



TOWER HAMLETS COMMUNITY FUND Application Form



ELIGIBILITY	
The following are Key Eligibility Items . If your organisation is unable to meet these requirements you will not be able to receive support from the Tower Hamlets Community Fund. To be eligible for support from this fund your organisation must:	
1.	Be a not-for-profit group based-in Tower Hamlets
2.	Be a properly constituted organisation with a governing document such as a constitution
3.	Have a track record of delivery in Tower Hamlets
4.	Have a Management Committee or Board of Trustees with at least 4 of its members living in the borough
5.	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
6.	Have a Health and Safety Policy in place that sets out how the organisation will meet the Health and Safety (including Fire Safety) legislation.
7.	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, who are not related
8.	Have current and appropriate insurance that covers its activities, premises & equipment, staff and volunteers as well as service users where relevant
By submitting an application, this will be taken to mean that your organisation meets all of the above criteria – please note that you will be required to evidence this.	
The following are Eligibility/Due Diligence considerations. <i>(Please note that this is not an exhaustive list and there are additional items which are not eligible expenditure items)</i> . If your proposed project/initiative is awarded a grant, expenditure on the following items are unlikely to be acceptable.	
1.	Events or activities which promote a political party or is of a religious nature
2.	A project/initiative which is part of the applicant's day-to-day work, including ongoing staff costs related to such work
3.	Events or activities which duplicates those generally funded through other Council grant programmes such as MSG
4.	The purchase of general ICT equipment such as computers, laptops or printers
5.	For the delivery of events, activities or services for which the organisation is already in receipt of grant funding either from LBTH or other funder(s)
6.	The staging of events or activities where entry fees will be charged
7.	Any costs incurred in putting together an application for this Fund
8.	Day-to-day running costs of your organisation (for example, utility bills, rent or insurance)
9.	Contingency funds to cover unforeseen or upcoming general organisational running costs
10.	Work associated with land or building projects where the ownership or lease is not yet in place
11.	The cost of fundraising activities for your organisation or others
12.	Items that are purchased on behalf of another organisation
13.	Costs for the repayment of loans/interest or for the payment of fines
14.	A project or activity that cannot be completed within 12 months of receiving the grant
15.	The purchase of alcohol
Please click to indicate that you have read and understood all of the above items	
Yes <input type="checkbox"/>	

Part 1 - About Your Organisation

1. Organisation name & contact details Please provide the full name of your organisation as it appears on your governing document.	
Organisation's Legal Name:	
Address:	
	Postcode:
Email:	
Website:	
Please also tell us any other name (AKA) used by the organisation	
Also Known As:	

2. Details of contact person This is the person that we will need to contact in relation to this application and the resulting project if the application is successful	
Name:	
Position in organisation:	
Contact telephone number - Office:	Mobile:
Email address:	

3. What is the status of the organisation Please indicate by clicking any of the following which apply	
Unregistered Organisation <input type="checkbox"/> Registered Charity/Trust <input type="checkbox"/> Company Limited by Guarantee <input type="checkbox"/>	
Community Interest Company <input type="checkbox"/> Development Trust <input type="checkbox"/> Social Enterprise <input type="checkbox"/>	
Industrial & Provident Society <input type="checkbox"/> Friendly Society <input type="checkbox"/> Other <input type="checkbox"/> <i>Please specify below</i>	
Tenants & Residents Association <input type="checkbox"/> Parent Teacher Association <input type="checkbox"/> Faith Led Group <input type="checkbox"/>	
Other: <input type="checkbox"/> (please specify):	
<i>If you are registered, please show your registration number below</i>	
Charity Registration Number:	Company Registration Number:

4. Organisation's creation & registration Please provide the information as requested below. if you are unsure of the exact date, the month and year will be sufficient.	
When was your organisation established?	
When was your organisation formally registered with a regulatory body such as the Charity Commission or Companies House?	

5. Bank or Building Society Account Information Please provide the information requested below. Please note that the account must be in the name of the organisation which is applying for the grant and will, if successful, carry out the project.	
Bank Name:	
Bank Address:	
Account Name:	
Sort Code:	
Account Number:	
Does your organisation have any other Bank or Building Society Account? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	

6. Ward in Which Organisation Located

Please tell us the Ward in which your organisation is located - remember the Borough's Ward names and boundaries changed as from April 2014.

