

PROSPECTUS

WHAT YOU NEED
TO KNOW



Join the Docks Autumn Programme Open Call

Join the Docks is a creative and cultural programme exploring and celebrating East London's Royal Docks, developed by the Royal Docks Team, a joint initiative between the Mayor of London and the Mayor of Newham.

Together with arts and community groups, we want to unlock the creative spirit of the Royal Docks. We have big plans to champion the area's unique cultural offer, demonstrating its vibrant diversity, its history, its people, and its identity as a place of opportunity, ideas and innovation.

Through our Join the Docks Autumn Programme, you can be at the forefront of making the Royal Docks an exciting and accessible place for culture and community to come together.

We welcome applications from individuals and organisations to deliver innovative and exciting creative, cultural or leisure projects during Join the Docks Autumn Programme (12th September – 15th December 2020). We particularly want to support applications for projects created by local organisations and individuals based in the Royal Docks or London Borough of Newham or those with a strong connection to the Royal Docks or its communities.

Our strategic priorities

When proposing a project, please consider the following Royal Docks Cultural Placemaking priorities:

- **Platform:** Increasing and developing the use of Royal Docks locations as a cultural base
- **People:** Supporting and developing the capacity of the local cultural sector through local production, development and networking
- **Programme:** Showcasing the local cultural sector and communities within an original, compelling programme to demonstrate the Royal Docks cultural vision and its establishment as a global and local cultural destination.

Your proposed project should contribute to one or more of the following aims for Join the Docks:

- Develop innovative, creative projects that respond to the people and places in the Royal Docks
- Foster intergenerational and intercommunity networks and creative partnerships
- Provide opportunities for young people to develop and create projects
- Support / provide capacity building, skill and knowledge sharing opportunities
- Support and showcase local talent, local production and communities
- Develop an inclusive and diverse programme

COVID-19 Programme Adaptations

Due to the impact of the COVID-19 pandemic, the Royal Docks Team has reimagined the Join the Docks festival to allow for the changing nature of the situation, and the restrictions that affect how cultural activities take place. As a result, we have decided to divide the programme in two parts so that we can continue to support the creative and cultural communities in and around the Royal Docks in the short-term, whilst hopefully planning a live festival to take place in 2021. We are monitoring government guidelines and will announce details of that second phase if it is safe to run following advice and guidance.

This **first phase** of grant funding is open for projects that can happen within current Government social distancing guidelines or Research and Development commissions for projects that could be delivered in the live festival.

Inspiration and our priorities

We want you to think of how you'll use the Royal Docks as your creative playground and to connect with local people as audiences or participants.

Your project could be based around visual arts, dance, music, theatre, fashion, literature, comedy, architecture & design, multi-disciplinary, radio, heritage, maps, podcasts, walks, digital media, spoken word, nature, sports or leisure.

Or, it can be a combination of different activities.

We are looking for a wide range of creative and cultural projects including some in a digital format.

We encourage projects that support health and wellbeing; projects that provide communities in the Royal Docks with an opportunity to develop and express their creativity; projects that re-imagine public space and encourage playfulness; projects that consider barriers to digital inclusion.

Your project should aim to benefit a diverse range of communities from within the Royal Docks area. We have also included a suggested list of locations around the Royal Docks which you may want to consider for your project. You can look at the list [here](#). Your project can be digital or your project can include live activities as long as they follow the current Government Covid-19 social distancing guidance.

We have also created a list of suggested locations around the Royal Docks. You do not need to use the suggested locations, but you can refer to the list [here](#).

We're looking for projects that are:

- Accessible
- Sustainable
- Inclusive
- Do not have a negative environmental impact
- Can be realised within the social distancing restrictions in place at the time of delivery

Your audience and you

We would like your projects to engage with one or more of the following groups:

- Royal Docks communities
- London Borough of Newham communities
- Children & young people
- Older audiences - 65 plus
- Intergenerational audiences
- First-time audiences
- Diverse audiences – please refer to the application form for further information

We will prioritise funding applicants who:

- are based within or near the Royal Docks area, London Borough of Newham, or have a close connection to the Royal Docks
- have a project that aims to bring the community together and can help build the cultural scene within the Royal Docks area.

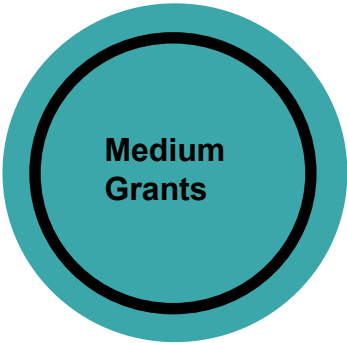
What funds are available for commissions and how much can I apply?

