Create Your Docks Grant Programme

Call for submissions:

Small Grants (£1,000 - £5,000)

EXAMPLE Application form questions and guidance notes

FOR INFORMATION ONLY

Create Your Docks is a new community fund from the Royal Docks Team – a joint initiative of the Mayor of London and Mayor of Newham responsible for the re-development of the Royal Docks.

The fund aims to support community groups to take an active role in the area’s regeneration. It will support established community groups and not for profit organisations with a turnover of less than £50,000 and who are based in the Royal Docks or Newham. The fund may prioritise small or informal groups, organisations or individuals who find it difficult to access funding.

Create Your Docks offers small and medium sized grants to support community-led activities across the Royal Docks, which align with the following objectives:

1. Small grants - supporting diverse and inclusive community engagement in the Royal Docks Enterprise Zone’s delivery programme
2. Medium grants - enabling community co-design initiatives, aligned with specific projects (listed on page 3) within the Royal Docks EZ delivery programme.

Please note: we will prioritise projects where our funding will make a big difference to small projects. We are unlikely to fund projects where our funding makes up a small percentage of the overall project costs.

This document sets out the application form questions, together with guidance on answering these.

PLEASE NOTE THAT YOU MUST COMPLETE THE FORM USING OUR ONLINE PORTAL. WE CANNOT ACCEPT ANY APPLICATIONS WHERE ANSWERS HAVE BEEN INSERTED INTO THIS WORD DOCUMENT WHICH IS FOR GUIDANCE ONLY.

If you wish to apply for a medium grant (£5,001 - £10,000) then please use the appropriate form.

Groundwork 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 details below:

Phone: 020 7239 1390

Email: [createyourdocks@groundwork.org.uk](mailto:createyourdocks@groundwork.org.uk)

Please ensure you have read the guidance notes for each question fully. Your application may be rejected if you do not provide all the information required for us to make an assessment.

Due to a predicted high level of demand and a desire to work with as many local organisations as possible, you may complete one application for either strand but you will only be awarded funding through a maximum of ONE strand, and we will prioritise reaching as many organisations as possible over the programme as a whole.

THE DEADLINE FOR SUBMITTING YOUR APPLICATION FORM IS 12PM ON FRIDAY 10TH SEPTEMBER 2021.

Before completing your application form, please make sure you are able to meet the following requirements:

* (If applying as an organisation) You must provide your organisation’s UK bank account details and governing documents.
* (If applying as an individual or informal group) you must provide details of a UK bank account with two unrelated signatories or else provide details of your partner organisations UK bank account and attach a letter from your partner organisation to confirm they can hold and ring-fence the funds on your behalf.
* You must provide a copy of a reference statement which vouches for your work in the local community.
* You will be responsible for all financial and legal aspects of your project. By time of project delivery all successful applicants (including individuals and non-constituted groups) must have relevant insurance, risk assessments, public liability insurance, employers liability and an up-to-date Safeguarding Policy (including digital safeguarding policies for any online delivery) if you are working with children, young people and adults at risk. You should tell us how you will meet these requirements in section 3 if you do not already have these in place. If successful, you will be asked for copies of the relevant documentation at the funding agreement stage.
* **Please tick the box to confirm you answer ‘Yes’ to the above statements**
* **[Tick Box]**

Grant making decisions and responsibilities

* **Please note that decisions to grant funding (if any) are subject to a formal decision-making process. You must not place any reliance whatsoever on the support of the GLA/Groundwork until formally notified in writing and your authorised signatories have executed and returned a funding agreement with which you will be provided by Groundwork should your application prove successful.**
* **Accordingly, any expenditure that you incur and/or to which you commit (including that which you have incurred or committed to in relation to the preparation of your proposal for funding) prior to formal notification and execution and return of the funding agreement is incurred and/or committed entirely at your own risk.**

Guidance Information:

Please provide us with sufficient information within the application form to establish if your project is eligible for grant funding. You will need to have any additional documents in an electronic format (e.g. Word file, pdf, jpeg, etc) available to upload in the correct section in the application form as you will not be able to submit your application form unless it is complete. **Organisations must submit their governance document with this application.**

You can find out more about Create Your Docks Programme by clicking [here](https://www.groundwork.org.uk/apply-for-a-grant/london-grants/create-your-docks-fund/)

For further help on filling out this form, please contact Groundwork on 0207 239 1390 or [CreateYourDocks@groundwork.org.uk](mailto:CreateYourDocks@groundwork.org.uk)

Section 1 – About You/Your Organisation:

1. Your/Your Organisation name:

**2. Main contact** (this should be the person who is responsible for this application form and answering any questions that we may have about your project)

* Title:
* First name:
* Last name:
* Position held in organisation (if applicable):
* Organisation main contact address: (If you are applying as an individual this must be your address. If you are applying as an organisation this must be your organisation's office address)
* Postcode:
* Borough:
* Contact telephone number:
* E-mail:
* Where did you find out about the Create your Docks Grants?

3. Secondary Contact

* Title:
* First name:
* Last name:
* Position held in organisation:
* Contact telephone number:
* E-mail:

4. Website address, Facebook, Twitter (if applicable)

5. a. Type of Applicant/Organisation (please tick one from the options below).

Please note that you will be asked to provide evidence about the legal status of your organisation

* Community Interest Company (CIC)
* Registered Charity
* Educational Establishment
* 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

If you have selected ‘Other’, please describe below the nature of your organisation:

If you are a Company, what is your Company Registration Number?

If you are a Charity, what is your Charity Registration Number?

6. How long has your organisation been in existence (if applicable)?

7. Are you a Constituted Organisation?

We consider a non-constituted group to be a group that does not have a formal document setting out its activities or structure, but which may work together for campaigns, projects or events. If you are not a constituted group, please proceed to Question 8.

7a. Please upload a copy of your group’s governance document here:

* You don’t have to be a constituted group to apply for a grant but if you are, please upload your governing document here. Please upload a copy of your group’s Governance document here: (This could be a Constitution, Code of Conduct, Memorandum and Articles of Association etc. Your organisation’s governing document needs to include a ‘dissolution’ or ‘winding up’ clause, providing for the return of any unspent grant monies to be returned to the funder of origin).

8. Is your organisation’s turnover less than £50,000 per year?

(Please select, Yes, No, N/A)

9. Are you based in the borough of Newham?

Please note, upon oversubscription of the fund, we may prioritise applications from organisations/individuals based within the borough of Newham.

10. Do you have an Organisation/Group bank account with at least two signatories?

1. If Yes, please provide the names of at least two signatories:
2. If no, are you nominating another organisation who has a bank account with two signatories to accept the funds? Please provide their details below and the names of the two signatories. Please note: if applying as an individual/unconstituted group you will need to provide confirmation that your partner organisation is able to accept funds on your behalf.

If you are successful and your organisation/partner organisation has a Building Society account with a passbook, you will need to provide a copy of a letter dated within the last three months from a representative of the organisations local branch confirming the account details, roll number, name on the account. We will not be able to accept photocopies of passbooks as evidence of an account.

If individual/unconstituted group - Please provide proof that your partner organisation has agreed to accept the funds on your behalf. Please click [here](https://docs.google.com/document/d/1PlopAldEkDTbi65T-ZSA_UjLLQkq3HoPpdKIHPoPfVQ/edit) for an example Partner organisation letter template.

**[Upload]**

Please provide contact details and a reference statement from a referee who can vouch for your work within the local community. Please make sure they are expecting us to contact them.

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| --- | --- |
|  |  |

We have a 'Referee Template' that you can download and use: [Here](https://docs.google.com/document/d/15kvm0eybuJ1O2wQFCM3O5JrG4hszulEXCChdmH9uuDU/edit)

Please attach letter from Referee here [attach]

Please note that to upload your file, you must click on browse, select your file and then click on upload.