Ward Name:

7. Organisational Governance Arrangements

Please answer all of the following questions. Please note that some items may be either Eligibility or Due diligence matters and you may need to provide proof as part of the application process – please refer to the section on the first page of this application form as well as Section 20 which sets out a list of documents/items that you will need to send with the completed application

Does the organisation:

- Hold Annual General Meetings?: **Yes** **No**
 - Have an Equal Opportunities Policy? **Yes** **No**
 - Have a Health & Safety Policy? **Yes** **No**
 - Have written Financial Procedures? **Yes** **No**
 - Have current insurance? **Yes** **No**
 - Have a Health & Safety Policy? **Yes** **No**
 - Have a Safeguarding Policy? **Yes** **No**
 - Have Staff and Volunteer Procedures? **Yes** **No**
 - Have a Governing Document? **Yes** **No**
 - Have a bank mandate specifying details of required signatories? **Yes** **No**
 - Have a process for 'declaration of interest' at all Board/Trustee Meetings? **Yes** **No**
 - Have a cashbook recording all income and expenditure? **Yes** **No**
 - Have an elected Management Committee or Board? **Yes** **No**
 - Are at least 4 members resident in the Borough? **Yes** **No**
- If you have answered yes, please provide the following information:

Member -1:

- Full Name:
- Address:
- Postcode:

Member - 2:

- Full Name:
- Address:
- Postcode:

Member - 3:

- Full Name:
- Address:
- Postcode:

Member - 4:

- Full Name:
- Address:

- Postcode:

Suggestion:

Within many of the following sections you will be restricted to the number characters that you can use to provide the requested information.

One of the best ways of ensuring that the information you provide fully addresses the topic within the given limit, the following approach is suggested:

- (1) Prepare an initial response on a separate Word document as a 'draft'
- (2) Using the 'word count' facility you will be able to see a breakdown of the number of characters and words used
- (3) You can then amend the draft text accordingly until you are satisfied with the response that you are able to provide within then given character limit
- (4) Now, you can copy and paste the text into the section as required

8. Organisational Activities & Services

Please provide a clear outline of the 4 key activities or services provided by your organisation. The information provided for each item must be limited to a maximum of 350 characters/spaces which will equate to about 50 words.

1.

2.

3.

4.

9. Organisation's Beneficiaries

By clicking in the appropriate box, please answer question 1 below; and in the 'explanation' section provide details of the organisation main beneficiaries – the explanation should be a maximum of 350 characters/spaces which will equate to about 50 words.

1. Are there restrictions on who can join/receive services from your organisation? - Yes No

Explanation:

Part 2 – About Your Project: *(This is a scoring section worth up to 35 Points – of this, the maximum score for question 11 is 20 points and maximum score for question 14 is 15 points)*

By 'project' we mean the activity, service, event or other purpose for which you are seeking the grant

10. Project Name

Please give your project an appropriate name. You can use up to a maximum of 70 characters (including spaces and punctuation) which will equate to about 10 words.

11. Description of Project

Please provide a detailed description of your proposed project/initiative. You can write up to 2,500 characters (including spaces & punctuation) which will equate to about 350 words.

The information you provide should fully describe the main features or elements of the project

including what services are being offered, activities provided, work undertaken or equipment purchased. Additionally, you should explain what problems the project will address. In providing this information, be sure to clarify the following: WHAT the project/initiative is all about; WHERE it will happen; HOW it will be delivered; Who will deliver/provide it; and, WHY it is needed?

12. Project Summary

Please provide a creative summary of your project. We will use this information as an outline description of your proposal within our report to the Commissioners which will be making the decision regarding your application. This information may also be used for publicity purposed on the Council's website.

You can write up to 400 characters (with spaces) which will equate to about 50 words.

13. Project Timeline (& Location)

Please provide details of the planned timing and location related to your project by completing the relevant section below.

When submitting your application it is extremely important to note the following 3 time parameters:

- i. It could take 3 months from application submission to the date when your grant is approved – the planned date of events/activities should therefore take this into consideration
- ii. Your project must be completed within 12 months of the formal Grant Agreement being signed
- iii. Where will the project take place – provide address of the premises and name of the Ward. If your project is taking place in more than one location, please provide details in relation to all locations

1. Planned date(s) of event/activity:

2. Location(s) of event/activity:

3. Project location(s):

14. Project Beneficiaries

From the above information we will understand where the project is taking place. However, please now tell us where you believe the beneficiaries of the project will be from. At this stage, what we require is your 'best estimate' of where the majority of the project's beneficiaries will be from.

