Prospectus

Mayor's Community Events Programme

2023 to 2027

Contents

Introduction

The Council's vision is to support and invest in a thriving and diverse voluntary and community sector (VCS) to enable it to improve outcomes for Tower Hamlets residents.

The Community Events Fund will support events that bring communities together and celebrate our diversity, as well as national and regional celebrations.

The purpose of this prospectus is to provide you with information on how to make an application to the Community Events Fund and guidance on how to develop high quality applications.

What outcomes do we want to achieve?

The aim of this grant is to provide support to organisations who are arranging events that bring communities together, celebrate our diversity, as well as national and regional celebrations. The desired outcomes of this grant are:

- To bring people together from different backgrounds to spend time with each other and improve community cohesion
- For the community to have the opportunity to celebrate the national and regional events that are important to them
- For more residents to have the opportunity to get involved in community life by planning and leading community events
- To celebrate the diversity of the borough

Eligibility

Funding is available to:
- Organisations with an income of below £250,000
- Voluntary and community organisations with a constitution
- Registered charities, including charitable incorporated organisations
- Registered not-for-profit companies
- Registered community interest companies
- Faith-based groups, where the funding is for inclusive activity that is open to all
- Organisations that can show a clear connection to Tower Hamlets

Funding is not available to:
- Voluntary and community sectors organisations with an annual income of over £250,000
- Individuals
- Sole traders
- Profit making companies
- Political organisations

How much money is available?

The total budget for the Mayor's Community Events Programme is £100,000 per year.

You can apply for a maximum amount of £2,500.

Please note: your organisation can only receive one grant from this theme per financial year, which runs between 1st April to 31st March . However, if your application is unsuccessful, you can apply again in the same year.

What can the funding be used for?

Community Events funding can be used for:

- Staff wages associated with community events
- Event logistics such as venue hire, equipment hire, signage, permits
- Event activities, such as performances
- Promotion and marketing
- Making events accessible and inclusive
- Volunteer support
- Refreshments
- Insurance

Please note: If you have an idea of something you would like us to fund and you are not sure if it meets the criteria, then please contact the team by emailing vcs@towerhamlets.gov.uk.

What can the funding not be used for?

Funding cannot be used for:
- General operating costs such as rent, utilities or administrative costs
- Long-term projects
- Alcohol
- Capital or major building works
- General charitable appeals
- To pay back debt or cover past expenditure.

Timeline

The Community Events Fund will be open for applications 3 times per year. The bidding period for Community Events Fund will be XX weeks. The timetable for round 1 of Community Events Fund is outlined in the table below:

Timeframe	Milestone
	Applications open
	Closing date for applications
	Notification of whether your application has been successful or not

Please note: please ensure you apply with plenty of time before your event takes place so you know the outcome of your application before your event is due to take place. Please also consider any permissions you will need to deliver the event and ensure this is part of your planning process.

Bidding process

To apply, you will be required to complete an application form and provide us with information about your organisation and the event you want funding for.

All bids must be submitted using online forms via the Council's online portal, Blackbaud Grant Making (BBGM). The Council cannot accept submissions by email, by post or by hand.

Applications will be made on one form which has two sections. The first section is about your organisation and second section is about the project you're bidding for.

To access the portal, click here (insert link). We have produced guidance on how to use BBGM, which is available here (insert link).

Assessment process

Organisation Assessment
The organisational assessment is to see whether your organisation meets the standards the Council expects of organisations it supports with public funds.

The organisation assessment is based on an examination of the documents we ask you to provide and questions we ask on the application form. Please provide the most up to date versions of your documents.

Please note: The governance, local connection and managing money criteria are pass or fail, so if your organisation fails on any of these criteria, you will not be eligible for funding. However, if you do not have a safeguarding policy, equalities policy or insurance then you will still be eligible for funding, but we will agree a date with you when they need to be in place.

Criteria	Standard required	Evidence	Scoring
Governance	You must have a Constitution,	You should submit a copy of your	Pass/fail

	Memorandum and Articles of Association or other recognised governance document that includes membership details and committee structure.	constitution or other governance document.	
Borough connection	Your organisation must be registered in Tower Hamlets, have a base in Tower Hamlets or be able to demonstrate a track record of successful service delivery within the borough	Provide your registered address, copy of your rental agreement where you deliver activities (this should cover a period of at least one year) or provide other evidence that you have successfully delivered services in Tower Hamlets for at least two years.	Pass/fail
Managing money	Your organisations must have a bank account in your organisations name	Name of bank account and sort code and account number	Pass/fail
Safeguarding children and adults at risk of abuse	If your organisation works with children and adults at risk of abuse, you must have an appropriate policy	Submit safeguarding policy.	Pass/fail/
Equality and diversity	Your organisation must have an equality and diversity policy in place	Submit equality and diversity statement	Pass/fail
Insurance	Your organisation must have enough insurance cover for your activities, events, staff, premises, equipment, and vehicles	Submit copies of insurance certificates	Pass/fail/

Project assessment

This section sets out the criteria we will use to assess your project proposals. All the questions require a written response.

The Council will not consider funding any project which scores less than half the available score in any section or less than 50% overall.

Criteria	Word count	Scoring guidance	Scores available
Event details	500 words	Briefly describe the aim of your proposed community event What is the events name, location, and when will it take place? Who is the event targeted at? What activities will happen at your event? How will the event engage and benefit the community?	30
What impact will the event have on residents?	250 words	What impact will the event have on the community? How will your event enhance community cohesion in the borough? How will you know what impact the event will have?	25
Equality, diversity and inclusion	300 words	How will your community event improve equality, diversity and inclusion in the borough? What steps will your organisation take to ensure your community event is accessible and inclusive?	15
Track record	300 words	Describe your organisations experience of delivering community events in the past? If your organisation is new then explain the experience of individuals in your organisation of delivering community events.	15

Budget and resources plan	250 words	How much funding are you applying for? What will you spend the funding on? Have you secured funding from any other sources?	15