

Tower Hamlets Community Fund 2015/16 – Eligibility Assessment Criteria

Organisation:		Project Title:		
Assessor 1 :		Quality Checked By:		
Criteria	Fully Met	Partially Met	Not Met	Comments
KEY ELIGIBILITY CRITERIA: if the following are not fully met the project will not be considered for support under this fund				
The Applicant is a properly constituted not-for-profit organisation				
The organisation is based in the Tower Hamlets				
The organisation has a track record of delivering services locally				
The organisation has a bank account in its own name which requires at least 2 unrelated people from the management Committee or Board of Trustees as signatories to authorise expenditure / payments				
The organisation has at least four members on its governing body who live in Tower Hamlets?				
The organisation has an Equal Opportunities Policy that sets out how its services will be provided and how it will abide by anti-discriminatory legislation				

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Criteria	Fully Met	Partially Met	Not Met	Comments
Have current and appropriate insurance that covers the activities, premises & equipment , staff and volunteers as well as service users				
Only for projects involving children and young people and vulnerable adults				
Where the proposed activity / project is involves working with children, young people under the age of 18 or vulnerable adults, does the organisation meet the minimum requirements?				
Appropriate safeguarding policies in place that are reviewed at least once a year?				
Does the organisation implements rigorous recruitment and selection process for staff and volunteers, including checks of criminal records at least every 3 years?				
Does the organisation follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults				
Provide child protection and health and safety training or guidance for staff and volunteers,				
Carry out a risk assessment, and secure extra insurance cover, if appropriate				

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OTHER ELIGIBILITY/DUE DILIGENCE CONSIDERATIONS: the following activities are unlikely to be supported without clear pre-award conditions relating to these matters				
Activity	Yes	Partial	No	Comments
Events or activities which promote a political party or is of a religious nature				
A project/initiative which is part of the applicant's day-to-day work, including ongoing staff costs related to such work				
Events or activities which duplicates those generally funded through other Council grant programmes such as MSG				
The purchase of general ICT equipment such as computers, laptops or printers				
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)				
The staging of events or activities where entry fees will be charged				
Any costs incurred in putting together an application for this Fund				
Day-to-day running costs of your organisation (for example, utility bills, rent or insurance)				
Contingency funds to cover unforeseen or upcoming general organisational running costs				

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OTHER ELIGIBILITY/DUE DILIGENCE CONSIDERATIONS: the following activities are unlikely to be supported without clear pre-award conditions relating to these matters				
Activity	Yes	Partial	No	Comments
Work associated with land or building projects where the ownership or lease is not yet in place				
The cost of fundraising activities for your organisation or others				
Items that are purchased on behalf of another organisation				
Costs for the repayment of loans/interest or for the payment of fines				
A project or activity that cannot be completed within 12 months of receiving the grant				
The purchase of alcohol				