To provide the information please 'click' the items below the you believe apply to your project – the majority of beneficiaries are likely to be from:

1. Within the organisation:

2. Within this Ward:

3. This and neighbouring Wards:

4. Throughout the Borough:

5. **Other:** (please specify)

Additionally, will your project be working with young people (under 16) or vulnerable adults; please indicate as appropriate: **Yes:** **No:**

Part 3 – Budgets (*This is a scoring section and is worth up to 15 Points*)

15. Project Budget		
Please provide a detailed breakdown of the budgeted costs of your project. Please note that as part of the ‘due diligence’ process we may want to see any quotes that you have obtained for the purpose of this budget.		
Budgeted Items (including purchase of equipment, materials, hire fees and other costs)	Total Cost	Funds Requested From LBTH £
Grand Totals		

16. Budget Clarification
<p>Please provide the following clarification with regard to the above project costings.</p> <ul style="list-style-type: none"> i. If the total project cost is more than the total funds requested from LBTH, please set out in item 1 below, details of the sources of those other funds and whether or not the funds are currently in place. ii. If any of the above items are based on quotes or estimates from suppliers, please provide details in item 2 below. If the items are not based of quotes or estimates, you will need to provide an explanation as to how you have arrived at the various figures. <p>In respect of each of the items, your explanation must be limited to 800 characters and spaces – this will equate to about 100 words.</p>
1. Other Funds:
2. Estimates & Quotes:

Part 4 – Need & Outcomes (*This is a scoring section and is worth up to 45 Points*)

17. Need

Please explain why your project is needed. You should be aware that the Council will only wish to support a project where there is a clear demand for such activities or services. Conversely, the council would not wish to support the duplication of activities or services within a given geographical area, or where the target beneficiaries are already well catered for. (Up to 15 points available)

Your explanation must be a maximum of 1,600 characters and spaces – this will equate to about 200 words

18. Outcomes

Please indicate which of the following outcomes your project is likely to achieve your project must be working toward at least one of these you need only select 1 as the main target for your project.

Within the 'clarification' section tell us about the 'difference' that you think the project will make in relation to the outcome area which you have indicated as being the main target. In providing this information you can write up to a maximum of 1600 characters (including spaces) which will equate to about 200 words. (Up to 10 points available)

1. **People have better chances in life** - with better access to training and development to improve their skills
2. **Strengthening communities** - with more active citizens working together
3. **Improved urban environments** - which communities are better able to access and enjoy
4. **Healthier and more active communities** - with people better enjoying their local area
5. **Building a resilient voluntary & community sector** - improving performance & sustainability

Clarification:

19. Community Plan Themes

Your project must be able to be linked to the Tower Hamlets Community Plan Themes which are listed below. (further details of these themes can be found at the following link:

http://www.towerhamlets.gov.uk/lgsi/800001-800100/800022_community_plan.aspx

In addition to the 4 themes listed below, the Council also has an overarching theme known as One Tower Hamlets: this overarching theme seeks to work towards tackling inequality, strengthening community cohesion; and, building community leadership and personal responsibility.

Applicants must show how their project contributes toward the vision of the Community Plan – one of the 4 themes - as well as demonstrating how it will contribute toward the aspirations of the overarching theme of One Tower Hamlets.

Please indicate below, which of the 4 themes your project will contribute toward. You must also provide the supporting information as requested. For each of the elements of supporting information you can write a maximum of 1600 characters (including spaces) which will equate to about 200 words. (Up to 10 points available)

Which of the following Community Plan themes will your project contribute toward:

1. **A prosperous Community** - Yes
2. **A Healthy and Supportive Community** - Yes
3. **A Safe and Cohesive Community** - Yes
4. **A Great Place to live** - Yes

Supporting Information - regarding the theme marked "Yes" above:

Supporting Information - regarding the overarching theme "One Tower Hamlets":

20. Project Publicity & Promotion / Involving all sections of the community

Please state how you will promote the activity in order to ensure that people from different backgrounds know about the activity/ project/event and how to benefit from it. Your explanation must be a maximum of 1,600 characters and spaces – this will equate to about 200 words. (Up to 10 points available)

Part 5 – Attachments than you will need to submit with this application**21. Attachments**

The following documents/items must be submitted along with your completed application form. Please tick to indicate the documents you are attaching.

1. Governing document	<input type="checkbox"/>
2. Financial policy	<input type="checkbox"/>
3. Insurance certificate	<input type="checkbox"/>
4. Equal opportunities policy	<input type="checkbox"/>

Part 6 – Declaration & Submission of Application**Data Protection Act:**

We will hold the information given in this form and any supporting documents on file in order to process your grant.

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. The Council reserves the rights to access all data relating to this application. It is advised that all organisations issue a disclaimer to their beneficiaries.

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, including any information that you provide as part of this application. If information is requested under the act we will release it, subject to exemptions, although we may consult you first where appropriate.

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:

Position in the organisation:

Date:

Sending your application:

All applications must be completed using Microsoft Word and emailed. Please put the name of your organisation in the subject field of your email. You will receive an email from us confirming receipt of your application. Completed applications with supporting documents must be emailed to:

Third.Sector@towerhamlets.gov.uk
