation appears to be taking a highly professional approach to the delivery of its services. The award proposed should be subject to the potential impact of the organisation's work being more clearly explained and verified
CC-130	SHEBA - 83 Ricardo St., E14 6EQ	£10,000	1. Hire cost - £1,260 2. Innovative delivery fees - £3,780 3. Consultant - £2,500 4. Prince 2 training - £1,000 5. L3 youth work Ptils - £1,500	£3,000	The work undertaken by the organisation appears useful but funding should therefore be confined to the accredited and other training.
CC-131	Stifford Centre - 2-6 Cressy Place, E1 3JG	£10,000	1. volunteer training - £2,000 2. Staff salary - £2,730 3. Iiv renewal fee - 32,100 4. hairs - £900 5. Hall hire - £220 6. Laptops and software - £2,050	£1,000	The Centre is well established with a reputation for delivery. However, some costs like hall hire are questionable as is the funding for computers and staff costs given the amount of MSG funding they have recently been awarded.
CC-132	Cannon Support Link - Berner Centre, Ponler St. E1 1QN	£9,992	1. Prince 2 course - £3,400 2. Matrix - £1,860 3. Apple mac x 2 - £2,098.32 4. Printer - £141.62 5. Video camera - £299.96 6. iPad -£400 7. Projector + accessories - 3562 8. Microsoft office - £420 9. Adobe- £479.95 10 Desks - £210 11. Chairs - £119.98	£7,000	Funding will enable the organisation to gain MATRIX accreditation and also professional qualifications for its staff. It will also be able to update its IT equipment.
CC-133	Hifzul Quran Islamic Education Centre - 304 Burdett Rd. E14 7DQ	£10,000	1. Desks - £280 2. Folding tables x 10 - £920 3. Folding chairs x 60 - £900 4. Whiteboard - £76 5. Computers x 8 - £2,800 6. Notice board - £37 7. Printer - £149 8. FAX - £52 9. Bookcase - £216 10. Filing cabinets x 2 - £560, 11. photocopier - £400 12. Supply/fitings - £2,500 13. Teaching and consultants' fees - £1,110.	£2,000	A useful project that will cater and provide for boys and girls during weekends and holidays.
CC-134	Jeremiah Children's Welfare Proejct - 37 Sexton Court, 9 Newport Avenue, E14 2DU	£4,565	1. Equipment & materials for 4 workshops £929.96 2. Refreshments - £300 3. Admin costs £125 4. Consultant - £1,260 5. Training sessions - £1,800 6. 2 volunteers - £150	£1,000	Award limited to basic equipment. The organisation should be referred to TH CVS for capacity building on governance and other issues.
CC-135	Island Advice Centre - Island House, Roserton St. E14 3PG	£10,000	1. AdvicePro - £4,200 2. Website design - £2,799 3. Advice-Pro training for staff 0- £1,442 4. 16 chairs - £845	£0	Organisation is in receipt of considerable Mainstream Grants and Section 106 funding from the Council and should apply elsewhere for its training and IT requirements
CC-136	Fame Academy of Performing Arts - 450A Green Lanes, London N13 5XD	£10,000	H1. Hire costs 2. Professional fees 3. Management costs	£0	A poor application from an organisation based outside the borough. Costs seem inflated especially as the organisation has not supplied a spread sheet (as required) with costs breakdown so that unit costs can be assessed..
CC-137	UK Youth Carrom Academy - Unit 5, 1-13 Adler Street, London E1 1EG	£10,000	1. 8 Carrom Boards - £3,000. 2 Pc - £350 3. Printer & scanner 4. Professional fees for BP, H&s, First Aidm, Safeguarding documents	£5,000	The project will add to the opportunities for sport in the borough and will engage with youth (specially) and keep them away from anti social behaviour
CC-138	Active 4 Life (UK) CIC - Threshold Centre, 1 Ada Place, London, E2 9BA	£8,000	1. toilet repairs 2. Staff training 3. Back door repair 4. Fire extinguisher 5. Photocopier 6. Storage Unit 7. Adjustable tables 8 Foam floor covering	£2,000	The organisation needs some physical repairs/improvements and office equipment to continue to operate safely and efficiently

Community Chest					
	Organisation	Amount requested	Activities/Services/Equipment or Outputs	Proposed Award	Comments
CC-139	Positive Inclusions - Calders Wharf Community Centre	£4,778	1. Hire cost 2. Professional fees 3. Insurance 4. ICO licence 5. Sessional staff 6. Venue hire 7. Printing 8. Volunteer expenses	£2,500	Good innovative project that is working with a difficult client group and which has requested a reasonable sum of money.
CC-140	Globe Community Project - Eastbourne House, Bullards Place, London E2 0PT	£2,420	1. PQASSO 1 accreditation 2. Preparation costs 1,929	£1,000	The organisation is doing good work and is asking for accreditation costs which is central; to CCF
CC-141	Monakka Monowar Welfare Foundation - Montefiore Centre, F-8, Hanbury St. London E1 5HZ	£8,048	FundEz Accounting software 2). Staff training for new system and software installation and checking 3) External hard drive 4) PC + monitor + touch screen 5) Windows 8 Gaming laptop	£0	The specialised accounting package with accessories that the organisation is requesting funding for does not seem appropriate for the size and work of the company.
CC-142	Common ground East - 236 Cable Street, London E1 0BL	£8,200	1) Gardening tools + work wear - £600 2) Senior Support Worker - £6,000 3) Admin - £320 4) Client expenses - £1,600	£2,000	The project is working in partnership with Job Centre Plus, Omani Trust and the Council's Rapid Response Team - providing services to a hard-to-reach target group. The proposal merits full support.
CC-143	Stepney Fathers' Group - Anglia House, Community Room, Salmon Lane, E14	£8,300	1) Office equipment - £1,200 2) Training venue hire costs - £1,800 3) Trainer's fees - £4,300 4) Professional fees - £900 5) Lunch for training days - £700 6) Training pack - £100	£5,000	Due diligence checks need to be carried out to verify the various aspects of the organisation and its work.
CC-144	The Rooted Forum - 63 Martha Street, London E1 2PA	£10,000	1) 10 laptops; 2) Invest In Volunteers accreditation; 3) PQASSO Quality Assurance accreditation; 4) Prince 2 training for 4 members of staff	£4,000	The recommended award is for: PQASSO accreditation, 2 Laptops and Prince 2 training for 1 member of staff.
CC-145	Go Ethical - 7-15 Greatorex Street, E1 5NF	£10,000	Bulk buying initiative for Third Sector Organisations (focusing on the smaller groups) in order to reduce organisational costs, minimise waste and improve efficiency.	£0	This project is not properly within the CCF remit which is mainly for infrastructural support to organisations
CC-146	Bongobir Osmany Trust - Unit 5 Links yard, 29A Spellman Street E1 5LX			£4,000	
CC-147	Bernard Brune and Carter - 16 Toynbee Street, London E1 7NR	£8,100	1) Hire costs - £1,680 2) Professional fees - £1,920 3) Trips - £1,500 4) Awards Day - £3,000	£7,500	A project to support BME women to speak and learn English at Level 2 thereby helping them to enter the labour market.
CC-148	Progressive Youth Organisation - Montefiore Centre, Hanbury Street, London E1 5HZ	£10,000	1) Equipment & materials - £5,350 2) Hire costs - £750 3) Professional fees - £1,750 4) Building Works - £3,750 5) MC/Staff/Volunteer training - £2,000	£8,500	An innovative inter-generational project bringing young and elderly people together that will create models of best practice. Will also include some building work to create additional space.
CC-149	The Hive - 41 Flower and Dean walk, London E1 6QT	£9,730	1) Equipment & materials - £2,000 2) Hire costs - £1,470 3) Professional fees - £1,660 4) Course trainer - £3,100 5) Exam fees & Certificates - £1,500	£7,000	A good project with unemployed Bangladeshi women getting qualifications in an important area of work - health and social care
CC-150	Bancroft TMO - 12 Wickford Street, London E1 4QN	£6,800	1) Hire costs - £560 2) Marketing - £2,000 3) Celebration Event - £4,000 4) Interpreters - £240	£5,000	A good project that will focus on elderly people in and around the Bancroft and Cleveland Estate and more generally in tower hamlets
	<b>TOTAL</b>	<b>£317,302</b>		<b>£93,000</b>	

## Appendix 2: Proposed Awards, Community Events Fund June 2013

Community Events					
Ref.	Organisation	Activities	Amount requested	Proposed Award	Comments
CE-41	Tower Hamlets Tennis Ltd 30 Penschurst Road, E9 7DT	"anyone can play tennis" events in Bethnal Green and Victoria Park.	£2,520	£500	
CE-42	Brick Lane Women and Girls Project Montefiore Centre, Hanbury St, London E1 5HZ	to engage disadvantage 50 WOMEN from Bangladeshi and Somali around the Spitalfields and Banglatown (LBTH) to share and celebrate food culture among Black and Minority Ethnic women.	£4,870	£4,000	
CE-43	THE ENSIGN YOUTH CLUB ENSIGN YOUTH CLUB Wellclose Square London E1 8HY	raise concern on Health related issues on Smoking among the Bangladeshi and Somali communities in Wapping	£4,955	£3,500	
CE-44	Friends of Ian Milkardo High School 60 William Guy Gardens, Talwin Street, Bromley by Bow E3 3LF	climbing Killimanjaro in Africa. 5 disadvantaged special needs ex students will be accompanied by Claire Lillis (Head Teacher), 2 support staff. The climb is to raise awareness of young people with Social Emotional and Behaviour Difficulties, also to raise awareness of the Time for Change national Mental Health campaign.	£5,000	£3,000	
CE-45	City Steps Guided Tours St Margaret's House, 21 Old Ford Road, London, E29PI	Offer guided walks to all communities provided by local trained unemployed local residents. Helping the elderly and disabled to learn simple gardening tips including how to stay healthy by choosing to purchase the right foods.	£2,887	£0	
CE-46	Bijoy Youth Group UNIT 29, 566 CABLE ST, LONDON, E1W 3BH	celebrate young people achievement and equip young people on unity which teach according to the different faith through workshop and award ceremony	4985	£3,500	

