



# London Borough of Tower Hamlets Mayor's Community Events Initiative

## Application Form

This application form is for community events initiatives only. Under this funding stream the maximum available grant is **£5,000**. The grant is available for groups based in Tower Hamlets; and may be used for a range of purposes in line with the Mayor's Community Events Initiative Fact Sheet.

**Organisations can only apply to this fund once each financial year. Read the eligibility criteria carefully before completing the application.**

### ORGANISATION DETAILS

**1** Name of organisation / organiser

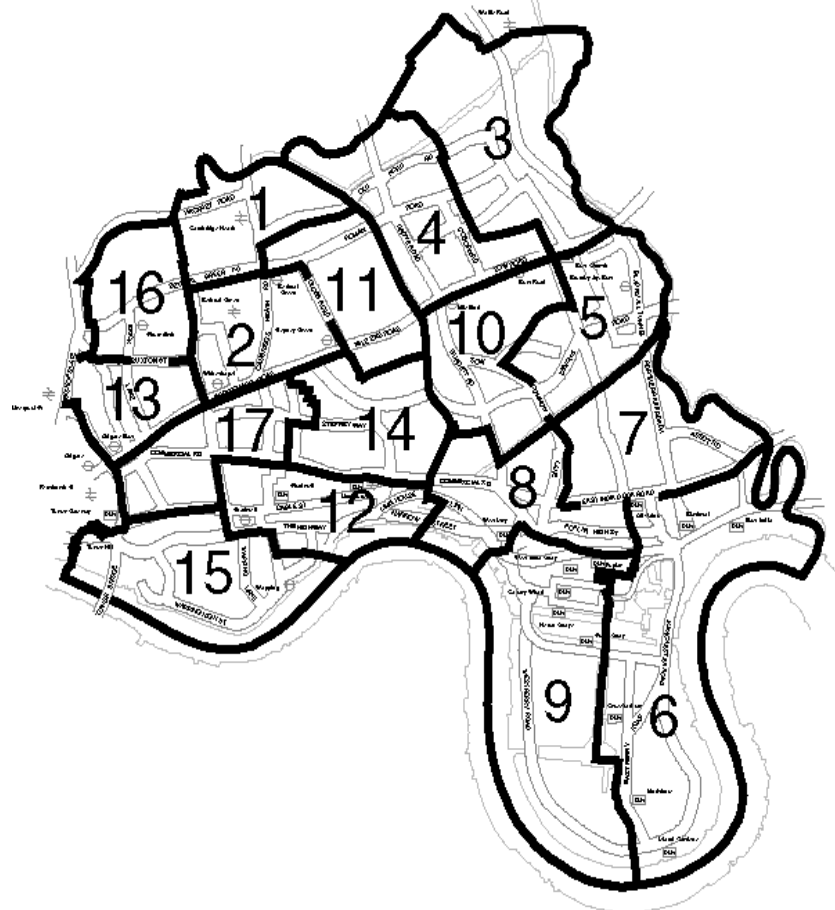
**2** Address and Postcode:

Phone number  Website

Fax number  E-mail

**3 Geographical Area Based:** Please indicate below the ward your organisation is based in.

- 1 Bethnal Green North
- 2 Bethnal Green South
- 3 Bow East
- 4 Bow West
- 5 Bromley by Bow
- 6 Blackwall and Cubitt Town
- 7 East India and Lansbury
- 8 Limehouse
- 9 Millwall
- 10 Mile End East
- 11 Mile End and Globe Town
- 12 Shadwell
- 13 Spitalfields and Banglatown
- 14 St Dunstan's and Stepney Green
- 15 St Katherine's and Wapping
- 16 Weavers
- 17 Whitechapel



<b>4</b> Charity Number	<b>5</b> Company Registration Number
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**6 Status of Organisation**

<input type="checkbox"/> 1 None	<input type="checkbox"/> 5 Social Enterprise	<input type="checkbox"/>
<input type="checkbox"/> 2 Unregistered Organisation	<input type="checkbox"/> 6 Faith Group	<input type="checkbox"/>
<input type="checkbox"/> 3 Registered Charity	<input type="checkbox"/> 7 Residents Group	<input type="checkbox"/>
<input type="checkbox"/> 4 Registered as Company by Guarantee	<input type="checkbox"/> 8 Trust	<input type="checkbox"/>

Other, please state?

