**Royal Docks Royal Docks Good Growth Fund**

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| --- | --- |
| **Project Name** |  |
| **Lead organisation name** |  |
| **Project Summary** |

**Proposed allocation of funding**

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| --- | --- |
| Total cost of Project |  |
| Required RD GGF Funding |  |

**General Information**

Please complete all sections of the form. If you are unable to do so (we may be requesting information you do not currently have access to) then include an explanation as to why this information cannot be provided at the current time.

Applications that are not presented in this template will not be considered.

Additional information in support of your proposal will be considered, this may be something which helps us to understand your project better or which supports a specific aspect of the proposal (for example evidence of demand, need or support). Supporting information may be Word or PDF documents (e.g. survey results, user-centred research, soft market testing, feasibility studies, drawings) but may also be in other formats, including images, videos, links to information on the internet or social media (e.g. a Twitter poll or Facebook page). We will not accept additions to the main application via supporting documents (i.e. no additional notes can be added to a particular section of the form in order to breach the character limit).

Completed application forms and supporting documentation should be submitted by email to GGF@royaldocks.london Please ensure that:

* All documents being submitted are listed in this form under Section 5 – Appendices
* All documents have clear, short names as per the examples in Section 5 – Appendices
* Wherever possible, all documents should be attached to a single email, with the email including a link to a file transfer service if you need to send large files
* Wherever possible, individual documents should be merged into larger documents (for example, it would be helpful if you can submit one PDF including multiple letters of support rather than submitting several letters individually)

Feedback cannot be provided on drafts of your application, but if you have any queries about how to complete your form please email your query to GGF@royaldocks.london.

Contents

**1. APPLICANT CONTACT INFORMATION**

**1.1 Lead applicant**

We encourage partnership applications to the Royal Docks Good Growth Fund, but any project will require a lead organisation able to enter into legal agreement with the Greater London Authority, receive our funding and manage the project cash flow accordingly. Please indicate the lead organisation here.

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| --- | --- |
| **Lead organisation name** |  |
| **Trading name (if different to the above)** |  |
| **Registered address** |  |
| **Registered company or****charity number (if relevant)** |  |
| **VAT registration number (if relevant)** |  |
| **Type of organisation**  |  |
| **if other, please state** |  |

Are multiple parties involved in delivering this project? **Yes/No**

**1.2 Key Contact**

Please ensure these details are accurate as we will require a central contact for any queries and information requests and to advise you of the outcome of your application.

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| **Project manager name** |  |
| **Role within the organisation** |  |
| **Contact email address** |  |
| **Contact phone number** |  |

Are you related to any elected GLA officials or members of our staff? **Yes/No**

This is to establish if there will be any conflict of interest when assessing your application.

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| **If yes, please state their names and team(s) they work in** |

Have you been in contact with any elected Greater London Authority officials or members of our staff in relation to the development of your project? This is to establish as much context as possible around the development of your idea. **Yes/No**

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| **If yes, please state their names and team(s) they work in and the nature of support** |

**1.3 Other participating organisations for the project**

|  |  |  |
| --- | --- | --- |
| **ORGANISATION NAME**  | **ORGANISATION ADDRESS**  | **NATURE OF THEIR SUPPORT** |
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**2. PROJECT DESCRIPTION**

**2.1 Project location**

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| --- | --- |
| **Location / Site / Building name** |  |
| **Indicative Address** |  |
| **Postcode (This is to enable us to map your application)**  |  |

**Ownership of site (approx. 350 words)**

What permission is required from the site owner / occupier to conduct the project on the site? For example, is the site owned by the applicant? Is the site under local authority or other ownership and therefore likely to require various permissions? Have you been in contact with the site owner and received the necessary permission?

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**2.2 Project description (approx. 500 words)**

Briefly summarise your project, explaining what will be required to deliver it. The Prospectus gives guidance on typical projects that the fund will support, although this information is not exhaustive.

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**2.3 Project Focus**

We’re interested in finding out the specific focus of your intervention. Please indicate the Royal Docks Good Growth Fund activities it relates to in order of priority. Only include activities which are directly related to your project

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| **ACTIVITIES** | **BRIEF DESCRIPTION** |
| 1. Develop civic infrastructure |  |
| 2. Back small business |  |
| 3. Secure and create workspace |  |
| 4. Build tech for good |  |
| 5. Local economies |  |
| 6. Build skills and employability |  |
| 7. Deliver community-led regeneration |  |
| 8. Enhance public space |  |
| 9. Share culture |  |
| 10. Climate Emergency |  |
| 11. Other |  |

**2.4 Project aims (approx. 500 words)**

Describe the general context and specific issue you are seeking to address, as well as the overall purpose of your project. In describing your project you should consider how it will relate to the three strategic challenges of empowering people, making better places and growing prosperity and the cross cutting themes of Community Wealth Building and Transformation and Innovation. We are interested in the story behind your project, and why our public sector is necessary.