Community Events					
Ref.	Organisation	Activities	Amount requested	Proposed Award	Comments
CE-47	Bautul Mamur Academy 85 ROMAN ROAD, London, E2 0QN	celebrating young people achievement and creating opportunity to have open dialogue about communities concern on Drug and Crime in our areas through workshops and award ceremony.	£4,685	£0	Whilst the aspirations of this project are much need and meet an identified need, it is unclear how the proposed project will address issues relating to drugs and crime. The first element of the project is to celebrate the achievements of their students; this group is already engaged in provision and therefore unlikely to be the same group identified as at risk of being involved in drugs and crime. The proposed project is also is heavy on staffing as the group is seeking to recruit staff and volunteers [trainer, Sessional worker and 5 Volunteer], with total of £2,450 requested on staffing alone. The group also intends to spend £795 on refreshments. The proposed project is not well argued with high staffing costs that were not justified. It is recommended that the proposed project is rejected and the group asked to submit a more realistically costed application. It is recommended that this project is rejected.
CE-48	Artsadmin Toynbee Studios, 28 Commercial Street, London E1 6AB	festival event entitled Read+Talk+Make: A Community Making Model'. It will be a community making space where Tower Hamlet residents will be able to (free of charge) visit and build an object i.e. table, desk, shelving unit, or modify an existing piece of furniture (with a focus on 'up cycling and recycling', addressing issues of sustainability and eco-friendly	£5,000	£0	The proposed project received funding from a range of other sources.

Community Events					
Ref.	Organisation	Activities	Amount requested	Proposed Award	Comments
		building). These objects will then be used by local residents in their own homes and gifted to community			
CE-49	The Tagore Centre UK – Event Management Office Betar Bangla  Unit 6, 10-14 Holybush Gardens, E2 9QP	Help organise professional workshops with selected schools within the Tower Hamlet area on recitations, dance & singing with the support of the boroughs Education Councillor. Participants invited to perform at this special event, with wide media publicity. Overall an entertainment and educational day for all ages. The concept is to promote Tagore's philosophy of togetherness, love and peace by involving the next generation British born Asians and involve their parents friends and family to the vision	£4,980	£0	The group did not make a strong case of the value, merits and needs for this project proposed project.
CE-50	Sylhet Bawl Shangith Ghosti 17 Horwood House, Pott Street, London E2 0EH	to hold a Musical Event to celebrate Culture and history about Bengali to local diverse communities.	4990	£0	Although the group provided clear they did not provide an explanation of value for money, need for the project or clear benefit to participants. On the basis of the above, it is recommended that this project is not funded.
CE-51	Milestone Trussler Community Hall, 78 Grundy Street, London E14 6DR	Event intend to engage local young people who are at risk of involvement with gangs to participate open discussion with older generation to build respect and build community cohesion by identifying solution to the cause.	£4,855	£0	The proposed project is not well argued with high staffing costs that were not justified. It is recommended that the proposed project is rejected and the group asked to submit a more realistically costed application.
CE-52	Channel S Television Ltd 26 Clifford Road, London E17 4JE	Awards ceremony and dinner held with the most prominent members of the Asian community which will provide a valuable networking opportunity, and will also be attended by VIPs from within and outside London. The awards ceremony will be broadcast live on Channel S Television (Sky 814)	£5,000	£5,000	
CE-53	Spelman Street Tenants Association (TA) 25 Monthope Road, London E1 5LL	Lunch club for the elderly	£5,000	£2,500	



Community Events					
Ref.	Organisation	Activities	Amount requested	Proposed Award	Comments
CE-54	Dasghar Union Progutl Trust (UK) 118 Salmon Lane, London E14 7PQ	The group are planning a an event "Celebrating achievement and Celebrating Diversity" to motivate young people in Bow for reward of their valuable achievement. Grant will be used to buy 50-60 Trophies together with certificate of achievement presented to young people. In addition, special closet with engrave pen to be presented each talented GCSEs .	£4,825.00	£2,500	
CE-55	Hifzul Quran Islamic Education Centre 304 Burdett Road London E14 7DQ	Awards ceremony and cultural programme for young people who participate in the Hifzul Quran Centre. Activities will be open to all local people and parents.	£5,100.00	£0	The group submitted poorly written application, which lacks clarity of purpose. On the one hand the group is applying for an award ceremony and cultural event. The group also assert that they will run drugs and citizen workshop leading up to the awards.
CE-56	Weavers Community Forum (WCF) 10 Shacklewell Street, Bethnal Green, London, E2 7EG	The propose of the proposed project is to hold an event intended to Promote this newly established organisation's profile to local diverse community, and Promote Collaboration work with other organisation within the area of Weavers and Bethnal Green Area.	£4,700.00	£2,500	
CE-57	Monakka Monowar Welfare Foundation Montefiore Centre (F-8), Hanbury Street London E1 5HZ	The group is applying for £4784 to purchase musical instruments. They plan to hold a one day Community event, Cultural Performance Programme at the Brady Centre.	£4,784	£0	The group did not provide sufficient case for purchasing musical instruments. Consideration should have been made to hire the instruments
CE-58	Praxis Community Projects Pott Street, London E2 0EF	The group intends to hold a one-day free festival titled: 'New Voices 2013'. The proposed event will be held at the Museum Gardens, Bethnal Green on 13 July 2013. Building on the five successful past New Voices festivals, this event will celebrate the contribution of new communities to east London's cultural life, offering a rich mix of arts/cultural activities, including a performance stage, a variety of stalls, children/youth programme/workshops.	£5,000.00	£2,000	




Community Events					
Ref.	Organisation	Activities	Amount requested	Proposed Award	Comments
CE-59	Chisenhale Dance Space	Chisenhale Dance Space is applying for a grant to contribute to their 30th celebration in Autumn 2013. Celebrating 3 decades of experimentation in dance and performance, CDS will present a season of performances, workshops, talks, CPD events, community events and critical discussions.	£3,500.00	£0	Although the group provided clear description of the proposed project, they did not explain how the project represent good value for money, nor did they demonstrate need for the project, additionally they did not provide a clear account of the benefits of the project to participants. The proposed project is resourced from other LBTH funding. It is recommended that this project is not funded as it scores low.
CE-60	The Rooted Forum 63 Martha Street E1 2PA	Community Fun day	£4,700.00	£2,000	
CE-61	Our Base Limited London Metropolitan University, Basement  16 Goulston Street, E1 7TP	The group wishes to hold a Mayors Community Fun Day event, which aims to bring together the whole community in Lap2, Spitalfields and Banglatown. They plan to engage people off all ages/ethnic/faith backgrounds. This event will promote the services and achievements of the applicant with residents and community members getting involved.	£5,000.00	£4,500	
CE-62	J-go Training Limited Railway Arch 421, Concordia Centre, Burdett Road, London E3 4AA	The group are planning a summer Charabanc Trip local communities living within LBTH, targeting low income families with children, from as broad an ethnic diversity as possible traveling by coach to Walton-on-the-Naze; where a large events tent is constructed on the beach allowing 5 hours of team-games ('rounders', cricket and French boules) are played, with a healthy (grilled) Fish & Salad lunch, tea, children's entertainment and an organised sing-song on the way back home.	£1,000.00	£0	

Community Events					
Ref.	Organisation	Activities	Amount requested	Proposed Award	Comments
CE-63	Rawdah Foundation Trust 46 Whitechapel Road, London E1 1JX	Organising an event to address Khat use amongst Somali community and knife crime.	£5,020.00	£3,500	
CE-64	Space The White Building, Queens Yard, White Post Lane, E9 5EN	DIY summer programme of free creative, digital and technology workshop for 70 plus young people in the borough.	£3,600.00	£0	
CE-65	Poplar Bangladeshi Community Project 39 Aberfeldy Street, Poplar, London E14 ONU	Purpose event is to celebrate young people achievement on our Mother Tongue, Study Support and raise awareness on drug and crime related issues affect our local communities through workshop.	£4,790.00	£1,650	
CE-66	City Gate Women's Project Lansbury Lodge 117 Ricard Street Polar London E14 6EQ	Running health and fitness programme for 100 local women.	£4,900.00	£0	
CE-67	Udichi Shilpi Gosthi Brady Centre, 192-196 Hanbury Street, London E1 5HU	BANGLA ACADEMY BOOK FAIR, LITERARY AND CULTURAL FESTIVAL, 2013	£4,800.00	£2,000	
CE-68	Hobo Theatre working with East London Community Land Trust. 3 Merchant Street, London, E3 4UJ	Youth theatre leaders from Hobo Theatre Company will work with up to 100 local children between the ages of 8 and 16 on a drama project that engages them with the history of St. Clements Hospital, Mile End and invites them to create short plays about things in their own lives that make them mad, sad and glad.	£2,000.00	£1,000	
CE-69	Quaystone Church (and community partners) E14 3PG	"Fun in the Park" will be an afternoon of fun activities for families and residents in the Millwall Park area. The event will include sports, fun and games for children and adults together.	£2,500.00	£1,000	
CE-70	UK Youth Carrom Academy Unit 5, 1-13 Alder Street, London E1 1EG	The grant will be used to organise Tower Hamlets Carrom competition.	£5,000.00	£2,000	