Join the Docks has three types of funding opportunities available (detailed below) which individuals and organisations can apply for to realise projects that work within current Government Covid-19 social distancing guidance.

Projects must take place between 14 September – 15 December 2020, this should include enough time for marketing before session delivery.

You can apply for all three strands but you will only be awarded funding through a maximum of ONE strand.

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HOW MUCH?
£500 - £5000

WHO CAN APPLY?
 A range of creative, cultural and leisure projects. Applicants may want to consider podcasts, maps and walks.

DIGITAL UPSKILLING
 Up to 10%.

HOW'S IT PAID?
 90% upfront 10% in arrears.

PROMOTION
 Your project will be promoted as 'Supported by the Royal Docks Team'.

OPEN TO
 Individuals and organisations.

HOW MUCH?
£5000 - £14000

WHO CAN APPLY?
 A range of creative, cultural and leisure projects. Show us how your project will involve and engage the local Royal Docks community and explain how you plan to mitigate against any project delivery risks.

DIGITAL UPSKILLING
 Up to 10%.

HOW'S IT PAID?
 80% upfront 20% in arrears.

PROMOTION
 Your project will be promoted as 'Supported by the Royal Docks Team'.

OPEN TO

- Organisations with a bank account.
- Individuals/organisations without a bank account if partnered with an organisation with a bank account.

HOW MUCH?
£5000 - £14000
 (Up to 6 available)

WHO CAN APPLY?
 R&D projects for creative, cultural and leisure projects towards delivery within a Join the Docks live festival in 2021 (timeframe tbc).

DIGITAL UPSKILLING
 Up to 10%.

HOW'S IT PAID?
 80% upfront 20% in arrears.

PROMOTION
 Your project will be promoted as 'Commissioned by the Royal Docks Team'.

OPEN TO

- Organisations with a bank account.
- Individuals/organisations without a bank account if partnered with an organisation with a bank account.

(1) Small grants: £500 - £5000 - open to individuals and organisations

For a range of creative, cultural and leisure projects. Applicants may want to consider podcasts, maps and walks.

Up to 10% of grant applied for can be for 'digital upskilling' - the applicants must detail (briefly) how the digital funds in their budget will be spent.

You will receive 90% of your awarded grant monies upfront, with an arrears payment of 10% once your project has completed and you have submitted your (approved) final report.

Your project will be promoted as 'Supported by the Royal Docks Team'.

(2) Medium grants: £5000 - £14000 - open to individuals and organisations without a bank account (partnering with an organisation with a bank account) and organisations with a bank account

For a range of medium sized creative, cultural and leisure projects, here we would like to see more information about how your project will involve and engage the local Royal Docks community and more information on how you plan to mitigate against any project delivery risks.

Up to 10% of grant applied for can be for 'digital upskilling' - the applicants must detail (briefly) how the digital funds in their budget will be spent.

You will receive 80% of your awarded grant monies upfront, with an arrears payment of 20% once your project has completed and you have submitted your (approved) final report.

Your project will be promoted as 'Supported by the Royal Docks Team'.

(3) Research and Development commissions: £5000 - £14000 (up to 6 available; approximately 4 for commissions available between £5000-10,000 and 2 for around £14,000)

Research and Development projects for creative, cultural and leisure projects towards delivery during the live Join the Docks Festival (Phase 2) in February 2021 (timeframe to be decided and it is dependent on the Government COVID-19 social distancing guidance). Successful applicants will then be eligible to apply for a production budget up to £4,000 for delivery (if their project is ready, to be discussed with Royal Docks Project Lead) . The production budget can be used to cover costs such as venue hire, production infrastructure, staff and volunteer costs.

Up to 10% of grant applied for can be for 'digital upskilling' - the applicants must detail (briefly) how the digital funds in their budget will be spent.

You will receive 80% of your awarded grant monies upfront, with an arrears payment of 20% once your project has completed and you have submitted your (approved) final report.

Your project will be promoted as 'Commissioned by the Royal Docks Team'.

What can I apply for?

You can apply for project costs including (but not limited to):

- artist fees and materials
- coordination costs
- hiring space for performance, exhibitions, meetings or classes

- marketing costs – printing and distribution
- training costs
- volunteer expenses
- travel costs
- staff costs
- hiring equipment
- running costs
- translators

Will I receive additional non-financial support?

Yes, as part of the grant opportunity there is an additional skills and networking programme grantees are asked to participate in, as well as support from a Royal Docks Project Lead.

