

Tower Hamlets Council Mayor's COVID Recovery Cohesion Events Fund

Jubilee Celebration Events Guidelines

Tower Hamlets Council has established the Jubilee Celebration Events Fund, made available from the Mayor's COVID Recovery Fund, to award grants of up to £500 to organisations delivering events and street parties to celebrate the Queen's Platinum Jubilee. The Jubilee Celebration Events Fund focuses on community cohesion and re-connecting communities who have been most affected by the pandemic. Events must take place over the bank holiday weekend (**between Thursday 2nd June and Sunday 5th June 2022**).

The Mayor's COVID Recovery Cohesion Events Fund is being administered by East End Community Foundation (EECF) on behalf of Tower Hamlets Council.

What Funding is Available?

The total amount of funding available is £10,000. Organisations can apply for grants between £350 to £500.

Jubilee Celebration Events Fund Priorities

The Council recognises the far-reaching impact of the Covid-19 pandemic on local communities and wishes to support and encourage the delivery of Jubilee celebrations as an effective opportunity to promote community cohesion, re-connecting local communities and the celebration of local culture. Street parties are very much a part of East London's history and remain one of the most popular ways of celebrating community events.

We appreciate that Covid-19 may impact your ability to deliver your event as planned. If you encounter any difficulties or you need to make changes to your project or timescales, you will need to contact the EECF Grants Team as soon as possible. Any changes to delivery must first be approved by EECF.

Events must take place over the bank holiday weekend between **Thursday 2nd and Sunday 5th June 2022**.

All events should focus on community cohesion, reconnecting communities and celebrating the Queen's Platinum Jubilee to:

- Build relationships between residents to emphasise the commonalities between people. Events should seek to unite people, develop a sense of belonging, bridge social divides and bring otherwise separate communities closer together.
- Emphasise breaking down barriers between residents of different age groups. Inter-generational events should bring older and younger people together to promote engagement between the groups and help tackle the isolation experienced by both groups due to the pandemic.

- Encourage local pride and belonging. Events should help residents to feel that they are part of a cohesive, vibrant, and safe community.
- Improve the mental health and wellbeing of residents who have been disproportionately affected by the pandemic.

Geographic Spread & Diversity

Tower Hamlets Council aims to achieve a good geographical spread of events taking place across the borough, as well as the diversity of applicant organisation's leadership team to ensure events and organisations are representative of local demographics. Applications will be prioritised based on achieving this geographic spread. It is important that events encourage all parts of the community in Tower Hamlets to participate. The Jubilee Celebration Events Fund aims to support a variety of organisations and activities that reach a wide community audience including Black, Asian and minority community residents, people with disabilities, learning disabled people, Gypsies and Travellers, LGBTQIA+ residents, and people with mental health issues or long-term health issues.

Statutory Requirements & Outdoor Events

Applicants will need to have a team in place to deliver the events to a high standard, in accordance with all statutory requirements. For more information on holding events, including all statutory requirements, visit the [Tower Hamlets Arts](#) webpage. More detailed advice can be found at [Advice for Event Organisers](#).

Tower Hamlets Council has over 200 parks and open spaces available for hire. If you want to hold an event in a Tower Hamlets Park or open space (including street events) you will need to complete and submit a relevant request:

- To apply for a street closure, you must submit the **SP1 Application Form** no later than **Friday 15th April**.
- To apply to deliver an event in an open space you must submit the **PH1 Application Form** no later than **Friday 15th April**.

These forms can be downloaded from the [Tower Hamlets Arts webpage](#) (scroll down to the bottom of the web page).

Please note that each type of event will require different statutory obligations. Due to additional statutory requirements, please allow plenty of time to speak to the relevant teams if you are organising events in public outdoor spaces.

Applications must ensure that the following elements are covered, where applicable:

- Any provision complies with all COVID safety and social distancing guidelines which are in place at the time of delivery
- Any provision adheres to all licensing requirements
- They hold Public Liability Insurance
- They undertake and provide (if required) a risk assessment
- The appropriate permissions have been sought from the landowners
- There are appropriate alternative arrangements to be used in case of bad weather

Who Can Apply?

