

**Join the Docks Information  
&  
Grant Funding Guidance Notes**



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Please read these guidance notes **before** filling out the relevant grant application form. These will help you fill in the form as well as giving you an introduction to Join the Docks.

If you need access support completing the form or have any questions, please contact:

Events Team, Royal Docks:

Email: [jointhedocks@london.gov.uk](mailto:jointhedocks@london.gov.uk)

Telephone: +44 (0)207 055 6400

## Introduction to Join the Docks

Join the Docks is a festival in East London's Royal Docks organised by the Royal Docks team, a joint initiative between the Mayor of London and the Mayor of Newham. The Royal Docks Team, set up in 2017, is working to develop an ambitious culture and events programme to position the Royal Docks as a world class cultural destination. Last year, over 150 events took place during the festival.

Working in partnership with local community groups, arts and creative organisations, developers and local businesses, the team will deliver an ambitious festival programme to animate the Royal Docks. As well as promoting existing events and activities, the festival will also provide the opportunity for partners to apply for grant funding (ranging from £200 to £100,000) to deliver innovative and exciting activities.

The festival will present a programme of engaging events and activities that will encourage locals and visitors to discover and enjoy new and familiar spaces throughout the Royal Docks. An eclectic programme will engage, excite and inspire local audiences as well as those from across the city whilst also increasing footfall and exploration; improving awareness of Royal Docks and establishing it as a growing cultural and leisure destination.

We are looking for activities to be part of the festival that:

- **Encourage exploration of the Royal Docks, connecting people and places**
- **Use the Royal Docks landscape - including water, buildings, open spaces, parks and new developments**
- **Offer creative opportunities which support and showcase local talent**
- **Attract visitors and engage local audiences**

## How to get involved

- If you have a new or existing activity and don't require funding, you can submit it to us using [this form](#). Your activity, if selected, will be included on the festival website and guide, as well as receiving promotion via the marketing campaign. If selected, you will be confirming that you can meet our publicity requirements detailed here. Please note, this is not connected to the grant funding and if you wish to apply for funding you need to complete a grant funding application form
- If you are a venue or an organisation and would like to partner with us during Join the Docks, please get in touch for further information [jointhedocks@london.gov.uk](mailto:jointhedocks@london.gov.uk)
- If you would like to propose a new or existing project and require funding, you can apply for one of the Join the Docks' grants (please note, due to the number of applications not all applicants will be successful). Please read these guidance notes and download one of our funding forms here to apply

We ask that all individuals and organisations who are part of Join the Docks festival promote the festival through their networks.

## About the Royal Docks

Working closely with arts and community groups, we're unlocking the creative spirit of the Royal Docks. We want to bring vitality and vibrancy to our public spaces, boosting footfall and the visitor economy.

The Royal Docks Team is a multi-disciplinary team that brings together officers from across the Greater London Authority, the London Borough of Newham and the London Economic Action Partnership.

Home to London's only Enterprise Zone, the Royal Docks is one of the most significant regeneration projects in the UK. The team was established in 2017 to help deliver the cohesive transformation of the Royal Docks Enterprise Zone, where seven million sq. ft of commercial space will see business rates reinvested for the benefit of the local community.

Working in partnership with a wide range of stakeholders from local community groups to developers and local businesses, the team will deliver an ambitious £314 million investment programme over the next five years and beyond.

For further information please visit [www.royaldocks.london](http://www.royaldocks.london)

## Join the Docks 1-2-1 Advice

One of our team will be available at the following times to speak to or meet in person at the Crystal.

Please book in: [jointhedocks@london.gov.uk](mailto:jointhedocks@london.gov.uk)

- Thursday 12 March 4pm – 6pm (phone or at the Crystal)
- Friday 13 March 9am – 6pm (by phone only)
- Mon 16 March – Thursday 19 March 3pm – 5pm (by phone or at the Crystal)

## Timeline

Please consider the key dates below and whether you can meet these as you will be expected to meet the deadlines below if successful.