Community Events					
Ref.	Organisation	Activities	Amount requested	Proposed Award	Comments
CE-71	Irish Traveller Movement in Britain Resource for London, 356 Holloway Road, London N7 6PA	The Irish Traveller Movement in Britain, a national policy and capacity building charity are hosting a cultural fun day, <i>Pavee Ceilidh</i> * to celebrate Gypsy Roma Traveller History Month 2013** (June). It will take place in Mile End Park Saturday June 22, 2013 (12 – 4pm), the aim is to celebrate the richness of Gypsy Roma and Traveller cultures.	£3,128.00	£500	
CE-72	Bongoblr Osmany Trust Unit 5, Links Yard, 29a Spelman St, London E1 5LX	The BOT wishes to organise a community event to celebrate MAG Osmani's birthday.	£3,500	£2,500	
CE-73	Artch Unit 4, White Post Lane, Queens Yard, E9 5EN	The group is planning 3 weeks festival with dance movement related performance.	£2,944	£0	
CE-74	Stepney Fathers Group Anglia House, Community Room, Salmon Lane E14	The grant will be used to organise an event to raise family awareness	£5,010	£4,000	
CE-75	Women Health and Education Trust 9 Stainsby House, Poplar, London E14 6JP	Organising mini Olympic sports and cultural event for young people to participate in various sports events and cultural show for them to use as a platform to show their talent.	£4,995	£4,000	
CE-76	Association of Islamic Teachers Darul Ummah Centre, 56 Bigland Street,	holding its annual Family's Day Out even	£2,000	£1,800	
CE-77	Dora Trust 23 Carbis Road, London E14 7TH	Dora Trust will need funding for the Sports and Cultural Events. We manage to secure some money from the local businesses and community members. The amount we would get from that source would not be enough to organise the event in Bartlett Park.	£4,970	£4,000	
CE-78	Larson Estate Tenant Association 12 Boston House, 45 Larson Walk e14 9hz	New residents association planning a fun day during the summer holidays.	£3,750	£1,000	
CE-79	Bow East Women and Children Centre	Funding for the Sports and Cultural Events	£4,980	£1,000	

<b>Community Events</b>					
<b>Ref.</b>	<b>Organisation</b>	<b>Activities</b>	<b>Amount requested</b>	<b>Proposed Award</b>	<b>Comments</b>
	15 Praline Court, 16 Taylor Place, London E3 2PT				
CE-80	Friends of Mile End Park	Annual summer event - dog show	£2,500	£1,000	
	<b>TOTALS</b>		<b>£168,723</b>	<b>£66,450</b>	

<p><b>Individual Mayoral Decision</b></p> <p><b>Corporate Grants Programme Board</b></p>	 <p><b>TOWER HAMLETS</b></p>
<p><b>Report of:</b> Corporate Director (Development &amp; Renewal)</p> <p>Originating Officers            Dave Clark (Interim Service Head Resources D&amp;R)            Martin Ebbs (Interim Third Sector and External Funding Manager)</p>	<p><b>Classification:</b> Unrestricted</p>
<p align="center"><b>Community Chest Fund and Community Events Fund 2012-14</b></p>	

<b>Lead Member</b>	<b>Alibor Choudhury</b>
<b>Wards affected</b>	All wards
<b>Community Plan Theme</b>	A Prosperous Community/ A Safe and Cohesive Community/A Healthy and Supportive Community

## 1. EXECUTIVE SUMMARY

- 1.1 Since the launch of above the two funds, the Corporate Grants Programme Board held on 11th April 2013 approved a first phase of awards of £301,212 from the Community Chest Fund and a first phase of proposed Community Events awards with a total value of £68,150. Since then a second phase of applications for both funds has been assessed.
- 1.2 For the Community Chest Fund, an additional 42 applications in this second phase have been considered and awards with a total value of £93,000 proposed, out of total amounts requested of £317,302. Were proposed awards to be approved, £193,788 would remain in the budget for Community Chest awards for the rest of 2013-14.
- 1.3 For the Community Events Fund, 40 applications in this second phase have been considered and awards with a total value of £66,450 proposed to 27 projects, out of total amounts requested of £168,723. Were proposed awards to be approved, a deficit of £34,560 would need to be covered. A decision will be needed as to whether additional funds are to be allocated to this programme.
- 1.4 The table below summarises the current position.

	Community Chest	Community Events
Budget 2012-13	£250,000	£100,000
Budget 2013-14	£338,000	
Total 2012-14	£588,000	£100,000
Proposed Awards Phase 1 April 2013	£301,212	£68,150
Proposed Awards Phase 2 June 2013	£93,000	£66,410
Remaining funds available 2013-14	£193,788	-£34,560

- 1.5 Details of applications received for which awards are proposed are summarised below in Appendix 1.
- 1.6 Decisions on these applications are now required in order that the Council is able to meet its commitment to the making grants available to successful organisations, to enable all applicants to be notified of the outcome of their applications and for initial stage payments for applications that have been proposed for awards to be processed.
- 1.7 Approval is also sought on the revisions to the fact sheet guidance for grant applicants set out in Appendix 2.

## **2. RECOMMENDATIONS**

The Mayor is recommended to:

- 2.1 Agree the proposed awards for Community Chest Funding totalling £93,000 as set out in Appendix 1.
- 2.2 Agree the proposed awards for Community Events Funding totalling £66,410 as set out in Appendix 2.
- 2.3 Authorise officers to issue grant offer letters and grant agreements for the Community Chest and Community Events Funds in line with established procedures to and implement the agreed monitoring and payment arrangements.
- 2.4 Note the dates set for on-going meetings of the Corporates Grants Programme Board during 2013-14.
- 2.5 Approve final changes to the guidance fact sheets for applicants for the Community Chest and Community Events funds.
- 2.6 Clarify whether additional funding for the Community Events programme is to be authorised.

### **3. REASONS FOR THE DECISIONS**

- 3.1 The decisions on proposed grant allocations are required in order that the Council is able to meet its commitment to make available to local community organisations small grants of up to £10,000 through the Community Chest and up to £5,000 through the Community Events Fund. Once the decisions have been made, organisations that have applied can be notified of the outcome of their applications and that payments can be initiated for applications that have been proposed for funding awards.
- 3.2 The decision on the approach for allocating the remaining funds during subsequent bidding rounds during 2013-14 is required in order to ensure that the available resources are used in an optimal fashion and that funds remain available for projects of exceptionally high impact on and benefit to the community.

### **4. ALTERNATIVE OPTIONS**

- 4.1 An alternative option would be to decide not to fund any of the organisations who have applied for grants and to use the funds for other purposes, for example the larger types of project typically associated with Mainstream Grants.
- 4.2 However, because opportunities to bid into the Community Chest Fund and Community Events Fund have been widely advertised, expectations have been raised and to cancel these programmes after a large number of organisations have submitted applications in good faith would lead to wide disappointment.

### **5. BACKGROUND**

- 5.1 The Community Chest Fund and the Community Events Fund were considered at a meeting of MABSARP on 7th July 2012 at which a report dated 4th July 2012 was also presented setting out the scope of the proposed programme.
- 5.2 The report proposed that a Community Chest programme be run from 2012/13 to 2013/14, designed specifically to support organisations based and working in Tower Hamlets to assist them in developing their capacity in order to become more effective and more sustainable.
- 5.3 This programme is a successor to the previous Community Chest programme from 2010. It was confirmed that the Community Chest pot would total £250k in 2012/13 growing to £338k from 2013/14 onwards. Organisations would be able to apply for small grants up to £10,000.
- 5.4 Unallocated grant from 2012/13 was rolled forward to 2013/14.
- 5.5 The report also explained that a one-off £100,000 budget had been identified for the Community Events Fund. Grants of up to £5,000 would be available

and applications could be submitted at any time up March 2013. It is acknowledged that any unallocated grant from 2012/13 was rolled forwards in 2013/14.

## **6. BODY OF REPORT**

- 6.1 Since the launch of above the two funds, the Corporate Grants Programme Board held on 11th April 2013 approved a first phase of awards of £301,212 from the Community Chest Fund and a first phase of proposed Community Events awards with a total value of £68,150. Since then a second phase of applications for both funds has been assessed.

### **Community Chest Awards**

- 6.2 For the Community Chest Fund, an additional 42 applications in this second phase have been considered and awards with a total value of £93,000 proposed, out of total amounts requested of £317,302.
- 6.3 Were proposed awards to be approved, £193,788 would remain in the budget for Community Chest awards for the rest of 2013-14.

### **Community Events Awards**

- 6.4 For the Community Events Fund, 40 applications in this second phase have been considered and awards with a total value of £66,450 proposed to 27 projects, out of total amounts requested of £168,723. Were proposed awards to be approved, a deficit of £34,560 would need to be covered. A decision will be needed as to whether additional funds are to be allocated to this programme.
- 6.5 Authorisation will therefore be needed for an additional funding allocation if the funding allocations proposed above are to be made.
- 6.6 Were such an allocation to be authorised, it is recommended that a plan for the deployment of these funds be devised.

### **Forward Programme for the Corporate Grants Programme Board**

- 6.7 At the meeting of the Corporate Grants Programme Board on 11th April 2013 it was decided that the that the Corporate Grants Programme Board meet on pre-scheduled Bi-monthly dates in order that decisions on future Community Chest and Community Events grant awards can be made in the timescales that match applicants' needs for the funds.

The following dates have since been scheduled for these meetings:

- 6 June - 15.00 - 17.00
- 12 August – 14.00 - 16.00
- 7 October – 14.00 - 16.00
- 5 December – 15.00 - 17.00

## Revised Guidance for Applicants

- 6.8 The Corporate Grants Programme Board which met on 23rd April 2013 considered revised guidance fact sheets for applicants of the two funds that had been prepared to help applicants avoid including items which are ineligible or inappropriate for funding and to ensure that reasonable time is allowed for funding to be considered and approved before their projects are taken forward. The Board requested some refinements to the draft revisions to the fact sheets. These have been made and are set out in Appendix 3.

