

Prospectus

Community Chest Fund

2023 to 2027

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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 Chest Fund will provide small amounts of funding to organisations so you can deliver community activities.

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

What outcomes do we want to achieve?

The Community Chest Fund will provide small amounts of funding to support you to deliver community activities. The outcomes we are aiming to achieve are:

- More residents have the opportunity to take part in community activities
- A wide range of activities are available in communities that meet the needs and interests of residents
- More residents are empowered to deliver community activities in their area
- Residents from a diverse background come together to celebrate our diversity

Eligibility

Funding is available to:

- Have income below £150,000
- 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 £150,000
- individuals
- sole traders
- profit making companies
- political organisations

How much money is available?

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

You can apply for a maximum amount of £500.

Please note: your organisation can only receive **two** grants 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 Chest funding can be used to cover:

- Room or venue hire
- Transport hire
- Refreshments
- Insurance costs
- Marketing
- Equipment
- Costs of workshops or facilitators

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 funding not be used for?

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

Timeline

The Community Chest Fund will be open for applications all year round.

We will make grants awards on six occasions per year.

The dates we will announce awards are set out in the table below. We also tell you the date you need to submit your application by to be considered in each round.

Round	Last day for applications	Results announced
Round 1		
Round 2		

Round	Last day for applications	Results announced
Round 3		
Round 4		
Round 5		
Round 6		

Bidding process

To apply, you will be required to complete an application form and provide us with information about your organisation and what you want to use the 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 [\(insert link\)](#).

If you are having issues using BBGM then please contact the Voluntary & Community Sector Grants Team by emailing vcs@towerhamlets.gov.uk

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 the 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, Memorandum and Articles of	You should submit a copy of your constitution or other	Pass/fail

	Association or other recognised governance document that includes membership details and committee structure.	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, provide a 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	Bank account in the 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 policy	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.

Criteria	Word count	Scoring guidance	Scores available
Outcomes and activities	400 words	<p>Clearly outline the outcomes you aim to achieve through community chest funding</p> <p>Describe the activities you plan to undertake to achieve each of your outcomes.</p> <p>How will achieving these outcomes help you meet the needs of residents?</p> <p>How will you know if you have achieved the outcomes?</p>	40
Equality, diversity and inclusion	250 words	<p>How will your community activity improve equality, diversity and inclusion in the borough?</p> <p>What steps will your organisation take to ensure your community activities are accessible and inclusive?</p>	20
Track record	400 words	<p>Describe your organisations track record of delivering community activities.</p> <p>If your organisation is new, demonstrate the experience individuals in your organisations have from previous organisations.</p>	20
Budget and resources plan	250 words	<p>How much funding are you applying for?</p> <p>What will you spend the funding on?</p>	20

		Have you secured funding from any other sources?	
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