Section 2 – About your Project

11. Project Name:

12. Where will your project take place?

(Please provide full address and postcode. Please note: this must be located within the [Royal Docks area](https://www.royaldocks.london/location) or within the borough of Newham. If your project will deliver across multiple areas, you should provide information on the primary site of your project and provide additional addresses in the next question. If there is no postcode for the site, please provide the postcode of the nearest building. If your project is virtual, please provide the address of the project lead)

* What sort of site is this? Youth club, park, community centre, online etc.
* Address Line 1:
* Address Line 2:
* Borough:
* Postcode:

12a. If your project is happening digitally / online what online platform will you use to reach participants?

13. Please provide any other addresses below if events are happening in more than one place. Please provide the full address and include the borough and postcode.

14. Project start date (This must not be before 11 October 2021):

15. Project end date (This must be on or before 07 April 2022):

* Please note that your start and end date may be approximate at this stage, and can be updated if you are successful prior to the beginning of delivery (though your project must take place between 11th October – 7th April 2022)

16. Which Create Your Docks priorities does your project relate to the most?  
 Please select:

* Place - Improving and activating public spaces and use of the water for all
* Connectivity: Improving local mobility and connections in accessible, inclusive and   
  sustainable ways
* Economy: Creating economic opportunities for local people through skills, employment and supporting entrepreneurs
* Culture: Building a vibrant local scene for community arts, heritage, culture and creativity
* Identity: Celebrating and showcasing the Royal Docks’ diverse communities through   
  their stories

17. Which activity type(s) will your project respond to? Please select all that apply:

* Brings communities together through activities
* Supports the participation and showcases the ideas of groups who normally don’t usually engage in civic activities
* Removes barriers for groups to take part in civic activities. (e.g. supporting people on lower incomes and connecting communities that usually miss out)
* Increases opportunities for volunteering and/or skills development
* Enables youth participation, co-creation and skills development

To answer questions 18-21 feel free to use bullet points if you prefer.

18. Do you have experience of delivering similar types of projects or activities? If so, please tell us about them. This is not a requirement but it is useful to know about your experience working in the area. (100 words)

* You should let us know about any previous projects that you have delivered and any other relevant experience which shows your ability to deliver this project.
* Do you have any reporting and evaluation experience?

19. Are you working with anyone else on this project? If yes, please give details about who they are, what they are doing and any relevant experience? You are not required to work with others but it is useful for us to know if you are. (150 words)

* You may be working with another organisation who may deliver elements of the programme or help with design and development. Please tell us who they are and what they will be doing.
* This can also involve informal partnerships such as organisations that provide refreshments, sessional workers, etc.
* If you are applying as an individual/unconstituted group, you must partner with an organisation to receive grant funding. If applicable, please also ensure you detail the working relationship with your chosen partner, who they are and the roles/responsibilities they may undertake.

20. What is your project idea? (400 words)

Create Your Docks are looking for community-led projects, where the community can take an active role in Royal Docks regeneration. The ideas must work towards one of the Create Your Docks priorities and respond to at least one activity type (see Q16 and Q17).

Please include information on each of the following points:

* Why this project is important for the Royal Docks community and how the project meets Create Your Docks priorities.
* How your idea is creative and how well you will use activities to engage your local community
* A description of what will happen during your project and the details of the main stages of the activity. You may want to break down the structure of the activities to show what will happen for participants

21. How will you ensure the local Royal Docks community is at the forefront of your project? (150 words)

* Will your community be involved in the design, planning and delivery of the project idea?
* Who are your participants and have you consulted with them about your project idea already?
* Think about your engagement plan and the type of marketing and promotion that you will use to attract participants.