The fund is open to all voluntary and community organisations. These are defined as:

- Registered charities
- Community groups
- Community associations
- Tenants and residents' groups
- Green spaces friends' groups
- Co-operatives and social enterprises
- School/parent groups which are independent of the schools they work with
- Faith organisations
- Sports, environmental, arts and heritage organisations
- Housing associations
- Un-constituted groups of residents working together to make a difference in their local communities*

*Un-constituted groups will need to identify a constituted organisation to act as their accountable body or 'parent organisation'. For example, this could be a local charity, constituted TRA or housing association that is willing to hold the grant money on your behalf. The application form must be completed by the un-constituted group and you must have written agreement from the accountable body demonstrating they support you.

We cannot accept applications from:

- For-profit organisations
- Individuals seeking funding for personal benefit, or sole traders
- Organisations based outside the UK

If you are unclear whether your organisation is eligible to apply, please contact the EECF Grants Team at grants@eastendcf.org. The Grants Team is happy to help in answering any questions and providing advice on applying for a grant.

What We Will Fund

The Jubilee Celebration Events Fund aims to support a variety of events and street parties celebrating the Queen's 70th year on the throne. Events must take place over the bank holiday weekend (**between Thursday 2nd June and Sunday 5th June 2022**).

Locations for events are flexible but could include community buildings, faith buildings (for non-faith-based events), parks, streets, or housing estates. Applications must ensure that they have factored in any costs which may be required to hold particular types of events or to use a particular location and that they have the landowner's permission.

You can apply for funding to cover any and all costs related to delivering the event, as well as the purchase or hire of any equipment you need.

What We Won't Fund

- Expenditure or activities that have already taken place

- Religious or political activity (we are able to fund religious organisations if they are providing events for the wider community)
- Activities where a profit will be distributed for private gain or projects that have no charitable or community element
- Activity that replaces government funding or is a statutory responsibility, for example, we can only fund school activities that are additional to the curriculum
- Activities that benefit individuals, rather than a wider community
- Retrospective costs and loan repayments
- Foreign travel

Supporting Documents

To enable us to consider your application you must attach the relevant supporting documents to your online application. Alternatively, you can send these by email to grants@eastendcf.org. All supporting documents must be submitted by the application deadline.

Please ensure you have the following documents ready to submit:

- Constitution or articles of association
- Names and addresses of trustees/management committee members (for constituted voluntary organisations only)
- Approved accounts or a record of income and expenditure for the organisation
- One bank statement dated within the last 3 months
- Equality & Diversity Policy*
- Safeguarding Policy (*If applicable*)

If you are applying as an un-constituted group or as a group of local residents, you only need to attach confirmation from the accountable body you've identified who will accept the funds on your behalf. This can be a simple email or letter, you do not need to provide any other supporting documents.

* Tower Hamlets Council and East End Community Foundation are committed to equality and equal opportunities for all, and we expect groups and organisations to show that they are aware of equal opportunities and can demonstrate commitment to them. Accordingly, organisations applying for grants are required to submit their Equality and Diversity Policy with their application.

Application Timetable

The Jubilee Celebration Events Fund is open from Friday 3rd December, and applications can be submitted at any time prior to the deadline, which is **12 noon on 31st January 2022**.

[To apply for a grant please click here.](#)

You will be notified of the outcome of your application by the **week commencing the 7th March 2022**.

Event Monitoring & Reporting

You will need to keep financial records of how the grant is spent including receipts and invoices for expenditure. You will also be required to keep records of how many people attend the event, and

their feelings around cohesion and inclusion. This information must be submitted in an end of grant report.

You will need to keep and provide the following:

- Financial records of how the grant is spent, including receipts and invoices
- Records and evidence of the identified outputs e.g. number of people attending events
- Feedback from the event e.g. feedback from participants on the event and their feelings of community cohesion and inclusion, feedback from staff and volunteers
- Photographs and videos of the event
- Some quotes from event attendees demonstrating the positive benefits

The contribution of Tower Hamlets Council must be acknowledged in any promotional literature or annual report issued on your behalf within twelve months of receiving the grant or any instalment of the grant. EECF and Tower Hamlets Council reserve the right to use any photographs or details of the project in any future literature and/or promotion.