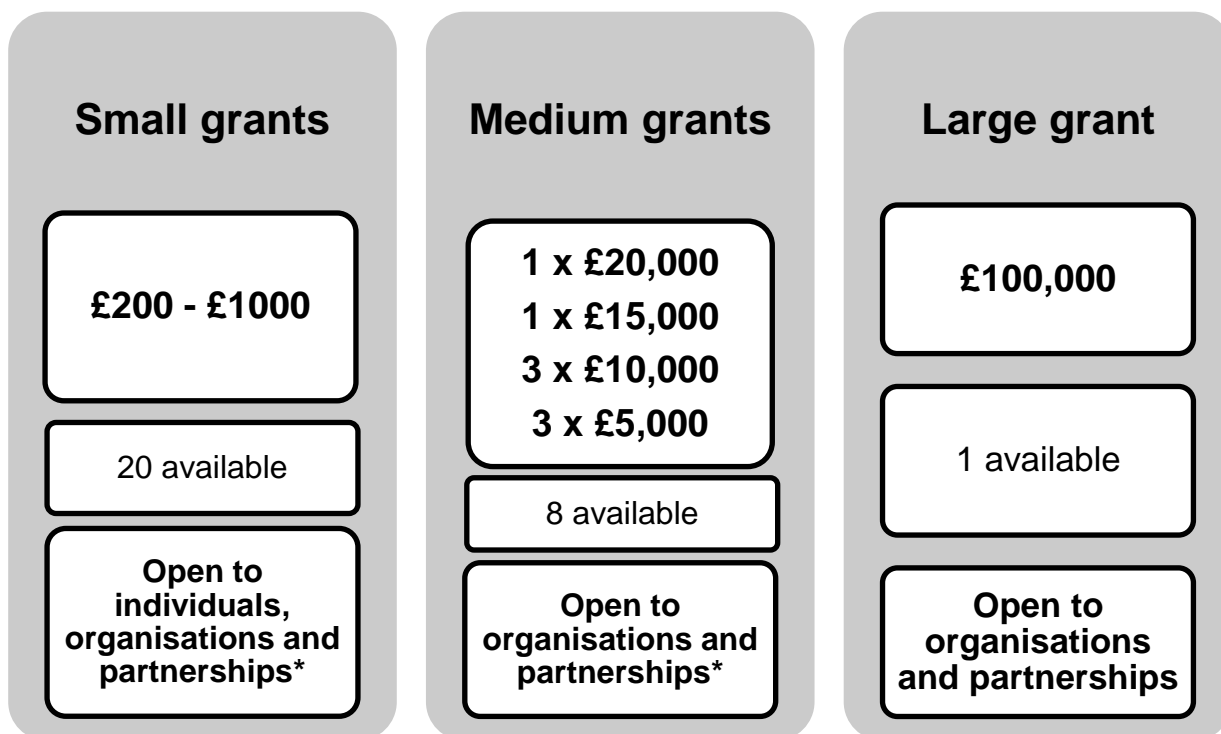
Activity	Date
Application period opens	05 March 2020
Join the Docks Q&A Session	12 March, 4.30pm – 6pm The Crystal, E16
Application deadline	17 April 2020
Grant outcome notification	11 May 2020
Application deadline for activity not requiring grant funding	15 May
Grant offer letters issued	Mid-May 2020
Details of activity finalised for inclusion in Join the Docks' marketing	31 May 2020
Join the Docks Training Sessions	June and July 2020
Join the Docks festival dates	07 August – 06 September 2020
Monitoring / evaluations forms due from Join the Docks	30 September 2020
Grant funding de-brief	Early November The Crystal, E16

## Grant Funding

### What funding is available?

There are three sizes of grants available. Since there are limited funds available, we ask that applicants think carefully about amount required so we can support as many activities as possible.

The table below indicates the size of the grant, the amounts that can be applied for, how many are available and who is eligible to apply.



*\*If you are an individual, you can only apply for a small grant. If you are an individual and you want to apply for a larger amount, we ask that you partner with an organisation and this organisation enters into the grant agreement and manages the grant on your behalf. This will be the fastest and easiest way for you to become eligible for a larger grant.*

## Application eligibility

### What are we looking for?

Your activity could be visual arts, dance, music, theatre, fashion, architecture & design, multi-disciplinary, radio, screenings, heritage, treasure hunts, walks and touring activities, digital media, festivals, spoken word, sports and leisure activities.