**CONTACT DETAILS FOR CORRESPONDANCE**

**7 Contact Details**

1. Prefix (Mr, Mrs, Miss Ms, Other)

2. First Name

3. Last Name

4. Job Title

5. Daytime Contact Telephone

6. E-mail Address

**FUNDING AND PROPOSAL**

**8 Project Funding**

1. How much funding are you asking for? £

2. How much will the total activity cost? £

**9 What other funding sources are you going to use (including in-kind support) if you need more than our grant?**

## 10 Details of Proposal

Please provide a description of your planned initiative ensuring that you provide information on the expected benefits to both the organisations and its users that will be derived as a result of the successful completion of the initiative. **(Maximum 300 words).**

**Total number of points: 10**

1. Clear description of what the money will be used for – 4
2. Explain why expenditure breakdown in Sec 11 is Value for Money - 2
3. Clear demonstration of need e.g. enhance community engagement – 2
4. Clear account of benefit to beneficiaries – 2

**Event Date:**

**Location:**

**11 Expenditure** - please give a breakdown of how the funding for your project/initiative will be spent. **Please also submit a spreadsheet with an itemised breakdown of the budget for your proposal.**  
 Total number of points: 4. breakdown: submission of clear spreadsheet – 2; the costs in spreadsheet add up and match the column total in Section 11

1. Equipment and materials	£
2. Hire costs	£
3. Professional fees	£
4. Other (specify) [     ]	£
5. Other (specify) [     ]	£
6. Other (specify) [     ]	£
7. Other (specify) [     ]	£
<b>TOTAL</b>	<b>£ 0.00</b>

**12 Grant Eligibility - To apply for this grant you must meet and produce evidence of the following minimum requirements:**

1. Have appropriate insurance to cover the event including public liability insurance
2. Ensure CRB checks are in place if appropriate
3. Ensure appropriate Health & Safety arrangements including First Aid are in place
4. Ensure appropriate licenses have been obtained
5. Have appropriate banking arrangements to ensure separation of grant funding, for example a separate bank account
6. Ensure appropriate Equal Opportunities policies and procedures are in place

Further criteria can be found in the Community Events Initiative Fact Sheet

**13 Insurance details:**  
 The Council will be unable to provide a grant unless you have appropriate insurance.

<b>Name of insurance company:</b>	
<b>Policy number:</b>	
<b>Period of cover:</b>	
<b>Details of cover / Other information:</b>	

**14 Bank account details:**

This grant can only be paid into the organisation's bank account, please therefore provide the following information

<b>Bank name:</b>	
<b>Account name:</b>	
<b>Account number:</b>	
<b>Sort code:</b>	
<b>Bank address:</b>	

**SECTION 15. DECLARATIONS AND SIGNATURES****Data Protection Act**

We will hold the information given on this application form and any supporting documents on file to process grants.

We may give copies of this information to individuals and organisations we consult when assessing applications, monitoring grants and evaluating our funding. We may also share information with accountants, external consultants, organisations providing funding to your organisation and others with a legitimate interest in Council applications or grants and for the prevention and prosecution of fraud.

**Freedom of Information Act**

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties. If information is requested under the act we will release it, subject to exemptions, although we may consult you first.

I agree for you to process the information given so far and may give in the future for the purposes as shown above.

**Name:****Signature:**

(Management committee member / authorised person)

**Position in organisation:****Date:**

## Declaration

I am authorised to sign this application on behalf of the applicant organisation. Information given in the application is true and the application has been authorised by our governing body.

I understand that any funding offer will be subject to specific terms and conditions.

**Name:**  
(Management committee member / authorised person)

**Signature:**

**Position in organisation:**

**Date:**

Please return the completed application by e-mail to: [thirdsector@towerhamlets.gov.uk](mailto:thirdsector@towerhamlets.gov.uk)

Alternately, you may post or hand-deliver the completed application to:

Natasha Singer – Technical Support Officer,  
Third Sector & External Funding Team  
Town Hall  
Mulberry Place, 2<sup>nd</sup> Floor  
5 Clove Crescent  
London  
E14 1BG

**For queries or further information contact: Everett Haughton - 020 7364 4639**