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**2.5 Project activities (approx. 350 words)**

Please give a description of your proposed intervention, focusing on the inputs required to deliver it, the activities and milestones involved, as well as the structures and mechanisms which will be used to oversee and govern the project.

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**2.6 Project support (approx. 250 words)**

What local engagement has been undertaken so far and how can you evidence the demand or need for your project? If possible, please include a summary of the activities so far (e.g. consultation events, surveys, research activities etc.). Make reference to any complementary projects or initiatives in the local area.

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If you can, please attach or provide links to any evidence (e.g. letters of support, a Twitter poll, Facebook page etc.) as appendices (refer to Section 5).

**2.7 Project stage**

[ ]  **Feasibility/Research**

[ ]  **Concept**

[ ]  **Business case completed**

[ ]  **Planning submitted**

[ ] ￼ **Planning approved**

[ ]  **Procurement**

[ ]  **In delivery / construction**

[ ]  **Ready to deliver**

if other, please state

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**2.8 Project Risks**

What are the main risks that you expect to encounter as part of the project, and how do you propose to resolve them? Please include a RAG rating to specify the potential impact of the risk on your project.

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| **What is the risk?** | **What actions are you taking to mitigate the risk?** | **RAG** |
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**2.9 Project timings**

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| --- | --- |
| Anticipated delivery start date (assume at least 3 months after submission) |  |
| Anticipated delivery end date |  |

**2.10 Project management (approx. 250 words)**

Who will manage the project? (e.g. current staff / new staff at your organisation, a contractor) If you will need to bring in additional resources to deliver the project, please describe these arrangements

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**2.11 Project beneficiaries (maximum 500 words)**

The Mayor and the GLA must have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, and to advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not. Projects awarded funding will be required to meet the Public Sector Equality Duty and demonstrate this through regular reporting of progress. Please outline the impact your project will have on its proposed beneficiaries, and how, where applicable, you propose to remove or minimise disadvantages suffered by people due to their protected characteristics, take steps to meet the needs of people from protected groups where these are different from the needs of other people and encouraging people from protected groups to participate in your project.

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**2.12 Design Management Arrangements (maximum 1500 words)**

Quality, in all its guises, should underpin every stage within the commissioning process and all decision-making should be informed by the desire to achieve a quality-led outcome. The success of any project is dependent upon each of the commissioning, design and construction stages coming together to achieve a building or a place which meets quality objectives. As such, we encourage the consideration of design review and wider design management at the outset of projects.

Please describe the design quality management approach that you intend to undertake for each project phase. This will include how you intend on working with the Royal Docks Team, London Borough of Newham (design officers, heritage officers etc), and/or any procured professional services. Please also consider when a design review (carried out by design review panel) would be most beneficial.

Headings can be adjusted, added to or omitted as required.

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| * Project Scoping
* Brief writing
* Procurement
* Design development
* Design review (an agreed point in the project programme that usually signifies the gateway between project development and delivery)
* Delivery
* Completion and evaluation
 |

Please provide copies of existing briefs and procurement plans where relevant

**3. DELIVERABILITY**

The Fund can provide cover 50% of the total value of a project. It is the responsibility of the applicant to secure the corresponding match funding required to deliver their project, either from their own resources or from third-party contributions. Applicants should be aware that all available funding is capital[[1]](#footnote-1), The GLA cannot fund any revenue elements of projects and these must be funded via match.

**3.1 Funding breakdown**

**Project Funding Summary**

|  |  |
| --- | --- |
| **TYPE OF FUNDING**  | **AMOUNT** |
| Capital Grant Requested |  |
| Match Funding Secured |  |
| Match Funding Unsecured |  |
| **TOTAL (GGF Request + Match Funding Secured/Unsecured)** |  |

Please populate the attached spreadsheet using clear and achievable milestones (key stages in the delivery of the project that will demonstrate progress) and a forecast spend for all sources of funding related to the project. All GLA spend must be completed on or before 31 March 2024. An additional 12 months – financial year 2024/25 – is allowed in order collect and validate output and outcome data, during which match funding can also be spent. If relevant, milestones should still be included for activity in financial year 2024/25 even though GLA funding will not be available. Please also complete and sign the attached financial forecast declaration.

**3.2 Match funding**

Using the most up-to-date information available, please indicate the amount of match funding you propose to commit to your project, and whether that funding is secured, pending confirmation or an identified estimate. Please specify whether the match is recipient (i.e. funding provided by your own organisation) or non-recipient match (all other funds), and for pending and identified funding, please indicate the source and by what date you should receive confirmation. Please make sure the totals included are the same as those in the milestone and funding schedule spreadsheet.

