



Prospectus

Emergency Grant Fund



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Introduction

Tower Hamlets Council provides grant funding to local Voluntary and Community Sector organisations (VCS), who are facing an emergency.

The purpose of this prospectus is to provide information to VCS organisations on the grants criteria and how to apply.

Eligibility Criteria

To be considered for funding, organisations must meet the eligibility criteria below:

1. Be a voluntary and community sector organisation
2. Have a Constitution, Memorandum and Articles of Association or other recognised governance documents
3. Have been in receipt of council funding in the past two years
4. Be able to show long-term financial viability
5. Be in danger of closing or unable to continue to provide funded services
6. Have already taken measures to address the emergency
7. Not owe the council a debt of over £1000
8. Be registered in Tower Hamlets, have a base in Tower Hamlets or be able to demonstrate a track record of successful service delivery within the borough

How much money is available

The total budget for the Emergency Grant Fund is £100,000 per year.

Organisations can apply for a one-off grant of up to £10,000 per year.

What will we fund

The Emergency Grant will fund:

1. Building repairs for essential emergency work or health and safety requirements
2. Legal costs
3. Redundancy costs
4. Staff salaries/wages (to cover unforeseen medium/long term absences)
5. Recovery from damage or accidents

Please note: This is not an exhaustive list. If you are unsure whether the issue you are seeking funding for is an emergency contact the Voluntary and Community Sector team at vcs@towerhamlets.gov.uk.

Bidding process

To apply for Emergency funding you need to submit an application form via the Council's grant management portal, Blackbaud. You can access the application form by clicking [here](#).

There is no deadline for submitting bids. Applications will be considered when they are received.

Assessment

The Council will assess your application against the grant criteria and aim to let you know if you have been successful within four weeks of receipt of your application.

The assessment is to see whether your organisation and emergency meets the standards the Council expects of organisations it supports with public funds. All the questions require a written response.

Criteria	Application question
About your organisation	<p>Describe the purpose of your organisation, how your activities benefit Tower Hamlets residents, and how they link to Council priorities You can find Council's priorities via this link Strategic Plan 2022-26 (towerhamlets.gov.uk)</p> <p>Your organisation must be registered in the borough, have a base in Tower Hamlets or be able to demonstrate a track record of successful service delivery within the borough. (if you are registered in the borough please provide your address, if you are based in the borough please attach your rental agreement, or if you deliver in the borough for at least two years please provide some other evidence to demonstrate this.</p>
About your emergency	<p>Please explain the emergency your organisation is facing and the impact it will have on your organisation and service users.</p> <p>Please provide details of any action you have taken so far to tackle the emergency.</p>
What you want funding for	<p>What do you want emergency funding for and how will it ensure your organisation is financially sustainable in the future.</p> <p>Please set out how you would spend the emergency grant by filling in the budget table provided.</p>
Link to Council	Please detail all Council funding your organisation is currently receiving and how the emergency will affect this funding.

	Is your organisation based in a Tower Hamlets Council building. If so, do you have an appropriate property arrangement in place.
Your reserves	Does your organisation have a Reserves Policy? If so, please attached the copy with your application. Please explain how much reserves you have available and why these cannot be used to tackle the emergency.
Accounts	You may either provide us with your most recent year end management account or fill in the form provided.

Monitoring and Evaluation

All successful organisations will be required to complete a monitoring and evaluation form 3 months after the grant award.

This will ensure the grant has been spent correctly and the Council is able to continue to improve the fund.

This will need to be completed via Council's online grant management portal Blackbaud.