22. How will you ensure your project can be as accessible as possible for participants? (150 words)

* How will your project overcome any barriers your chosen target groups/participants have to attending/taking part in your project?
* If your project is digital, you should think about the steps you will take to ensure your project is digitally inclusive to all participants/audiences
* If your project is taking place with participants and / or audiences in a physical space, that you have considered access requirements so there are no barriers to accessing your event.

23. Please provide an estimate of the numbers of individuals that you are expecting to see engage with your project.

* We understand that the impact of your project is not necessarily linked to the number of people participating. If your project works with a smaller group but with more focused engagement, for example, please detail this in previous answers and this will be taken into account in this question.
* Participants means the number of people who will take part in your project over the course of it. Volunteers means the number of people working in or supporting the group, unpaid.

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| --- | --- |
| Number of participants |  |
| Number of volunteers |  |
| Number of activities |  |
| Number of partners |  |

24. Which of the following groups will you specifically target and encourage taking part in the activity? Please select all that apply.

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| --- | --- |
| Black, Asian, and minority ethnic Londoners |  |
| Children and / or young people |  |
| Cared for children or care leavers |  |
| Disabled people |  |
| Children and young adults with SEND |  |
| Gypsies and Travellers |  |
| Homeless people or rough sleepers |  |
| LGBTQ + People |  |
| Older people (aged 75+) |  |
| People in lower socio-economic groups |  |
| People with experience of criminal justice system |  |
| People without qualifications/long term unemployed |  |
| People/Households on a low income |  |
| Refugees and asylum seekers |  |
| UK armed forces veterans |  |
| No specific group |  |
| Other |  |

25. If you ticked other, please give details here: (50 words max)

26. How will you collect evidence and demonstrate your project impact? (100 words)

* What tools will you use to collect evidence? E.g questionnaires/interviews/surveys
* Will your project have benefitted the local community that you worked with?

27. What will have changed in the community as a result of your project? (200 words)

Please tell us what difference you are hoping your project will make in your local community. The following may also help you answer this question:

* Do you have any plans to continue with the project after the grant has been spent?
* How will you stay in touch with the people you have reached during the project? Think about how you may signpost participants after the project has ended or help their interest in the activities to continue.

28. Please provide a list of at least three risks you see in the delivery of your project and how you will aim to ensure they do not affect your project. (200 words)

* This should set out the key risks which exist to successful delivery of your project, and the ways you intend to mitigate those risks and ensure your aims are achieved. Also give each risk a RAG (Red: High, Amber: Medium or Green: Low) rating for how great a risk it is to the project. A risk should not be whether you can secure Create Your Docks funding. Risks should only be about the delivery of your project. For example, not being able to recruit enough participants to the sessions or not having enough staff to deliver a session if a staff member is absent.
* You should consider how your project can be delivered within any COVID-19 restrictions
* You should consider weather conditions for your project (if outdoors) and how your activities can still be delivered through the autumn/winter season

Section 3 - Permissions, Policies and Risk and Equalities Monitoring

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 may request copies of documents before we release any funds to you. If you need support in answering these questions then please call Groundwork on: 0207 239 1390

29. Your project may need permissions or licences to be delivered. If so, what steps have you taken to identify these and/or make sure these will be in place for when your project starts? (100 words)

30. Your project may need certain authorisations/insurance, such as public liability insurance, employers liability, child safeguarding, DBS checks etc. If it does, what steps have you taken to identify these and/or make sure these will be in place for when your project starts? (100 words)

* You should consider what safeguarding procedures (including digital safeguarding) you put in place to ensure all participants and vulnerable people are protected.

31. Your project may need you to consider health and safety and risk management of events, activities etc. If it does, please explain what steps have you taken to identify these and/or make sure adequate policies/measures will be in place for when your project starts? (100 words)

* Free risk assessment templates for charities and community groups available [here](https://www.bhibinsurance.co.uk/free-risk-assessment-templates-charities-community-groups/)

32. Equalities Monitoring

This information is used solely to monitor the different backgrounds of grant applicants and recipients. This information is not part of the assessment. We define BAME-led as at least 51% of the senior managers, management committee, board, governing body or council are BAME. The same percentage is used to define disabled-led and LGBTQ+-led organisations.