We are looking for activities that:

- Encourage exploration of the Royal Docks, connecting people and places
- Use the Royal Docks landscape including water, buildings, open spaces, parks and new developments.
- Offer creative opportunities which support and showcase local talent
- Attract visitors and engage local audiences

All activities must take place in the Royal Docks: <https://royaldocks.london/location>

## Who can apply? Small and Medium Grants

- open to individuals (small grants only)\*, organisations and partnerships
- can demonstrate in their application how they meet the criteria of the grant
- have 10% match-funding (confirmed or unconfirmed at application stage), which can include in-kind support
- can supply the supporting documents requested with their application

We especially welcome applications from Newham or Royal Docks based individuals and organisations. However, applicants do not have to be based in Newham, but all activity must take place in the Royal Docks.

## Who can apply? Large Grant

Large Grant applications should support the objectives of Join the Docks and be able to evidence how applicants will engage with local communities and your/your partner's experience of working in the Royal Docks.

Applicants should outline a high-quality audience experience (which includes Food & Beverage) and should reach a wide number of people. The project can span the month of the festival or be a one-off activity.

We particularly encourage activities that provide opportunities for participation and engagement within project development and delivery.

To apply for the large grant:

- you must be a Newham or Royal Docks based organisation or partnering with an organisation that is
- have 50% match funding (confirmed or unconfirmed for the application stage) 20% of this match funding must be cash income from other sources.
- be planning to use one or more of our key locations  
Please see location maps [here](#)
- demonstrate in their application how they meet the criteria of the grant
- can supply the supporting documents requested with their application

## Assessment

### How will applications be assessed?

Your application form will firstly be assessed against the shortlisting eligibility criteria listed below. It must meet the minimum requirements below to be put forward for consideration at the Join the Docks grants panel meeting

#### Eligibility criteria:

- Location: your activity must take place in the Royal Docks
- Date: your activity must take place between 7 August – 6 September 2020

- Your activity must be free or low-cost for audience / attendees
- Is your activity inclusive and accessible?
- Must not have a negative effect on the environment
- You / your organisation have provided the requested supporting documents
- Match funding
- Large grant ONLY: If the applicant is not a Newham or Royal Docks based organisation, then the activity must include a partnership with an organisation that is.
- Large grant ONLY: your activity must take place in one or more of our key locations

If you are eligible, all applications are assessed by the Join the Docks grants panel using the following criteria. Applications are also considered by how they fit in with the overall programme.

**Panel criteria:**

Grant size	Criteria	%
Small, Medium, Large Grants	Your idea	40%
Small, Medium, Large Grants	How you will you and your partner/s (if applicable) manage the project?  It's important that your activity is well planned. Particularly for medium and large grants, we will consider how well planned the activity and budget are; including Health & Safety documentation, public liability insurance, event management / delivery plans. We will consider access, marketing and sustainability. We will also look at you / your partners' experience of running similar projects.	15%
Small, Medium, Large Grants	How your activity supports the objectives of Join the Docks	20%
Small, Medium, Large Grants	Who you are reaching and how you will reach them?  We want to fund activity with a diverse range of communities and those that can reach participants	20%



	and / or audiences in the Royal Docks. We will prioritise activities that work in partnership with local community and cultural groups. We can assist with introductions if required.	
Small, Medium, Large Grants	Value for money	5%

### What don't we fund?

- Activity that doesn't take place in the Royal Docks
- Activity that will have already taken place before Join the Docks starts or after the festival finishes
- General overheads and running costs not related to your project
- Capital expenditure
- Activities which have a negative effect on the natural environment
- Commercial activities
- Activities that aren't accessible

### Key Locations

We have created a list of key locations that contains information on these sites including site infrastructure, type of event the site is suitable for and site plans / images.

<https://royaldocks.london/media/Join-the-Docks-Key-Locations.pdf>

### Application outcome

#### What will I need to do if my application is successful?

We'll send you a Join the Docks Grant Agreement with the full terms and conditions of your grant to complete, sign and return. You will need to accept this offer and returned a signed copy to us within two weeks before we can make any payment to you. The Grant Funding Letter sets out the terms of the grant, and we can only make payments if we have received the necessary documentation.