## **7. COMMENTS OF THE CHIEF FINANCIAL OFFICER**

- 7.1 Funding was set aside as part of the budget process to establish a Community Chest Fund of £250,000 in 2012-13 and £338,000 in 2013-14. In addition, a Community Events Fund was also set up, with total "one-off" funding of £100,000. In the case of both funds, resources were carried forward between 2012-13 and 2013-14 to meet outstanding commitments relating to the grants awarded.
- 7.2 This report is the second to be considered by the Corporate Grants Programme Board to allocate funding from the Community Chest and the Community Events resources. On 11 April 2013 the Board approved the allocation of a total of £301,212 for the Community Chest and £68,150 for Community Events, leaving unallocated balances of £286,788 and £31,850 respectively.
- 7.3 The various bids received subsequently have been independently assessed by the Council's Third Sector Team and the recommended awards, based on officer assessment, are outlined in Appendices 1 and 2. The recommended bids total £93,000 for the Community Chest and £66,410 for Community Events.
- 7.4 The overall financing summary is shown in the table in paragraph 1.4. As can be seen, the proposed allocations for the Community Chest can be contained within resources and if all are approved an unallocated balance of £193,788 will remain. However, the proposed awards for the Community Events element exceed the resources available by £34,560. In order for these schemes to progress, funding to this value must be identified and made available from other sources. One possible option is that the Board agrees to allocate an element of the uncommitted Community Chest funding for this purpose.
- 7.5 Grant payments will be made in stages to the successful organisations. In part these will be dependent on the achievement of various delivery milestones. It is essential that the targets and grant criteria are met to ensure that the Council's resources are protected.



## **8. COMMENTS OF THE ASSISTANT CHIEF EXECUTIVE (LEGAL SERVICES)**

- 8.1 Section 1 of the Localism Act 2011 gives the Council a general power of competence to do anything that individuals generally may do unless specifically prohibited by law. This power may also support the giving of grants to voluntary organisations.
- 8.2 In exercising this power, the Council should have regard to its strategy set out in its Community Plan.
- 8.3 Officers must be careful to ensure that the conditions relating to the payment of a grant is complied with.
- 8.4 As the Council has a statutory discretion to consider bids for grant funding, and may have to consider numerous applications from limited funds it is entitled to establish guidelines on the approach for allocating those funds in order to ensure that the available resources are used effectively and remain available for projects of exceptionally high impact on and benefit to the community.
- 8.5 Where the Council is proposing to end or reduce the availability of grants to voluntary and community organisations under these funds, the proposed change gives rise to a duty to consult those affected or potentially affected, before a decision can be taken which affects their interests. This appears to be the case where there is an expectation that the availability of funding would continue until there is justification for the funding to change.

## **9. ONE TOWER HAMLETS CONSIDERATIONS**

- 9.1 The contribution of Third Sector organisations to delivering One Tower Hamlets is explicitly recognised in the Council's Third Sector Strategy. Organisations play a key role in delivering services that address inequality, improve cohesion and increase community leadership: the deliveries of these services are real examples of 'One Tower Hamlets' in practice.
- 9.2 The opportunities offered through the Community Chest and Community Events Funds will therefore play a key role in delivering the aims of One Tower Hamlets.

## **10. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT**

- 10.1 The funding priorities outlined in this report support the spirit of SAGE. The Council as a funder of third sector proposals that meet these priorities assists in the implementation of the strategic aims of SAGE along with its community and voluntary sector partners.



## **11. RISK MANAGEMENT IMPLICATIONS**

11.1 A number of different risks arise from any funding of external organisations.

11.2 The key risks are:

- The funding may not be fully utilised i.e. allocations remain unspent or outcomes are not maximised;
- The funding may be used for purposes that have not been agreed e.g. in the case of fraud;
- The organisations may not be able to secure additional funding necessary to deliver the agreed activities;
- The organisation may not have the capacity to achieve the outputs and outcomes required.

## **12. CRIME AND DISORDER REDUCTION IMPLICATIONS**

12.1 The services that will be provided through these funding streams cover a broad spectrum of activities, some of which are key drivers in contributing to the reduction in crime and disorder, in particular, improving community cohesion.

## **13. EFFICIENCY STATEMENT**

13.1 The commissioning framework provides greater transparency and clarity in the delivery of desired outcomes along with cost of providing those outcomes to facilitate more efficient alignment of funding allocations.

13.2 The proposed funding priorities which are clearly linked to delivering outcomes as set out in the Strategic Plan and Community Plan will deliver better outcomes for local people within existing resources, through for example:

- Giving priority to organisations and schemes, that promote social inclusion by reducing social exclusion
- Supporting service providers who deliver cost effective services that benefit the local community and meet the needs of the area.

## **14. APPENDICES**

Appendix 1: Proposed Awards, Community Chest Fund

Appendix 2: Proposed Awards, Community Events Fund

Appendix 3: Revision to Guidance Fact Sheets for Community Chest and  
Community Events Funds

## Appendix 1: Proposed Awards, Community Chest Fund

Community Chest					
	Organisation	Amount requested	Activities/Services/Equipment or Outputs	Proposed Award	Comments
CC-109	Amani Foundation - 56- Nelson St. E1 2DE	£9,900	(1) Refurbishment work (2) Office chairs	£0	Funds requested for refurbishment work and chairs but insufficient detail provided on breakdown of costs. Organisation can be asked to re-submit.
CC-110	Wapping Bangladesh Association - Tench Street, London E1 2QD	£10,000	(1) Equipment & materials (2) Learning computer for volunteers (3) ICT for supplementary classes (4) Service & cost of photocopying learning materials	£2,000	Application is to fund strengthening the core infrastructure and capability of the organisation, but request for professional fees and staff costs is not justified.
CC-111	Docklands Youth Services - The Space, 269 Westferry road, London E14 3RS	£9,600	(1) Professional fees - admin, secretarial, accounting	£0	Application requires a more detailed explanation of administrative cost items.
CC-112	Island Gardens Residents Association - Calders Wharf community Centre E14 3GA	£20,000	(1) Salaries (2) annual water, gas, electricity, refuse bills	£5,000	Appears to be a useful service for local community but application is very poor and indicates very high costs. Applicant should be asked to re-submit.
CC-113	Stepney Football Club - The Space, 269 Westferry road, London E14 3RS	£10,000	1. pc, printer, software - £1,200 2. Website - £300 3. MC members training - £2,000 4. FA L1 training - £2,500 5. Quality finance System training - £1,000 6. Tracking system training - £1,000 7. Business Plan - £2,000	£4,000	A good proposal for useful work with young people in the community. Should be referred to TH CVS Management Committee training
CC-114	The East London Pension Group - St. James the Less Church, St. James Ave., BG, E2 9JD	£20,000	1. Hire costs 2. Refreshments, 3. entertainment	£2,000	Applicant is asking for a small sum of money to fund a coach trip for vulnerable pensioners. Items of expenditure are outside CCF Fact sheet remit. Org should be referred to Adult Health and Well Being
CC-115	Somali Community Enterprises CIC - Hadrian Estate, Hackney Rd., E2 7AS	£9,717	1. equipment & materials - £2,457 2. Hire costs - £500 3. Professional fees - £5,000 4. Workshops - £200 5. Director's travel expenses - £780 6. Project revenue costs - £780	£0	The organisation is not suitably established for funding. The activities proposed will duplicate work being done by other Somali organisation in the borough. Also, level of funding requested seems unreasonable.
CC-116	Employ Agency Ltd - 570 Roman Rd., Bow, London	£4,783	1. Equipment and materials - £4,783	£2,000	The application is muddled and confusing with no clear description of the benefits to the community and conflicting descriptions of the use of the funding. We should also not fund projects that rely on loans.
CC-117	Mind Your Language International CIC - 25 William Guy Gdns, E3 3LF	£4,530	1. Equipment - £2110 2. CRB checks 0-£216 3. Office furniture - £510 4. Website development - £700 5. Training - £994	£0	Youth Services provide adequate funding for work with young people during the summer and other holiday periods. This organisation would be duplicating that work.
CC-118	London Academy of Contemporary Studies (LACS) - 12, Vallance Road, E1 5HR	£10,000	1. Salary £8,850 2. Admin £500 3. marketing - £1,000 4. Website £1,000	£0	This is a private venture and ineligible for funding. The standard of the applicant's English for an English teaching organisation is poor. Costs and match funding are inadequately explained. The organisation has little track history.
CC-119	Change for Good (CFG) - 304 Commercial Rd. E1 2PY	£4,050	1. equipment and materials - £1,000 2. Hire costs - £200 3. Professional fees - £1,100 4. Insurance - £250 5. Business Plan - £1,5000	£0	The applicant does not give a clear account of what it will do to support the community. There is lots of support for the Bangladeshi community in Shadwell, further augmented by the new Unite the Union project funded by MSG. The organisation could procure most of the services it needs from TH CVS

