



## Tower Hamlets Community Fund

For the 2015/16 Tower Hamlets Community Fund, the Council offers a 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>1. Purpose of the fund</b></p>	<p>The <b>Tower Hamlets Community Fund</b> is designed specifically to support organisations based and working in Tower Hamlets.</p> <p>These grants are available to provide support for local events and assist with the development and sustainability of local groups: helping them to become more efficient and effective in providing services for residents. These services should help the delivery of the priorities and outcomes outlined within Tower Hamlets Community Plan.</p> <p>Organisations are able to apply for/receive up to £10,000 within a rolling 12 month period (see details in section 5 below).</p>
<p><b>2. 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 a not-for-profit group based-in Tower Hamlets</li> <li>• Be a properly constituted organisation with a governing document such as a constitution</li> <li>• Have a track record of delivery in Tower Hamlets</li> <li>• Have a Management Committee or Board of Trustees with at least 4 of its members living in the borough</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, who are not related</li> <li>• Have current and appropriate insurance that covers its activities, premises &amp; equipment, staff and volunteers as well as service users where relevant</li> </ul>
<p><b>3. Things that are likely to be supported</b></p>	<p>The programme is able to support a wide range of activities, services and functions including the following:</p> <p><b>1. Things designed to improve an organisation's infrastructure; including but not restricted to:</b></p> <ul style="list-style-type: none"> <li>• <b>Staff training</b> – accredited training directly relating to the work done by the staff member</li> <li>• <b>Quality Assurance Accreditation</b> - including initiatives such as PQASSO, MATRIX and Advice Quality Standard (AQS)</li> <li>• <b>Improvement to an organisation's management/office systems</b> and which are essential to the work of the organisation – this will need</li> </ul>

to be supported by properly costed and detailed breakdown of the work/activities to be undertaken

- **Training for Board Members/Trustees** – the need must be clearly demonstrated and the required training set out in detail within the application
- **Non-accredited staff/volunteer training** - this must be related to essential organisational governance requirements including strategic or day-today operational matters that are essential to the effective running of the organisation

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

- Building improvements to meet DDA requirements
- Refurbishment work 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:**

- Items essential for the effective delivery of activities/services for which the organisation is either contracted to deliver or which is clearly part of the organisation's stated objects/priorities
- 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 will need to be made explaining the relevance to the organisation's work.

**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. Innovative projects or events involving the community – such projects/events and their related activities must be properly managed and supervised and must have adequate safeguards in place:**

- Estate or locality based event/activities designed to improve community cohesion
- A festival or celebratory event for the community
- An event or activity designed to raise awareness of, or tackle/improve key issues within the local community
- A community focussed event designed to mark a significant civic, historic or landmark occasion within a local, regional or national context
- An event to improve the health, wellbeing and enjoyment of local residents who are experiencing hardship, exclusion or identified inequalities
- A fete or 'open-day' type event

	<p><b>6. Other initiatives:</b></p> <p>If the idea/proposal for which you want support is not covered by any of the above items, you may still be able to secure a grant if your idea or proposal is consistent with the purpose of the fund.</p> <p>All applications to the Tower Hamlets Community Fund grants initiative will need to clearly demonstrate the need/demand for the activity/service/venture for which funds are being sought</p> <p><b>Note: Events of a sporting, arts or cultural nature should apply for funding through the Communities, Localities and Culture (CLC) directorate, for example the Arts &amp; Events fund.</b></p>
<p><b>4. Things that are unlikely to be supported</b></p>	<p><b>The Tower Hamlets Community Fund initiative will not normally fund the activities, services and functions outlined below – this list is not exhaustive:</b></p> <ul style="list-style-type: none"> <li>• Events or activities which promote a political party or is of a religious nature</li> <li>• A project/initiative which is part of the applicant's day-to-day work, including ongoing staff costs related to such work</li> <li>• Events or activities which duplicates those generally funded through other Council grant programmes such as MSG, Arts &amp; Events</li> <li>• The purchase of general ICT equipment such as computers, laptops or printers</li> <li>• 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)</li> <li>• The staging of events or activities where entry fees will be charged</li> <li>• Any costs incurred in putting together an application for this Fund</li> <li>• Day-to-day running costs of your organisation (for example, utility bills, rent or insurance)</li> <li>• Contingency funds to cover unforeseen or upcoming general organisational running costs</li> <li>• Work associated with land or building projects where the ownership or lease is not yet in place</li> <li>• The cost of fundraising activities for your organisation or others</li> <li>• Items that are purchased on behalf of another organisation</li> <li>• Costs for the repayment of loans/interest or for the payment of fines</li> <li>• A project or activity that cannot be completed within 12 months of receiving the grant</li> <li>• The purchase of alcohol</li> </ul>
<p><b>5. Funding and payment</b></p>	<p><b>The maximum amount that can be awarded is £10,000 within any 12 month rolling period</b></p> <ol style="list-style-type: none"> <li>1. For one-off community events, awards are available up to a maximum of</li> </ol>