You must use your grant for the project/activities set out in your application. If you need to make changes to your project, you must contact us and get our approval first. If you do not, you may have to give up the grant and repay any money already paid out to you.

You must tell us of any changes to you/your organisation that would affect your ability to complete your project.

## **Payment of Grant**

If successful, you must provide your organisation's or constituted group's bank details and evidence the account is registered in your organisations / group's name. We cannot pay grants into individual's bank accounts for a grant of more than £1000.

## **Permissions and documentation**

If your application is successful, we will ask you for further information before we release funds to you. This will include:

- copies of insurance documents, including public liability insurance (if you have not already sent this to us)
- copies of Safeguarding Policies for Children, Young People and Vulnerable Adults (if applicable)
- licences and risk assessments
- event management plans

For larger grants and activities, please also consider licencing requirements and Newham Council's Safety Advisory Group process.

## **Publicity**

Successful applicants may be asked to take part in Join the Docks publicity organised by the Royal Docks Team. Applicants should acknowledge the relevant logos and acknowledgements in publicity for their activities. Guidelines will be provided.

All successful applicants will have access to some marketing templates and a guide for social media. You must submit your activity as part of the festival event listings and programme.

If you plan to do any extra publicity (including press interviews, written articles, filmmaking) you must get prior approval from the Royal Docks Team. Please note, this does not include use of your own social media tools. If you're creating a page on your website, or affiliated website, for example, and using the Royal Docks logo you must agree this with us first.

If you're not sure if permission is needed or have any other questions on promoting your activity, please contact us for advice and information.

## Monitoring & Evaluation

At the end of your project, you will need to tell us what happened during your project by filling out a final report form. To do this, you'll need to monitor:

- your income and expenditure
- your outputs (number of workshops, participants, volunteers, etc.)
- information on your participants, audiences, volunteers, etc.

We'd like you to tell us about what happened during your activity. For example, was it a success, what worked well and what worked less well, what did you achieve, will you continue the project?

We will provide a template to successful applicants for completion at the end of the activity.

## What happens if my application is not successful?

Due to the high number of applications we receive, unfortunately we cannot support every activity.

If your application is unsuccessful this year, we will email you to let you know and give you a brief explanation why. If you want to talk through your application and get more detailed feedback, you can get in touch.

Please note, even if your application for funding is not successful, you can still propose your activity for inclusion in the festival event listings, provided you can fund and support it.

## Skills & Training

This year, the Royal Docks are offering free training sessions to support individuals and organisations with planning activities. These will be professional development workshops. These are a chance to develop skills as well as networking with other professionals. Further details will be available in early May.

Successful applicants must attend the *Essentials of Event Planning and Management* workshop.

Additional training sessions delivered by experts will include:

- Planning and management of events
- Health & Safety
- Access
- Licencing
- Fundraising

These sessions will take place in June and July, with dates and locations of sessions sent out to successful applicants in early May.

If deemed appropriate you may be invited to a 1-2-1 event surgery with our Health & Safety advisor.

## **Guidance for filling out the sections**

Please complete all sections of the application form and do not leave any blank. If there is a section of the form that you cannot answer, please explain why.

Please make sure the information you enter is accurate, as this is how we will assess your application.

### **Supporting Documents**

With your application form, you must attach the supporting documents requested on page 1 of the relevant application form.

If you have any questions regarding the supporting documents, please get in touch.

### **Gateway Questions**

These questions help us and you to understand whether you are eligible for the grant funding.

If you answer no to any of these, unfortunately your application can not be considered at this time.

### **Section A - About your organisation**

In this section, we are asking you to tell us about your organisation, your experience and to nominate a lead from your organisation to manage the application.

If you are an organisation, the name you supply for the organisation must be the same name that is on your governing documents.

If you are an unconstituted organisation or an individual applying for a grant of £1000 and under, the name you supply should match the name on your bank statement and that you use in your marketing and communications.

Please note, one named and authorised individual must take the lead and have the responsibility for managing the application and any grant. It is important these details are correct, as we will use your email address and phone number to communicate with you about your application and we can only correspond with the person named on the application. If this person changes throughout the lifecycle of the grant, it is important you communicate this to us.