Community Chest					
	Organisation	Amount requested	Activities/Services/Equipment or Outputs	Proposed Award	Comments
CC-120	TH Badminton Club Unit 1-3, 17 Plumbers Row, E1 1EQ	£9,980	1. Equipment - £4002. Hire costs - £1,600 3. Professional fees - £2,3000, 4. Workshops - 3900, 5. Youth coaching event - £2,800 6. Salary - £1,540 7. First Aid materials - £330	£1,500	The project will all to the boroughs opportunities for sports and also be in line with the Community strand of Healthy Living.
CC-121	Play Association Tower Hamlets - Unit 1-3, 17 Plumbers Row, E1 1EQ	£2,830	1. PQASSO L2 - £2,250 2. Laptop with licence - £580	£1,500	A straightforward application for an eligible activity by an established organisation. The funding requested is reasonable.
CC-122	Three Sisters Care - St. George's Town Hall, 236 Cable st. E1 0BL	£10,000	1. Equipment & materials - £2,040 2. Hire costs - £1,200 3. Trainers/advisors - £4,400 4. Co-ordinators - £2,160 5. Overheads - £1,170 6. Catering - £ 800 7. Webhosting/domain - £150	£1,000	A good project addressing the skills shortage common to many inner London boroughs. It will provide opportunities for a beneficiary group which will find a route to sustainable employment. It deserves to be supported subject to providing more information about the content of the training and the accreditation involved. Re the other projects proposed, more information is required. Org should be asked to submit a Business plan for these activities explaining further the need, demand and modus operandi of these schemes.
CC-123	The Yard Theatre Ltd - Unit2A, Queens yard, White Post Lane, E9 5EN	£9,918	1. Equipment & materials - £650 2. Professional fees - £1,603 3. Project co-ordinator - 35,376 4. Volunteer expenses - £2,000 5. Contingency - £289	£0	The work done by this project duplicates work done by organisations that are being funded by Mainstream Grants
CC-124	Milestone - 76 Grundy St. London E14 6AE	£6,528	1. project management - £2,520 2. Refreshments/Volunteer costs - £250 3. Overheads - £300 4. 2 laptops - £800, 2 iPads - £950, Identity branding - £500 5. Training - £300 6. Professional fees - £1,200	£0	Applicant does not say how the project will benefit the community and its bonafides are unconvincing
CC-125	TH Federation of TRAs - Unite Community Centre, 236 Cable Street, London E	£10,000	1. Equipment & materials - £1,400 2. Hire costs - £400 3. Professional fees - £600 4. Salaries - £21,857 5. Conference - £600 6. Insurance - £350	£2,000	The award will enable the organisation to meet some of its office equipment requirements to enable it to function more efficiently.
CC-126	Half Moon Young People's Theatre - 43 Whitehorse rd, E1 0ND	£2,750	1. equipment & materials - £4,500	£1,000	The organisation is doing useful work and is asking for a modest sum of money for a specific purpose.
CC-127	Film Education - BradyArts Centre, 192-196 Hanbury St, E1 5H	£9,583	1. Staff training - £3,201 2. Equipment - £6,382	£1,000	Funding award should be conditional on beneficiaries being Tower Hamlets residents only
CC-128	City Steps Guided Tours St. Margaret's House, 21 Old Ford Rd., E2 9PL	£2,630	1. Equipment - £199 2. Hire costs - £525 3. Professional fees - £1,500 4. Volunteer expenses - £50 5. Refreshments - £200 6. trainee manuals 0- £156	£0	Organisation has not submitted, as required, a spread sheet detailing unit costs or make a strong case for need for its project
CC-129	Society Links - St. Margaret's House, 21 Old Ford Rd., E2 9PL	£6,200	1. Professional fees - £6,200	£2,500	This organisation appears to be taking a highly professional approach to the delivery of its services . The award proposed should be subject to the potential impact of the organisation's work being more clearly explained and verified

Community Chest					
	Organisation	Amount requested	Activities/Services/Equipment or Outputs	Proposed Award	Comments
CC-130	SHEBA - 83 Ricardo St., E14 6EQ	£10,000	1. Hire cost - £1,260 2. Innovative delivery fees - £3,780 3. Consultant - £2,500 4. Prince 2 training - £1,000 5. L3 youth work Pills - £1,500	£3,000	The work undertaken by the organisation appears useful but funding should therefore be confined to the accredited and other training.
CC-131	Stifford Centre - 2-6 Cressy Place, E1 3JG	£10,000	1. volunteer training - £2,000 2. Staff salary - £2,730 3. IIV renewal fee - 32,100 4. hairs - £900 5. Hall hire - £220 6. Laptops and software - £2,050	£1,000	The Centre is well established with a reputation for delivery. However, some costs like hall hire are questionable as is the funding for computers and staff costs given the amount of MSG funding they have recently been awarded.
CC-132	Cannon Support Link - Berner Centre, Ponler St. E1 1QN	£9,992	1. Prince 2 course - £3,400 2. Matrix - £1,860 3. Apple mac x 2 - £2,098.32 4. Printer - £141.62 5. Video camera - £299.96 6. iPad -£400 7. Projector + accessories - 3562 8. Microsoft office - £420 9. Adobe- £479.95 10 Desks - £210 11. Chairs - £119.98	£7,000	Funding will enable the organisation to gain MATRIX accreditation and also professional qualifications for its staff. It will also be able to update its IT equipment.
CC-133	Hifzul Quran Islamic Education Centre - 304 Burdett Rd. E14 7DQ	£10,000	1. Desks - £280 2. Folding tables x 10 - £920 3. Folding chairs x 60 - £900 4. Whiteboard - £76 5. Computers x 8 - £2,800 6. Notice board - £37 7. Printer - £149 8. FAX - £52 9. Bookcase - £216 10. Filing cabinets x 2 - £560, 11. photocopier - £400 12. Supply/fitings - £2,500 13. Teaching and consultants' fees - £1,110.	£2,000	A useful project that will cater and provide for boys and girls during weekends and holidays.
CC-134	Jeremiah Children's Welfare Project - 37 Sexton Court, 9 Newport Avenue, E14 2DU	£4,565	1. Equipment & materials for 4 workshops £929.96 2. Refreshments - £300 3. Admin costs £125 4. Consultant - £1,260 5. Training sessions - £1,800 6. 2 volunteers - £150	£1,000	Award limited to basic equipment. The organisation should be referred to TH CVS for capacity building on governance and other issues.
CC-135	Island Advice Centre - Island House, Roserton St. E14 3PG	£10,000	1. AdvicePro - £4,200 2. Website design - £2,799 3. Advice-Pro training for staff 0- £1,442 4. 16 chairs - £845	£0	Organisation is in receipt of considerable Mainstream Grants and Section 106 funding from the Council and should apply elsewhere for its training and IT requirements
CC-136	Fame Academy of Performing Arts - 450A Green Lanes, London N13 5XD	£10,000	H1. Hire costs 2. Professional fees 3. Management costs	£0	A poor application from an organisation based outside the borough. Costs seem inflated especially as the organisation has not supplied a spread sheet (as required) with costs breakdown so that unit costs can be assessed..
CC-137	UK Youth Carrom Academy - Unit 5, 1-13 Adler Street, London E1 1EG	£10,000	1. 8 Carrom Boards - £3,000. 2 Pc - £350 3. Printer & scanner 4. Professional fees for BP, H&S, First Aidm, Safeguarding documents	£5,000	The project will add to the opportunities for sport in the borough and will engage with youth (specially) and keep them away from anti social behaviour
CC-138	Active 4 Life (UK) CIC - Threshold Centre, 1 Ada Place, London, E2 9BA	£8,000	1. toilet repairs 2. Staff training 3. Back door repair 4. Fire extinguisher 5. Photocopier 6. Storage Unit 7. Adjustable tables 8 Foam floor covering	£2,000	The organisation needs some physical repairs/improvements and office equipment to continue to operate safely and efficiently
CC-139	Positive Inclusions - Calders Wharf Community Centre	£4,778	1. Hire cost 2. Professional fees 3. insurance 4. ICO licence 5. Sessional staff 6. Venue hire 7. Printing 8. Volunteer expenses	£2,500	Good innovative project that is working with a difficult client group and which has requested a reasonable sum of money.
CC-140	Globe Community Project - Eastbourne House, Bullards Place, London E2 OPT	£2,420	1. PQASSO 1 accreditation 2. Preparation costs 1,929	£1,000	The organisation is doing good work and is asking for accreditation costs which is central; to CCF
CC-141	Monakka Monowar Welfare Foundation - Montefiore Centre, F-8, Hanbury St. London E1 5HZ	£8,048	FundEz Accounting software 2). Staff training for new system and software installation and checking 3) External hard drive 4) PC + monitor + touch scree 5) Windows 8 Gaming laptop	£0	The specialised accounting package with accessories that the organisation is requesting funding for does not seem appropriate for the size and work of the company.
CC-142	Common ground East - 236 Cable	£8,200	1) Gardening tools + work wear - £600 2) Senior Support Worker - £6,000 3) Admin	£2,000	The project is working in partnership with Job Centre Plus, Omani Trust and the



Community Chest					
	Organisation	Amount requested	Activities/Services/Equipment or Outputs	Proposed Award	Comments
	Street, London E1 0BL		- £320 4) Client expenses - £1,600		Council's Rapid Response Team – providing services to a hard-to-reach target group. The proposal merits full support.
CC-143	Stepney Fathers' Group - Anglia House, Community Room, Salmon Lane, E14	£8,300	1) Office equipment - £1,200 2) Training venue hire costs - £1,800 3) Trainer's fees - £4,300 4) Professional fees - £900 5) Lunch for training days - £700 6) Training pack - £100	£5,000	Due diligence checks need to be carried out to verify the various aspects of the organisation and its work.
CC-144	The Rooted Forum - 63 Martha Street, London E1 2PA	£10,000	1) 10 laptops; 2) Invest In Volunteers accreditation; 3) PQASSO Quality Assurance accreditation; 4) Prince 2 training for 4 members of staff	£4,000	The recommended award is for: PQASSO accreditation, 2 Laptops and Prince 2 training for 1 member of staff.
CC-145	Go Ethical - 7-15 Greatorex Street, E1 5NF	£10,000	Bulk buying initiative for Third Sector Organisations (focusing on the smaller groups) in order to reduce organisational costs, minimise waste and improve efficiency.	£0	This project is not properly within the CCF remit which is mainly for infrastructural support to organisations
CC-146	Bongobir Osmany Trust - Unit 5 Links yard, 29A Spellman Street E1 5LX			£4,000	
CC-147	Bernard Brune and Carter - 16 Toynbee Street, London E1 7NR	£8,100	1) Hire costs - £1,680 2) Professional fees - £1,920 3) Trips - £1,500 4) Awards Day - £3,000	£7,500	A project to support BME women to speak and learn English at Level 2 thereby helping them to enter the labour market.
CC-148	Progressive Youth Organisation – Montefiore Centre, Hanbury Street, London E1 5HZ	£10,000	1) Equipment & materials - £5,350 2) Hire costs - £750 3) Professional fees - £1,750 4) Building Works - £3,750 5) MC/Staff/Volunteer training - £2,000	£8,500	An innovative inter-generational project bringing young and elderly people together that will create models of best practice. Will also include some building work to create additional space.
CC-149	The Hive – 41 Flower and Dean walk, London E1 6QT	£9,730	1) Equipment & materials - £2,000 2) Hire costs - £1,470 3) Professional fees - £1,660 4) Course trainer - £3,100 5) Exam fees & Certificates - £1,500	£7,000	A good project with unemployed Bangladeshi women getting qualifications in an important area of work – health and social care
CC-150	Bancroft TMO - 12 Wickford Street, London E1 4QN	£6,800	1) Hire costs - £560 2) Marketing - £2,000 3) Celebration Event - £4,000 4) Interpreters - £240	£5,000	A good project that will focus on elderly people in and around the Bancroft and Cleveland Estate and more generally in tower hamlets
	<b>TOTAL</b>	<b>£317,302</b>		<b>£93,000</b>	