This information will not be used identify any individual and is only used for the purpose of equality monitoring. To the extent that this information relates to an identifiable individual (as defined under Article 4 of the General Data Protection Regulation (GDPR)), it will be processed in accordance with section 8, Schedule 1, of the Data Protection Act 2018 - the purpose of identifying or keeping under review the existence or absence of equality of opportunity. 

Is your organisation led by and for marginalised communities and those most affected by the Covid-19 crisis? We define ‘led by’ as at least 51% of an organisation’s leaders (trustees and senior managing staff) are people with lived experience.

Please select if your organisation is led by any of the following (select all that apply):

* Black, Asian and Minority Ethnic (BAME)
* Deaf and Disabled
* Lesbian, Gay, Bisexual, Transgender and Queer/Questioning (LGBTQ+)
* Older People
* Women
* Not led by and for marginalised communities
* N/A I am applying as an individual

Do young people have a formal role in the decision making within your organisation? E.g. a youth advisory board. (Yes, No, N/A)

Section 4 – Finance

33. Have you received any GLA or public funding before?

* Please let us know the funder, how much, when, and the name of the fund. If you are unsure whether any funding is public or not, then please contact a member of the grant team.
* We want to reach individuals and groups that don’t usually receive public funding. We may, at times, prioritise good applications from individuals and groups that have received less public funding.

34. How much funding are you requesting from Create Your Docks?

* Please note that this application form and guidance only covers the small grants application form for between £1,000 and £5,000. For amounts between £5,001 and £10,000 please use the appropriate application form.

35. How do you **intend** to spend your grant?

Please list how you will spend your grant below.

Please ensure that in your description you include a breakdown of how you have calculated any item costs, e.g. cost per hour for staff time.

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| Item Description | Amount requested (£) |
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| Total |  |

**36. Match Funding (if applicable). You don’t have to have any match funding for your project, but if you do, please tell us about it below. Please include the amount, source of funding and what it will be used for. (200 words)**

* Please note, we will prioritise projects where our funding will make a big difference to small projects. We are unlikely to fund projects where our funding makes up a small percentage of the overall project costs.

**37. Please detail any in-kind support your project will have (eg. free room hire, volunteer time), including a monetary value. This is not a requirement. (200 words)**

* Please ensure that you set out any contribution to the project. This can include where the in-kind support is for a discount on materials for example. In-kind can be things that you need for your project but don’t have to pay for.
* Where giving a value to volunteer time, please use the London Living Wage to calculate this, unless another higher rate is more suitable.
* Please provide a value in pounds sterling for all in-kind support, and explain how you have calculated that value.

Section 5 – Privacy Information:

Who we are:

Groundwork is the data processor and contract holder (ICO registration number Z6601182) for personal data about Create Your Docks applicants and approved grantees.

We do not trade personal data for commercial purposes and will only disclose it if required by law, necessary to administer your grant, or with your consent.

Groundwork uses GIFTS grant management system to store your personal data in order for us to administer your grant. GIFTS data is hosted on Microsoft Azure servers within the EU.

Details of our processing:

We believe that for the purpose of administering your grant processing is justified on the basis of a Contract (Grant Agreement); except for sending email marketing about Groundwork’s other activities which we carry out on the basis of consent. If you want to read our reasoning on this, you’re welcome to read more below.

Applicants and Grantees:

Groundwork will process personal data for the following purposes:

Administration of grant (assessing your application, grant due diligence, processing grant payments grant variations, grant monitoring, end of grant reporting).

The personal information we will hold will be your name, contact details, grant organisation information and grant organisation payment information.

Some of the above information will be shared with Greater London Authority (GLA), the London Borough of Newham, LEAP and Royal Docks Team (the funding bodies).