Please note that it is our expectation for all non-confirmed match to be secured before contracts are signed.

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| **Description of funding** | **AMOUNT** | **Recipient or non-recipient** | **Secured, Pending or Identified for match which is pending or identified please indicate by what date this will be confirmed**  |
| Capital | Revenue |
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**3.3 Delivery Milestones**

If possible, please outline clear and achievable key milestones that will constitute delivery (e.g. feasibility, planning, construction etc.), when you expect them to occur and the approximate amounts of funding associated to them.

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| **MILESTONE/DESCRIPTION****OF ACTIVITY** | **WHEN WILL THE ACTIVITY****TAKE PLACE** | **BUDGET FORECAST** |
| exampleFeasibility stage completed | Dec 2020 | £25,000 |
| examplePlanning applicationsubmitted | February 2020 | £20,000 |
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**4. VALUE FOR MONEY**

**4.1 Legacy (maximum 750 words)**

Please provide the most up-to-date description of how you propose to ensure the ongoing delivery and management of your project after the end of the Royal Docks Good Growth Funding period.

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**4.2 Deliverables**

Each applicant should select a range of output and outcome measures which reflect the scale and ambition of their project. Please refer to the GLA’s Evaluation and Impact handbook when completing this section, along with the detailed list of Good Growth Fund Outputs and Outcomes Database and the Good Growth Fund Outputs and Outcomes Impact Wheel.

All projects should select at least three measures from the programme wide Royal Docks Good Growth Fund output and outcome measures (one each from People, Places and Prosperity) as well as additional indicators which reflect the specific context, objectives and beneficiaries of your project. Please ensure all indicators selected have the correct unit of measurement as per the Good Growth Fund Outputs and Outcomes Database. You should choose output and outcome measures that you feel are achievable through your intervention, but also that you will have sufficient capacity to effectively monitor through the lifetime of your project.

In choosing the additional relevant KPI’s from the database, cross reference with the Newham’s Community Wealth Building and Transformation and Innovation objectives to ensure they demonstrate the strategic fit and importance of your project. If successful we will work with you to help you develop your final list of KPI’s and wider management and evaluation strategy.

**Key links:**

<https://www.london.gov.uk/sites/default/files/goodgrowthfundevaluationandimpacthandbook_0.pdf>

<https://www.london.gov.uk/sites/default/files/good_growth_fund_-_outputs_and_outcomes_database_2019.xlsx>

<https://www.london.gov.uk/sites/default/files/outputs_and_outcomes_framework_web_2019.pdf>

<https://www.london.gov.uk/sites/default/files/goodgrowthfundevaluationandimpactwheel_2019.pdf>

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| **Deliverables**  | **Baseline Where applicable include a baseline figure** | **Target What is your overall aim against this Deliverable?** | **Monitoring Approach Overview Please insert a brief description of the approach you will take** | **Information Collected List monitoring & verification information you intend to collect** |
| **example:**PLAC 3.1 Increase in footfall  | 200 people following initial survey count | 50% increase (300 people) | Follow-up surveys to take place post project completion | Hard copy records of pedestrian counts |
| **People Core Measures** |
| **PEOP 1.1****Number of people who participate in a project** |  |  |  |  |
| **PEOP 5.3****Number of volunteering****Opportunities created** |  |  |  |  |
| **PEOP 7.1****Sense of belonging to an area** |  |  |  |  |
| **PEOP 3.3****Number of people progressing into work** |  |  |  |  |
| **People Additional Measures** |
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| **Deliverables**  | **Baseline Where applicable include a baseline figure** | **Target What is your overall aim against this Deliverable?** | **Monitoring Approach Overview Please insert a brief description of the approach you will take** | **Information Collected List monitoring & verification information you intend to collect** |
| **Places Core Measures** |
| **PLAC 2.1****The amount of public realm being created or improved, and the increase in its use** |  |  |  |  |
| **PLAC 3.3****Number of vacant units being brought back into use** |  |  |  |  |
| **PLAC 7.1****Increase in visitor satisfaction** |  |  |  |  |
| **PLAC 3.1****Increase in footfall** |  |  |  |  |
| **Places Additional Measures** |
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| --- | --- | --- | --- | --- |
| **Deliverables**  | **Baseline Where applicable include a baseline figure** | **Target What is your overall aim against this Deliverable?** | **Monitoring Approach Overview Please insert a brief description of the approach you will take** | **Information Collected List monitoring & verification information you intend to collect** |
| **Prosperity Core Measures** |
| **PROS 4.1****New jobs being created and existing jobs being protected and safeguarded** |  |  |  |  |
| **PROS 6.1****Number of businesses receiving support** |  |  |  |  |
| **PROS 2.1****Commercial /business space being created or improved, and its value measured** |  |  |  |  |
| **PROS 7.3****Increase in business turnover** |  |  |  |  |
| **Prosperity Additional Measures** |
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**4.3 Evaluation (maximum 750 words)**

As part of our commitment to understanding the impact of our interventions, we want to encourage all projects to take a proactive and robust approach to evidence collection and evaluation.