## Appendix 2: Proposed Awards, Community Events Fund

Community Events					
Ref.	Organisation	Activities	Amount requested	Proposed Award	Comments
CE-41	Tower Hamlets Tennis Ltd 30 Penshurst Road, E9 7DT	"anyone can play tennis" events in Bethnal Green and Victoria Park.	£2,520	£500	
CE-42	Brick Lane Women and Girls Project Montefiore Centre, Hanbury St, London E1 5HZ	to engage disadvantage 50 WOMEN from Bangladeshi and Somali around the Spitalfields and Banglatown (LBTH) to share and celebrate food culture among Black and Minority Ethnic women.	£4,870	£4,000	
CE-43	THE ENSIGN YOUTH CLUB ENSIGN YOUTH CLUB Wellclose Square London E1 8HY	raise concern on Health related issues on Smoking among the Bangladeshi and Somali communities in Wapping	£4,955	£3,500	
CE-44	Friends of Ian Mikardo High School 60 William Guy Gardens, Talwin Street, Bromley by Bow E3 3LF	climbing Kilimanjaro in Africa. 5 disadvantaged special needs ex students will be accompanied by Claire Lillis (Head Teacher), 2 support staff. The climb is to raise awareness of young people with Social Emotional and Behaviour Difficulties, also to raise awareness of the Time for Change national Mental Health campaign.	£5,000	£3,000	
CE-45	City Steps Guided Tours St Margaret's House, 21 Old Ford Road, London, E29PI	Offer guided walks to all communities provided by local trained unemployed local residents. Helping the elderly and disabled to learn simple gardening tips including how to stay healthy by choosing to purchase the right foods.	£2,887	£0	
CE-46	Bijoy Youth Group UNIT 29, 566 CABLE ST, LONDON, E1W 3BH	celebrate young people achievement and equip young people on unity which teach according to the different faith through workshop and award ceremony	4985	£3,500	

Community Events					
Ref.	Organisation	Activities	Amount requested	Proposed Award	Comments
CE-47	Bautul Mamur Academy 85 ROMAN ROAD, London, E2 0QN	celebrating young people achievement and creating opportunity to have open dialogue about communities concern on Drug and Crime in our areas through workshops and award ceremony.	£4,685	£0	Whilst the aspirations of this project are much need and meet an identified need, it is unclear how the proposed project will address issues relating to drugs and crime. The first element of the project is to celebrate the achievements of their students; this group is already engaged in provision and therefore unlikely to be the same group identified as at risk of being involved in drugs and crime. The proposed project is also is heavy on staffing as the group is seeking to recruit staff and volunteers (trainer, Sessional worker and 5 Volunteerj), with total of £2,450 requested on staffing alone. The group also intends to spend £795 on refreshments. The proposed project is not well argued with high staffing costs that were not justified. It is recommended that the proposed project is rejected and the group asked to submit a more realistically costed application. It is recommended that this project is rejected.
CE-48	Artsadmin Toynbee Studios, 28 Commercial Street, London E1 6AB	festival event entitled Read+Talk+Make: A Community Maker Model'. It will be a community making space where Tower Hamlet residents will be able to (free of charge) visit and build an object i.e. table, desk, shelving unit, or modify an existing piece of furniture (with a focus on 'up cycling and recycling', addressing issues of sustainability and eco-friendly building). These objects will then be used by local residents in their own homes and gifted to community	£5,000	£0	The proposed project received funding from a range of other sources.



Community Events					
Ref.	Organisation	Activites	Amount requested	Proposed Award	Comments
CE-49	The Tagore Centre UK – Event Management Office Betar Bangla  Unit 6, 10-14 Holybush Gardens, E2 9QP	Help organise professional workshops with selected schools within the Tower Hamlet area on recitations, dance & singing with the support of the boroughs Education Councillor. Participants invited to perform at this special event, with wide media publicity. Overall an entertainment and educational day for all ages. The concept is to promote Tagore's philosophy of togetherness, love and peace by involving the next generation British born Asians and involve their parents friends and family to the vision	£4,980	£0	The group did not make a strong case of the value, merits and needs for this project proposed project.
CE-50	Sylhet Bawl Shangith Ghostl 17 Horwood House, Pott Street, London E2 0EH	to hold a Musical Event to celebrate Culture and history about Bengali to local diverse communities.	4990	£0	Although the group provided clear they did not provide an explanation of value for money, need for the project or clear benefit to participants. On the basis of the above, it is recommended that this project is not funded.
CE-51	Milestone Trussler Community Hall, 78 Grundy Street, London E14 6DR	Event Intend to engage local young people who are at risk of involvement with gangs to participate open discussion with older generation to build respect and build community cohesion by identifying solution to the cause.	£4,855	£0	The proposed project is not well argued with high staffing costs that were not justified. It is recommended that the proposed project is rejected and the group asked to submit a more realistically costed application.
CE-52	Channel 5 Television Ltd 26 Clifford Road, London E17 4JE	Awards ceremony and dinner held with the most prominent members of the Asian community which will provide a valuable networking opportunity, and will also be attended by VIPs from within and outside London. The awards ceremony will be broadcast live on Channel 5 Television (Sky 814)	£5,000	£5,000	
CE-53	Spelman Street Tenants Association (TA) 25 Monthope Road, London E1 5LL	Lunch club for the elderly	£5,000	£2,500	

Community Events					
Ref.	Organisation	Activities	Amount requested	Proposed Award	Comments
CE-54	Dasghar Union Progut Trust (UK) 118 Salmon Lane, London E14 7PQ	The group are planning a an event "Celebrating achievement and Celebrating Diversity" to motivate young people in Bow for reward of their valuable achievement. Grant will be used to buy 50-60 Trophies together with certificate of achievement presented to young people. In addition, special closet with engrave pen to be presented each talented GCSEs .	£4,825.00	£2,500	
CE-55	Hifzul Quran Islamic Education Centre 304 Burdett Road London E14 7DQ	Awards ceremony and cultural programme for young people who participate in the Hifzul Quran Centre. Activities will be open to all local people and parents.	£5,100.00	£0	The group submitted poorly written application, which lacks clarity of purpose. On the one hand the group is applying for an award ceremony and cultural event. The group also assert that they will run drugs and citizen workshop leading up to the awards.
CE-56	Weavers Community Forum (WCF) 10 Shacklewel Street, Bethnal Green, London, E2 7EG	The propose of the proposed project is to hold an event intended to Promote this newly established organisation's profile to local diverse community, and Promote Collaboration work with other organisation within the area of Weavers and Bethnal Green Area.	£4,700.00	£2,500	
CE-57	Monakka Monowar Welfare Foundation Montefiore Centre (F-8), Hanbury Street London E1 5HZ	The group is applying for £4784 to purchase musical instruments. They plan to hold a one day Community event, Cultural Performance Programme at the Brady Centre.	£4,784	£0	The group did not provide sufficient case for purchasing musical instruments. Consideration should have been made to hire the instruments
CE-58	Praxis Community Projects Pott Street, London E2 0EF	The group intends to hold a one-day free festival titled: 'New Voices 2013' . The proposed event will be held at the Museum Gardens, Bethnal Green on 13 July 2013. Building on the five successful past New Voices festivals, this event will celebrate the contribution of new communities to east London's cultural life, offering a rich mix of arts/cultural activities, including a performance stage, a variety of stalls, children/youth programme/workshops.	£5,000.00	£2,000	

Community Events					
Ref.	Organisation	Activities	Amount requested	Proposed Award	Comments
CE-59	Chisenhale Dance Space	Chisenhale Dance Space is applying for a grant to contribute to their 30th celebration in Autumn 2013. Celebrating 3 decades of experimentation in dance and performance, CDS will present a season of performances, workshops, talks, CPD events, community events and critical discussions.	£3,500.00	£0	Although the group provided clear description of the proposed project, they did not explain how the project represent good value for money, nor did they demonstrate need for the project, additionally they did not provide a clear account of the benefits of the project to participants. The proposed project is resourced from other LBTH funding. It is recommended that this project is not funded as it scores low.
CE-60	The Rooted Forum 63 Martha Street E1 2PA	Community Fun day	£4,700.00	£2,000	
CE-61	Our Base Limited London Metropolitan University, Basement  16 Goulston Street, E1 7TP	The group wishes to hold a Mayors Community Fun Day event, which aims to bring together the whole community in Lap2, Spitalfields and Banglatown. They plan to engage people off all ages/ethnic/faith backgrounds. This event will promote the services and achievements of the applicant with residents and community members getting involved.	£5,000.00	£4,500	
CE-62	J-go Training Limited Railway Arch 421, Concordia Centre, Burdett Road, London E3 4AA	The group are planning a summer Charabanc Trip local communities living within LBTH, targeting low income families with children, from as broad an ethnic diversity as possible traveling by coach to Walton-on-the-Naze; where a large events tent is constructed on the beach allowing 5 hours of team-games ('rounders', cricket and French boules) are played, with a healthy (grilled) Fish & Salad lunch, tea, children's entertainment and an organised sing-song on the way back home.	£1,000.00	£0	
CE-63	Rawdah Foundation Trust 46 Whitechapel Road, London E1 1JX	Organising an event to address Khat use amongst Somali community and knife crime.	£5,020.00	£3,500	