The skills and networking will be facilitated by the Royal Docks Team and is an opportunity to develop networks as well as to build and share skills. The programme may include:

- Opportunities for cultural networking, peer learning and knowledge sharing
- Connecting the grantees to each other to share and develop their practice
- Opportunities for professional development workshops, peer learning and group workshops
- Developing plans for future collaborations

This is an exciting opportunity to work with local artists, communities and cultural providers to help create a stronger cultural ecology within the London Borough of Newham.

The Royal Docks Team will also be able to provide project development support and provide helpful suggestions about how to plan your project within the Royal Docks area.

Groundwork are also able to provide support whilst you deliver your project and are accessible over phone and email to answer any project queries. If you experience any issues accessing the form/have any access requirements that you need to let us know about then please get in touch and we can discuss alternative options with you.

What cannot be covered by the funding?

- Activity that doesn't respond to the people and places in the Royal Docks
- Activity that will have already taken place before Join the Docks starts or after the programme finishes
- General overheads, training and running costs not related to your project
- Capital expenditure
- Activities which have a negative effect on the natural environment
- Profit-making activities or projects
- Activities that aren't accessible
- Fundraising activities or challenges

Who can apply?

A range of organization types can apply for funding

- Community Interest Company (CIC)
- Registered Charity

- Educational Establishment
- Local Authority
- Religious Organisation
- Voluntary/Community Group
- Community Sports Club
- Professional Sports Club Community Scheme
- Social Enterprise
- Company Limited by Guarantee
- Informal or un-constituted group
- Individual
- Other

Who can't apply?

There is no type of organisation that cannot apply as long as the activity does not fall within the items listed that cannot be supported through the funding. However, individuals or organisations without their own bank account must partner with an organisation that does have its own bank account if they wish to secure a grant of over £5000.

When can I apply?

You can apply from **7th July** until **6pm on 23rd August 2020**.

What are the programme dates?

7 July 2020	Join the Docks Call Out for Submissions Open
29 July, 5pm (tbc – details to be published on the website)	Join the Docks Autumn Programme online application advice Session – hosted by Groundwork and the Royal Docks team.
6pm, 23 August 2020	Join the Docks Call Out for Submissions Close (6pm)
4 September 2020	Grant panel meeting
WC 14 September 2020	Join the Docks decisions announced
14 September – 15 December 2020	Join the Docks projects live
WC 28 September 2020	Final content for marketing information sent to the Royal Docks Team to be used for Join the Docks promotion
October – December 2020	Join the Docks Networking, Skills and Knowledge Sharing Live
15 December 2020	Join the Docks projects close
December 20 – January 21	Join the Docks Evaluation
January – February 2021	Join the Docks project de-brief with successful applicants

How can I apply?

You can apply for a grant using our online application form. Please click the **'Apply now'** button on our website [here](#). You will be taken through a quick eligibility checker which will lead you to our online grantmaking account. You must create a login with your email and password, please ensure you keep a record of this as if successful you will need these login details to accept your grant offer.

Within the application form you must:

- Confirm that if successful you can provide your UK bank account details (with two unrelated signatories if you're an organisation or an account in your name if you're an individual) /nominate another organisation to accept funds on your behalf. Individuals must partner with another organisation to accept funds on their behalf if the amount requested is greater than £5000.
- [For small grants only] Provide one written reference letter that vouches for your work in your local community. These could be from a local councillor or MP, local authority employee, school, local charity or doctors' surgery, for example. Please get in touch if you are unsure who to ask. We cannot accept references from anyone related to you.
- Confirm that you will be responsible for all financial and legal aspects of your project. This may include insurance, risk assessments, and having an up-to-date Safeguarding Policy (including digital safeguarding policies for any online delivery) if you are working with Children, Young People and Vulnerable Adults.
You should tell us about your approach to how you will meet these requirements.

We actively encourage applicants to contact us via phone or email if you have any questions about any stage of your application process. To get in touch with us you should either call or email on the below details:

Phone: 020 7239 1286

Email: jointhedocks@groundwork.org.uk

If you require the application materials in a different format let us know.

Join the Docks Autumn Programme Online Application Advice Session

Groundwork and the Royal Docks team will host an online application advice session to answer any queries you have about applying for any of the three Join the Docks funding strands. The date and time will be confirmed on our website alongside an Eventbrite link to sign up. The session will be held online and if you have any follow up questions after the session you can always get in touch on the phone on 02072391286 or email jointhedocks@groundwork.org.uk.

If you would like to sign up to our mailing list, please follow this [link](#) and scroll to the bottom of the page.

How is my application assessed?