## **Section B - The Activity**

Please give a name for your activity – this can be a working title, and can change for promotional purposes, but make sure it relates to the activity you are proposing.

Please give details about the activity you are asking us to support. This is where we will consider your application in terms of its creative idea. Please be as detailed as possible in this section about what you are planning to do and what the audience / participants will experience. We do understand some elements may develop if you are successful with your funding, but the core elements of the project should remain the same.

This section also gives you the chance to tell us about previous experience that you or your organisation have to run the activity.

For the large grant applications, details about the activity should also include any visuals, sound, staging, installations, supplementary activity (such as a food & beverage offering) you are planning. You should also outline how you plan to deliver the activity with key milestones.

## **Section C – Project partners**

Please include details of project partners if applicable. If this doesn't apply, please write N/A.

## **Section D – Participants and Audience**

This section is important because it tells us about your intended audience and how many people you hope to attend / participate in your activity.

For large grants, we also ask that you think about the number of outputs your activity will have over the lifespan of the activity.

## **Section E – Outputs and Outcomes**

This lets us know how your activity will achieve the aims of Join the Docks. Please consider the aims on page 1 and use these as a guide.

For medium and large grants, we also ask that you consider how your project will engage local communities and encourage local participation.

## **Section F Finance**

Your income and expenditure for your activity must match, we cannot accept an application with a budget that does not balance.

Please check your figures carefully. If you do not fill in this section correctly, we cannot assess your application.

## **Match Funding and In-Kind Support**

We ask that you clearly outline any match funding, including in-kind support, as this is an important part of our application criteria and evaluation.

Match funding is cash income and in-kind support from other sources. At the application stage it can be confirmed or unconfirmed.

In-kind can be things that you need and that you have secured for your project but don't have to pay for. For example, if you do not have to pay for the hire of a space. There is no limit to amount of in-kind support you can detail.

For small and medium grants, we expect 10% match funding from other sources, and this can include in-kind support.

For large grants, we expect 50% match funding, and 20% of this match funding must be cash income from other sources.

## **Expenditure**

Please be accurate and realistic when completing your budget and make sure that you include budget lines for all your spending on this project: if your application is successful, we cannot provide further funding due to costs you have not outlined or anticipated in your project budget.

### **Please make sure your activity expenditure includes VAT.**

Please only use pounds and round up pence to the nearest full pound number (for example, £1,166.98 should be round up to '£1,167').

Please make sure there is contingency in your budget and that you consider all costs required for delivery of your activity, including any Health & Safety costs, production costs and event infrastructure.

Please make sure you pay your artists and collaborators fairly. Information on the London Living wage can be found here – <https://www.london.gov.uk/what-we-do/business-and-economy/london-living-wage>

Please note, there is no guarantee of your application being successful, and we cannot pay for any costs that you commit to in the application process before knowing the outcome of your application.

**All applicants must keep evidence / proof of expenditure (receipts and invoices) for the total sum of the grant awarded to them.**

## **Section G – Permissions, policies, risks**

You will be responsible for meeting all statutory regulations. This can include Health and Safety; protecting children, young people and vulnerable adults; and maintaining

relevant insurances. If you are successful, we will request copies of documents before we release any funds to you.

Please make sure that you have considered the necessary permissions, licences, and event documentation you will need.

For larger grants, you need to evidence that you have considered the risks involved and have taken action to mitigate these.

Please contact us if you would like further information.

## **Section H – Skills and Training**

As part of the festival, we will be running professional development workshops in June / July 2020. Please tick the box to let us know that if you are successful, you can attend at least one of these sessions.

## **Section I – Publicity**

We ask that you read this section carefully and please remember to tick the box to say you have read this and can agree to the requirements detailed.

## **Section J Monitoring Information**

We may use this information to monitor the different backgrounds of people who receive grants. We will not use this information to assess your application. If you do not know some of the information or prefer not to provide it, you can write 'Not known/ Prefer not to answer'.

## **Section K - Declaration**

**This section contains information about Data Protection and Freedom of Information.**

**Please make sure you read this section carefully before signing and dating the form. We cannot accept typed signatures, so if you need to, you can attach this page (signed) as a separate attachment.**