Community Events					
Ref.	Organisation	Activities	Amount requested	Proposed Award	Comments
CE-64	Space The White Building, Queens Yard, White Post Lane, E9 5EN	DIY summer programme of free creative, digital and technology workshop for 70 plus young people in the borough.	£3,600.00	£0	
CE-65	Poplar Bangladeshi Community Project 39 Aberfeldy Street, Poplar, London E14 ONU	Purpose event is to celebrate young people achievement on our Mother Tongue, Study Support and raise awareness on drug and crime related issues affect our local communities through workshop.	£4,790.00	£1,650	
CE-66	City Gate Women's Project Lansbury Lodge 117 Ricard Street Polar London E14 6EQ	Running health and fitness programme for 100 local women.	£4,900.00	£0	
CE-67	Udichi Shilpi Gosthi Brady Centre, 192-196 Hanbury Street, London E1 5HU	BANGLA ACADEMY BOOK FAIR, LITERARY AND CULTURAL FESTIVAL, 2013	£4,800.00	£2,000	
CE-68	Hobo Theatre working with East London Community Land Trust. 3 Merchant Street, London, E3 4UJ	Youth theatre leaders from Hobo Theatre Company will work with up to 100 local children between the ages of 8 and 16 on a drama project that engages them with the history of St. Clements Hospital, Mile End and invites them to create short plays about things in their own lives that make them mad, sad and glad.	£2,000.00	£1,000	
CE-69	Quaystone Church (and community partners) E14 3PG	"Fun in the Park" will be an afternoon of fun activities for families and residents in the Millwall Park area. The event will include sports, fun and games for children and adults together.	£2,500.00	£1,000	
CE-70	UK Youth Carrom Academy Unit 5, 1-13 Alder Street, London E1 1EG	The grant will be used to organise Tower Hamlets Carrom competition.	£5,000.00	£2,000	
CE-71	Irish Traveller Movement in Britain Resource for London, 356 Holloway Road, London N7 6PA	The Irish Traveller Movement in Britain, a national policy and capacity building charity are hosting a cultural fun day, <i>Pavee Ceilidh</i> ** to celebrate Gypsy Roma Traveller History Month 2013** (June). It will take place in Mile End Park Saturday June 22, 2013 (12 – 4pm), the aim is to celebrate the richness of Gypsy Roma and Traveller cultures.	£3,128.00	£500	

Community Events					
Ref.	Organisation	Activities	Amount requested	Proposed Award	Comments
CE-72	Bongobir Osmany Trust Unit 5, Links Yard, 29a Spelman St, London E1 5LX	The BOT wishes to organise a community event to celebrate MAG Osmani's birthday.	£3,500	£2,500	
CE-73	Artch Unit 4, White Post Lane, Queens Yard, E9 5EN	The group is planning 3 weeks festival with dance movement related performance.	£2,944	£0	
CE-74	Stepney Fathers Group Anglia House, Community Room, Salmon Lane E14	The grant will be used to organise an event to raise family awareness	£5,010	£4,000	
CE-75	Women Health and Education Trust 9 Stainsby House, Poplar, London E14 6JP	Organising mini Olympic sports and cultural event for young people to participate in various sports events and cultural show for them to use as a platform to show their talent.	£4,995	£4,000	
CE-76	Association of Islamic Teachers Darul Ummah Centre, 56 Bigland Street,	holding its annual Family's Day Out even	£2,000	£1,800	
CE-77	Dora Trust 23 Carbis Road, London E14 7TH	Dora Trust will need funding for the Sports and Cultural Events. We manage to secure some money from the local businesses and community members. The amount we would get from that source would not be enough to organise the event in Bartlett Park.	£4,970	£4,000	
CE-78	Larson Estate Tenant Association 12 Boston House, 45 Larson Walk e14 9hz	New residents association planning a fun day during the summer holidays.	£3,750	£1,000	
CE-79	Bow East Women and Children Centre 15 Praline Court, 16 Taylor Place, London E3 2PT	Funding for the Sports and Cultural Events	£4,980	£1,000	
CE-80	Friends of Mile End Park	Annual summer event - dog show	£2,500	£1,000	
	<b>TOTALS</b>		<b>£168,723</b>	<b>£66,450</b>	

**Appendix 3: Revision to Guidance Fact Sheets for Community Chest and**



TOWER HAMLETS



TOWER HAMLETS

**Community Events Funds**

**LONDON BOROUGH OF  
TOWER HAMLETS**

**The Mayor's Community Chest Funding**

**For the 2013/14 Mayor's Community Chest funding programme, the Council offers a comprehensive and innovative small grants scheme – with funding available up to £10,000. The programme is designed to provide a responsive service to meet the needs of a diverse third sector within the Borough.**

<p><b>Purpose of the Fund</b></p>	<p>This fund is designed specifically to support organisations based and working in Tower Hamlets. The money is available primarily to develop the capacity of local groups: helping them to become more effective and more sustainable.</p>
<p><b>Are You Eligible?</b></p>	<p><b>To be eligible for this grant your organisation must:</b></p> <ul style="list-style-type: none"> <li>• Be based-in and delivering services in Tower Hamlets</li> <li>• Be a properly constituted organisation with a governing document such as a constitution</li> <li>• Have a Management Committee or Board of Trustees which oversees the provision of benefits to Tower Hamlets residents</li> <li>• <i>Have a verifiable business address</i></li> <li>• Have an Equal Opportunities Policy that sets out how the organisation and services will be provided and how it will abide by anti-discriminatory legislation.</li> <li>• Have a bank or building society account (in the organisation's name) which has at least 2 signatories from the Management Committee or Board of Trustees.</li> <li>• Have current and appropriate insurance that covers its activities, premises &amp; equipment, staff and volunteers as well as service users where relevant, or use part of the funding awarded to purchase the appropriate insurance. If the application is successful, the organisation will be required to provide evidence that this condition has been met.</li> </ul>
<p><b>Eligible Activities</b></p>	<p>The programme will fund a wide range of activities, services and functions including the following; which, is not meant as an exhaustive list.</p> <ol style="list-style-type: none"> <li>1. Things designed to improve an organisation's infrastructure; including but</li> </ol>

not restricted to:

- Staff training – accredited training directly relating to the work done by the staff member.
- Quality Assurance Accreditation for the organisation, including relevant initiatives such as PQASSO, MATRIX and Advice Quality Standard (AQS), etc.
- Improvement to an organisation's management or office systems – but this has to be supported by a properly costed and detailed breakdown of the work to be done.
- *Training for Board members: need has to be demonstrated and required training specified in detail in the application. Consultants recruited for the purpose should be on the National Council for Voluntary Organisation's (NCVO) list of consultants; or those recommended by Tower Hamlets Council for Voluntary Services (THCVS).*
- *Staff/volunteer training related to organisational management, administrative, strategic and day-to-day operational management issues which, must be specified in the application. Consultants recruited for the purpose should be on the National Council for Voluntary Organisation's list of consultants; or those recommended by Tower Hamlets Council for Voluntary Services (THCVS).*

2. Capital works or equipment - grants may be used to fully fund a small initiative or as a contribution toward a larger proposal:

- Building work to meet DDA requirement.
- Small building refurbishment/improvements including improved access or security.
- Repair or replacement of fixed equipment.

3. The purchase of furniture and equipment (which must be sourced using competitive quotes); and which may include but is not restricted to:

- Desks, tables, chairs and storage units, etc.
- Purchase of specialist software solutions specific to the work of the organisation. This could include software for a database, financial management or customer/client monitoring package etc. but a business case has to be made explaining the relevance to the organisation's work.
- ICT equipment or other electronic, multi-media hardware including computers, printers and projectors.

4. Organisational and inter-organisation development

- Developing key organisational plans and strategies
- Developing Partnership Initiatives e.g. setting-up or strengthening networks/consortia or implementing organisational mergers

5. Other initiatives:

If the idea/proposal for which you want support is not covered by any of the

**Phone:**  
020 8980 8427



<p><b>Email:</b> admin@thcvs.org.uk</p>	<p>above items, you may still be eligible for support.</p> <p>Some professional support to improve an organisation's governance, strategies or forward planning may be available through the Tower Hamlets Council for Voluntary Services (THCVS) as they have been funded by the Council to provide this service. You should therefore contact them to discuss your requirements before completing an application.</p> <p>Consultants recruited to provide support must be on the National Council for Voluntary Organisations (NCVO) list of approved consultants; or, be on the THCVS list of approved providers.</p>
<p><b>What Will Not Be Funded</b></p>	<p><i>The Community Chest Fund supports items or activities which improve the capacity and performance of applicant organisations.</i></p> <p><i>It will not be available to finance core organisational running costs such as staff salaries, rent, rates, utilities, postage, telephone and internet and other overheads or fixed costs.</i></p> <p><i>Grants will not be approved for initiatives and that have already taken place or for any items that have already been purchased.</i></p> <p>If IT equipment is required, applications will not generally be considered for more than one computer. Items such as iPads and iPhones will <i>not typically</i> be funded.</p>
<p><b>Funding</b></p>	<p>The maximum amount that can be applied for is £10,000.</p> <ul style="list-style-type: none"> <li>• You should not merely apply for £10,000 (or close to it) just because it's the stated maximum; your application must clearly demonstrate: <ul style="list-style-type: none"> <li>- a defined need for the item/activity/service being requested</li> <li>- quantifiable benefit(s) to the organisation or its service users</li> <li>- good value for money</li> </ul> </li> <li>• All costs must be explained and justified in satisfactory detail for applications to be properly considered.</li> <li>• Where an application requests the purchase of equipment, items must be properly costed on the basis of quotations from recognised suppliers.</li> </ul> <p>Grant award payments for this programme will be made in 2 instalments. Once the Grant Agreement has been signed we will release the first instalment which will be 50% of the agreed amount.</p> <p>On completion of the project or purchase of the equipment/services you will be required to submit a 'final claim' for the outstanding balance of the award. At this stage you will need to submit invoices together with proof of payment.</p>
<p><b>Applications Process</b></p>	<ul style="list-style-type: none"> <li>• Application Forms can be accessed from the Tower Hamlets website: <a href="http://www.towerhamlets.gov.uk/lqsl/851-900/871_community_grants.aspx">http://www.towerhamlets.gov.uk/lqsl/851-900/871_community_grants.aspx</a></li> <li>• Given the volume of applications for this fund, the assessment and award process can take between 2 &amp; 4 months; you must therefore bear this in mind when submitting your application.</li> <li>• There are no deadlines for this fund – applications can be submitted at any time.</li> </ul>