	<p>£5,000</p> <ol style="list-style-type: none"> <li>2. For other activities or projects, awards of up to £10,000 are available.</li> <li>3. However, you should not merely apply for the maximum available grant (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>○ costs that would reasonably be expected and justified</li> <li>○ demonstration of sound budgeting and financial management</li> <li>○ good value for money</li> </ul> </li> <li>4. All costs associated with the venture must be justified, fully broken down explained and in satisfactory detail for applications to be properly evaluated</li> <li>5. Where an application includes the hire or purchase of equipment, items must be properly costed on the basis of quotations from recognised suppliers – the source and details of quotations must also be clearly set out within the application.</li> </ol> <p>Grant award payments for this programme will be made in 2 instalments.</p> <p>Once the Grant Agreement has been finalised we will release the first instalment which will be 50% of the agreed amount. The grant recipient is required to use their own funds to finance the remaining 50% prior to completing a Final Payment Claim form requesting the outstanding grant amount.</p>
<p><b>6. Application process</b></p>	<p>Application Forms can be accessed from the Tower Hamlets website: <a href="http://www.towerhamlets.gov.uk/lgs/851-900/871_community_grants.aspx">http://www.towerhamlets.gov.uk/lgs/851-900/871_community_grants.aspx</a></p> <ul style="list-style-type: none"> <li>• The time from submission of your application to the payment of the initial 50% of the awarded grant can take up to 4 months</li> <li>• Applicants must therefore bear this in mind when planning events for which funding is being sought</li> <li>• On the plus side, there are no deadlines for this fund – applications can be submitted at any time</li> <li>• When we receive 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> </ul>
<p><b>7. Assessing Your Application</b></p>	<p>The assessment of applications will, amongst other things, consider the following:</p> <ul style="list-style-type: none"> <li>• Ensuring the applicant organisation meets the Eligibility Criteria</li> <li>• Establishing if the activities/services for which funding is sought are suitable to be funded under this programme and are consistent with the expressed purpose of the fund</li> <li>• Considering if the application is clear as to what is being asked for and testing that costings are accurate, appropriate and represent good value</li> </ul>

	<p>for money</p> <ul style="list-style-type: none"> <li>• Determining if there the need/demand for the activity or service has been adequately and accurately demonstrated</li> <li>• Establishing the extent to which the proposed activity/service will contribute to the aims and aspirations of the Tower Hamlets Community Plan</li> <li>• Considering the outcome/difference the project/event/activity will make within the context of the targeted beneficiaries / the local community as a whole</li> </ul>
<p><b>Payment Arrangements</b></p>	<p>Organisations that are successful will enter into a Grant Agreement with the Council. A Grant Officer will be assigned to your organisation; they will contact you to discuss and process your Agreement.</p> <ul style="list-style-type: none"> <li>• Once the Grant Agreement is signed; the first payment instalment of 50% of the agreed grant will be paid</li> <li>• On completion of the project activity, the grant recipient is required to submit a Final Payment Claim Form, together with a brief report.</li> <li>• At this stage you will also need to provide copies of all related invoices together with copies of bank statements to demonstrate that payments have been made</li> <li>• Following receipt of all the required information, we will pay the outstanding balance of properly demonstrated expenditure up to a maximum of the agreed award.</li> </ul>
<p><b>Monitoring Requirements</b></p>	<p>You will be required to provide appropriate evidence to demonstrate the successful delivery/completion of your funded activity.</p> <ul style="list-style-type: none"> <li>• The required evidence will be clearly set out within your Grant Offer Letter</li> <li>• Depending on the nature of the activity being supported, monitoring visits may be necessary: this will also be made clear within the Grant Offer Letter.</li> </ul>
<p><b>Further Information or Clarification</b></p>	<p>If you require any further information or clarification with regard to any of the items contained within this Factsheet, please contact: <a href="mailto:thirdsector@towerhamlets.gov.uk">thirdsector@towerhamlets.gov.uk</a></p> <p>You may also write to us at the address below.</p> <p>Third Sector Team Tower Hamlets Council Mulberry Place 5 Clove Crescent London E14 2BG</p>