To underpin this process we are asking all projects to think about how you will undertake monitoring and evaluation from an early stage. This section is an opportunity for you to outline how you intend to monitor and evaluate your project, including allocation of resource, strategy, and key areas of focus. Please refer to the accompanying Evaluation and Impact handbook for further guidance.<https://www.london.gov.uk/sites/default/files/goodgrowthfundevaluationandimpacthandbook_0.pdf>

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**5. APPENDICES**

**5.1 Supporting Documents**

Please list all supporting documents which you are submitting with your application form, and ensure that your documents are named consistently with the list.

If necessary, please clarify the content and purpose of the documents. Example:

**Document name**

Project name\_Applicant name\_Stage1\_Application\_Form

Project name\_Applicant name\_Appendix 1\_Site plan

Project name\_ Applicant name\_Appendix 2\_Site images

(Notes: Photos showing the site)

Project name\_ Applicant name\_Appendix 3\_ Letters of Support

(Notes: Ten letters from local organisations showing support for the project)

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**5.2 Due diligence**

Please note that we will also require the following documents so that our Finance department can perform a due diligence check on your organisation.

Ideally please provide all of the material listed. If that is not possible, please include an explanation as to why the information is not available.

* Evidence of public liability and employer’s liability insurance
* A copy of the most recent audited accounts or a statement of the organisation’s turnover, profit & loss / income & expenditure and cash flow position for the most recent full year of trading/operations where this information in not available in audited form
* A statement of the organisation’s cash flow forecast for the current year
* The organisation’s budget for the current year
* Financial regulations (to include procurement rules)
* Details on how the project meets State Aid compliance where relevant Please list all due diligence documents which you are submitting with your application form, and ensure that your documents are named consistently with the list.

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**6. DECLARATION**

The declaration must be completed by a Director of the organisation or equivalent. Applications without a completed declaration section will not be considered.

**Please type the name and position of the relevant person into the boxes provided along with the date. It is not necessary for this declaration to be physically signed.**

**If your organisation’s internal procedures require the form to be digitally signed please submit two versions of the form (one signed, one unsigned) as digital signatures lock the form content which delays processing of your application.**

As a public organisation we have to follow the Data Protection Act 1998 and the Freedom of Information Act 2000 and the General Data Protection Regulations. We have a data protection policy, which is available from GLA website at [www.london.gov.uk](http://www.london.gov.uk)

We also have a Freedom of Information policy which is also available from the GLA website at [www.london.gov.uk](http://www.london.gov.uk)

**By signing this application form, you agree to the following:**

A. We will use this application form and the other information you give us, including any personal information, for the following purposes.

To decide whether to award your proposal support.

To provide copies to other individuals or organisations who are helping us assess and monitor support. After we reach a decision, we may also tell them the outcome of your application and, if appropriate, why we did not offer you support.

To hold in our database and use for statistical purposes.

If we offer you funding or support, we will publish information about you relating to the activity we have funded, including the amount of funding and the activity it was for. This information may appear in our press releases, in our print and online publications and in the publications or websites of any partner organisations who have funded the activity with us.

B. You have read the GLA data protection and freedom of information policies and accept how we generally plan to treat your application and other related information if someone asks to see it under the Freedom of Information Act 2000.

[ ] Tick this box if you consider that we should treat your proposal as confidential information.

[ ] Tick this box if you consider that we should treat your financial information, such as your budget and any business plan, as confidential information.

[ ] Tick this box if there is any other information you have provided that you consider to be confidential information. You must tell us what that information is and give us your reasons or in a separate letter. If you are sending us a separate letter, please write ‘letter included’.

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C. Please note that your project summary and any images or videos that you supply may be published if your project is selected for further development or if you are asked to submit a more detailed application form. By submitting this text and any accompanying materials you give us full permission to use them on our website and in other publications and marketing materials produced by the Mayor of London.

D. We have reviewed and agree to the terms of the funding agreement and will not seek to make changes to the same.

**To the best of my knowledge, I confirm that the information supplied on this form is correct and complete. If successful, this organisation will use the funding only for the purpose shown in this application.**

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| **Name:** |  |
| **Position:** |  |
| **Date:** |  |

1. Capital Expenditure – is money spent on production and/or acquiring of assets that have a useful life greater than 1-year. For further guidance on eligible funding read the accompanying FAQs and speak to the Enterprise Zone team direct. [↑](#footnote-ref-1)