	<ul style="list-style-type: none"> <li>• When we get your completed application we will confirm receipt, let you know if you need to provide further information, and give an indication of the estimated timeframe for a decision.</li> <li>• Once the final decision has been made regarding your application we will contact you to confirm whether or not you have been successful.</li> <li>• <i>In your application you must provide a clear statement of what your organisation does for the community and the benefits that will be delivered from the activities for which funding is sought.</i></li> </ul>
<b>Assessing Your Application</b>	<p>Assessment and awards will be made approximately every 2 to 4 months. Applications will be assessed to:</p> <ul style="list-style-type: none"> <li>• Ensure the Eligibility Criteria are met;</li> <li>• Ensure activities/functions/services are eligible;</li> <li>• Ensure the application is clear on what is being asked for and that costings are accurate and appropriate;</li> <li>• Score the application against the criteria set out within the form; and,</li> <li>• Recommend <i>an appropriate level of award.</i></li> </ul>
<b>Payment Arrangements</b>	<p>Organisations that are successful will enter into a Grant Agreement with the Council. An assigned Officer will contact you to discuss and process your Agreement.</p> <ul style="list-style-type: none"> <li>• <i>Grant award payments for this programme will be made in 2 instalments. Once the Grant Agreement has been signed we will release the first instalment which will normally be 50% of the agreed amount.</i></li> <li>• The final instalment, taking the total payment up to the full approved grant will be paid; subject to satisfactory information being provided to demonstrate completion of the agreed activities/services and the submission of required invoices and proof of payment.</li> </ul>
<b>Monitoring Requirements</b>	<ul style="list-style-type: none"> <li>• You will be required to provide appropriate evidence to demonstrate the successful delivery/completion of your funded activity. The required information/material/documentation will be clearly set out within your Grant Offer Letter.</li> <li>• Depending on the nature of the work/initiative being funded, monitoring visits may be necessary; this will also be made clear within the Grant Offer Letter.</li> </ul>



TOWER HAMLETS



TOWER HAMLETS

# LONDON BOROUGH OF TOWER HAMLETS

## The Mayor's Community Events Grants

The Community Events grants scheme, provides a responsive 'small grants programme – with funding up to a maximum of £5,000: designed to meet the needs of a diverse Third Sector within Tower Hamlets.

<p><b>Purpose of the Fund</b></p>	<p>This fund is designed specifically to support groups based and working in Tower Hamlets: to assist in the planning and staging of community focused events/initiatives.</p>
<p><b>Are You Eligible?</b></p>	<p><b>To be eligible for this grant an organisation must:</b></p> <ul style="list-style-type: none"> <li>• Be based-in or have a track record of delivering services in Tower Hamlets;</li> <li>• Be a properly constituted organisation with a governing document such as a constitution;</li> <li>• Have a Management Committee or Board of Trustees which oversees the provision of benefits to Tower Hamlets residents;</li> <li>• <i>Have a verifiable business address</i></li> <li>• Have an Equal Opportunities Policy that sets out how the organisation and its services will be provided and how it will abide by anti-discriminatory legislation. All applications should show commitment to the principles equality of opportunity. All projects are expected to be open to all residents, who want to be involved, unless you can give a good reason why this should not be the case. If you plan to restrict who can take part you should explain why in your application, so that we can consider whether this is acceptable.</li> <li>• Have a bank or building society account (in the organisation's name) which has at least 2 signatories from the management committee or Board of Trustees;</li> <li>• Have current and appropriate insurance that covers its activities, premises &amp; equipment, staff and volunteers as well as service users where relevant, or use part of the funding awarded to purchase the appropriate insurance. If the application is successful, the organisation will be required to provide evidence that this condition has been met.</li> <li>• If you are applying for a project to work with children, young people or vulnerable adults, you must have a policy that explains how you will make sure they will be safe. It is your responsibility to have acceptable safeguarding policies and procedures in place which we may ask to inspect at any time if we offer you a grant.</li> </ul>



<p><b>What Will Not Be Funded</b></p>	<p><i>The Community Events Fund will not be available to finance core organisational running costs such as staff salaries, rent, rates, utilities, postage, telephone and internet and other overheads or fixed costs.</i></p> <p><i>Other than in exceptional circumstances, grants will not be approved for events that have already taken place.</i></p> <p><i>Events should not be exclusively of political or religious nature.</i></p>
<p><b>Funding</b></p>	<p>The maximum amount that can be applied for is £5,000.</p> <ul style="list-style-type: none"> <li>• You are strongly advised not to apply for the maximum if the event requirements do not justify it. Costs must be fully justified and broken down using the spread-sheet provided with the application form.</li> <li>• The event must be properly costed to fully show how the funds you are requesting from the Council; and any other funds within the overall budget will be spent.</li> <li>• All costs must be justified and explained in satisfactory detail for applications to be properly considered.</li> <li>• Where an event requires the purchase or hire of equipment, this must be costed on the basis of competitive quotations from recognised specialist suppliers.</li> <li>• Where the event includes the provision of catering/refreshments it is expected that the applicant will fully cover this from their own funds.</li> <li>• Where an applicant is using its own facilities/rooms or equipment for the event, any hire costs should be seen as a contribution by the organisation, as such costs are not able to be funded from the Council's contribution.</li> </ul>
<p><b>Eligible Activities</b></p>	<p><b>The programme will support a wide range of 'events' including the following; which, is not meant as an exhaustive list.</b></p> <p>Innovative projects involving the community – such projects and their related activities must be properly managed and supervised and must have adequate safeguards in place:</p> <ul style="list-style-type: none"> <li>• Estate or locality based event/activities designed to improve community cohesion;</li> <li>• A one-off or periodic event of a sporting, artistic, recreational, cultural, or entertainment nature open to the community;</li> <li>• <i>A festival or celebratory event for the community;</i></li> <li>• <i>An event or activity designed to raise awareness of, or tackle and improve key issues within the local community;</i></li> <li>• <i>A community focussed event designed to mark a significant civic, historic or landmark occasion within a local, regional or national context;</i></li> <li>• <i>An event to improve the health, wellbeing and enjoyment of local residents who are experiencing hardship or exclusion; or,</i></li> <li>• <i>A fete or 'open-day' type event.</i></li> </ul> <p>If the idea/proposal for which you want support is not covered by any of the</p>

	<p>above items, you may still be eligible for support.</p> <p><i>In all requests for funding, the need/demand for the event must be clearly demonstrated and detailed.</i></p>
<p><b>Applications Process</b></p>	<ul style="list-style-type: none"> <li>• Application Forms can be accessed from the Tower Hamlets website: <a href="http://www.towerhamlets.gov.uk/lqsl/851-900/871_community_grants.aspx">http://www.towerhamlets.gov.uk/lqsl/851-900/871_community_grants.aspx</a></li> <li>• There is no closing date - applications can therefore be submitted at any time.</li> <li>• When we get your completed application we will confirm receipt, let you know if you need to provide further information, and give an indication of the estimated timeframe for a decision.</li> <li>• However, because of the potential time delay processing applications through to the final decision by the Mayor, applications should be submitted at least 4 months prior to the planned event date.</li> <li>• <i>Grants will, other than in exceptional circumstances not be approved for events that have already taken place.</i></li> <li>• <i>In your application you must provide a clear statement of what your organisation does for the community and the benefits that will be delivered from the activities for which funding is sought.</i></li> </ul>
<p><b>Assessing Your Application</b></p>	<p>Assessment and awards will be made approximately every 2 to 4 months. Applications will be assessed to:</p> <ul style="list-style-type: none"> <li>• Ensure the Eligibility Criteria are met;</li> <li>• Ensure activities/functions/services are eligible;</li> <li>• Ensure the application is clear on what is being asked for and that costings are accurate and appropriate;</li> <li>• Score the application against the criteria set out within the form; and,</li> </ul> <p>Recommend <i>an appropriate</i> level of award.</p>
<p><b>Payment Arrangements</b></p>	<p>Organisations that are successful will enter into a Grant Agreement with the Council. An assigned Officer will contact you to discuss and process your Agreement.</p> <ul style="list-style-type: none"> <li>• <i>Grant award payments for this programme will be made in 2 instalments.</i> Once the Grant Agreement has been signed we will release the first instalment which will <i>normally</i> be 50% of the agreed amount.</li> <li>• The final instalment, taking the total payment up to the full approved grant will be paid; subject to satisfactory information being provided to demonstrate completion of the event and the submission of required</li> </ul>

	<p>invoices and proof of payment.</p> <ul style="list-style-type: none"><li>• Evidence of completion will trigger the release of the final payment. This will differ depending on the nature of the event being supported and organisations will be advised as part of the Grant Agreement process.</li></ul>
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<b>Monitoring Requirements</b>	<ul style="list-style-type: none"><li>• Depending on the nature of your event, a monitoring visit may be necessary and will be made clear within the Grant Offer Letter.</li></ul>
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