The panel who will decide which applications to fund will review applications alongside some basic criteria, which are:

Eligibility criteria:

- A Royal Docks or London Borough of Newham based organisation or resident
- OR be able to demonstrate links to / knowledge of / experience working in the Royal Docks / Newham
- Can be realised within the [current Government social distancing guidelines](#)
- Your project must be free or low-cost for audience / attendees (any fees for project audiences/participants should not be a barrier to access. All 'profits' should feed back into the project itself)
- Your project must be inclusive and accessible
- Your project must not have a negative effect on the environment
- You / your organisation have provided the requested supporting documents

The panel may ask the following questions when reviewing your application:

- How does the project respond to the people and places in the Royal Docks – past, present or future?
- The creative idea - how well the project will use arts, culture, leisure and / or heritage activities within the Royal Docks community
- Who you are reaching and how you are reaching them? We want to fund projects that work with / reach a diverse range of participants and / or audiences in the Royal Docks
- How you will manage and deliver the project - it's important that your activity is well planned, and you have the necessary structure of project leadership to ensure it will be a success, and reporting will be suitable and on time.

Match funding isn't essential, but it is helpful if there is match funding that you outline this in your application budget.

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

You will receive an offer letter with information about how to access your online grant acceptance form, which will contain the full terms and conditions of your grant. You will need to accept this offer within four weeks before we can release any cash to you.

The grant offer will contain the following 'conditions' of grant funding:

- Grant recipients will work closely with a member of the Royal Docks Activation Team as their lead contact. This lead contact will support successful applicants, where needed, and particularly in the context of the Royal Docks. (*The lead contact and the organisation can agree the level of support necessary at project start.*)
- Grant recipients will be required to participate in networking, skills sharing / skills development. (*agreed with the lead contact at start of project*). Expenses for attending meetings will be covered separately to the grant.

- You must submit your project as part of the Join the Docks Autumn Programme co-ordination and listings.
- Supported projects will be promoted as 'Supported by the Royal Docks Team' or for Research & Development projects, 'Commissioned by the Royal Docks Team'.

We may ask you for further information before we release any funds to you. This might include:

- copies of insurance documents
- copies of Safeguarding Policies (including digital safeguarding policies for any online delivery) for Children, Young People and Vulnerable Adults
- licenses and risk assessments

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.

Publicity

Successful applicants must also be responsible for their own project marketing and will be asked to take part in Join the Docks publicity organised by the Royal Docks Team. Applicants should acknowledge the relevant logos and acknowledgements (provided by the Royal Docks Team) in publicity for their activities. Guidelines will be provided. You must publicly acknowledge Royal Docks funding whenever you talk about the project. Royal Docks funding should be included as a separate line in your audited accounts (if you produce them).

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 programme co-ordination and listings. We will provide successful applicants with a marketing template to complete. This must be completed and returned to the Royal Docks Team so your project can be included in the programme. It will ask for your project title, a brief description of your project, Social Media handles, website. The information you provide on this template will be used for marketing purposes.

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.

Projects will be publicised as 'Supported by the Royal Docks Team' or 'Commissioned by the Royal Docks Team' (R&D grants for new projects)

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 project. For example, was it a success, what worked well and what worked less well, what did you achieve, will you continue the project? We'd also like you to tell us how well we did in offering and managing the grant.

We are working with an external organisation to assist with Monitoring and Evaluation; for Research and Design projects we will be using a variety of methods for collecting information. This may include reflective workshop sessions and self-evaluation in the form of a diary / log of the process.

We will provide a template and further information to successful applicants for completion during and / or at the end of the project.

We will visit as many projects as possible to see our funding in action. Please keep us informed of any changes to dates and/or venues.

What happens if my application is not successful?

We're expecting high demand for the Join the Docks call out for submissions. As a result, we won't be able to support all projects that apply for funding.

If your application doesn't succeed, we'll 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 so we can provide support which should help you to be more successful with applications in the future.

You can submit more than one application; however you will only be able to submit one per strand, and will only be able to receive funding through one strand.

Will a Join the Docks grant affect the benefits I receive?

If you are awarded a grant as an individual, this may affect your benefits or tax liabilities. You should contact HMRC, DWP or your work advisor at the job centre to make sure you understand what might happen. We are not able to give advice on benefits and tax liabilities.

Can I talk to someone about my application before I apply?

Groundwork London are managing the grant applications and grants on behalf of the Royal Docks Team. We actively encourage you to contact us via phone or email if you have any questions about any stage of the application process for the call out for the Join the Docks Autumn Programme. We are here to help!

We will also launch an application Q&A session in July, where you can sign up and learn more about the programme. Keep an eye on our website for more information.

Please contact us on:

Phone: 020 7239 1286

Email: jointhedocks@groundwork.org.uk

More about the Royal Docks Team

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