We need to keep the details of financial transactions for 7 years, in the event of a tax or banking enquiry.

* **Please tick the box to confirm that you have understood the Privacy Information above, know you rights and how your data will be used.**
* **[Tick Box]**

Freedom of Information:

As a UK public authority, the GLA is subject to the provisions of the Freedom of Information Act (2000) (FoIA or ‘the Act’) which gives the public the right to request access to information held by the GLA. The information submitted as part of your application will constitute information held for the purpose of the Act.

None of the provisions under FoIA permit the GLA to withhold applications in their entirety. We do however recognise that your application might contain some sensitive information which is not suitable for disclosure.

If your application includes other information which you believe is not suitable for publication, please supply a supporting letter with this application form to provide details about:

1. what information your consider to be sensitive or not suitable for publication, and
2. the reasons why you believe this to be the case.

We will only redact or remove information where we would have valid grounds for withholding that information if it was subject to a Freedom of Information Act request.

* For more information about the exemption provisions for withholding information under FoIA, please refer to the [guidance](https://ico.org.uk/for-organisations/guide-to-freedom-of-information/refusing-a-request/#10) published by the Information Commissioner’s Office. If your application is subject to a request under FoIA, the GLA will consult you to obtain your view about its release. The final decision about what is to be published and what can be published/released rests with the GLA.
* Please tick the box to confirm that you understand the above regarding Freedom of Information.
* [Tick Box]

Feedback:

Whether your Application form is successful or unsuccessful, we'd like to hear your thoughts about the application process. We may send out a short survey and we would be grateful if you could complete this.

Monitoring and Evaluation:

If you are successful in being awarded a grant, you will need to complete some basic monitoring to allow assessment of the success of your project and of the wider programme. You will be provided with monitoring documentation on award of the funding.

Sharing other information with you:

* Sharing information with you on potential sources of future funding and information on other areas of Groundwork’s charitable work. We will only contact you for these purposes if you have provided consent.

When your grant is complete, Groundwork and the Royal Docks Team will keep your contact details if you have consented to our email newsletter. We will review your interaction with our newsletter, and may ask you to reconfirm consent periodically.

You have the right to withdraw your consent at any time either by clicking the “unsubscribe” button or contact us directly by one of the following methods:

Email: [info@groundwork.org.uk](mailto:info@groundwork.org.uk)

Phone: 0121 236 8565

Post: Groundwork UK, Lockside, 5 Scotland Street, Birmingham, B1 2RR

* **I understand that I have to provide monitoring and evaluation information as a requirement of the grant/commission**
* **[Tick Box]**
* **Please tick the box to confirm you are happy for Groundwork to contact you with details of future opportunities and information on other areas of Groundwork’s programmes.**
* **[Tick Box]**
* **Please tick the box to confirm you are happy for the Royal Docks team to contact you with details of future opportunities and information on other areas of the Royal Docks team.**
* **[Tick Box]**

Section 6 – Declaration:

What Happens Next

Once we receive your Application form we will complete checks to determine if you are potentially eligible to apply for funding for your project.

Failure to complete this form fully will delay any consideration of your project.

Please sign by ticking the box and completing the name and position information below once you are satisfied that you have completed the form correctly.

I, as the applicant, declare that I have read and understood the guidance and Application form.

I declare that the information given in this Application form is true and accurate to the best of my knowledge and belief.

I declare that I have permission from any other partner(s) involved the project to sign the Application form on their behalf.

I understand that information given by me will be treated in confidence, but may be submitted   
for checking against records held by other government departments, and other agencies for the purposes of assessing your eligibility for a grant or for the purposes of the prevention or detection   
of crime.

* **By ticking this box I accept all of the above statements and I certify that all of the information I have put in this application is true and to the best of my knowledge.**
* **Print Name:**
* **Position in Organisation/Group:**
* **Date:**