

**DERWENT LONDON COMMUNITY FUND GUIDELINES: YEAR THREE: 2015****A) Fitzrovia Community Investment Programme**

In June 2012 Derwent London, a local landowner, commissioned Soundings to conduct a research exercise 'Understanding Fitzrovia' to identify opportunities for investment in the Fitzrovia area.

Following on from this research exercise, Derwent London have developed a community investment programme which will make funding, as well as investments in kind, available for local groups.

A total of £250,000 is being invested in Fitzrovia from 2013 for three years. £200,000 will be allocated to community projects, whilst £50,000 will be reserved for management fees and for any contingency.

In Year 1 of the fund £70,000 was awarded to five local organisations and £75,000 was awarded to seven organisations in Year 2. A further £65,000 will be released in Year 3 of the fund being launched on 13 January 2015. The deadline for receiving applications is **5pm on Friday 20 March 2015**.

Derwent London will also make investments in kind through staff contributing their time and offering their skills to community projects.

Camden Council officers and the Bloomsbury ward councillors were closely involved in developing the community investment strategy to ensure coherence with their aspirations for Fitzrovia and to understand the local context.

This document describes the guidelines for applying for funding. For information on investments in kind, please refer to the 'Derwent London Corporate Volunteering Programme'.

**B) Fund criteria****1. Introduction**

In Year 3 of the fund, £65,000 will be allocated to community projects in Fitzrovia. Applicants can apply for funding for a project of a value of **£50 - £9,999** or **£10,000 - £30,000**. Individuals or non-registered groups can apply for a maximum of £2,000.

The aim of the fund is to support projects that will bring benefits to the local area and community.

The projects must take place within the target area shown on the map in Section G, or sit just outside it, and fall within at least one of the following categories:

- Enhancement of street environment and public space
- Greening the streets (e.g. plant pot gardens, tree planting)
- Community gardening
- Supporting community programmes or activities (e.g. with young people, the elderly and/or hard to reach groups)
- Activities around arts and culture
- Educational initiatives
- Local community events

The above investment areas were identified during the 'Understanding Fitzrovia' research exercise. It should be noted that the local community also highlighted other investment areas during this research. The shortlist above only includes those that the fund has the capacity to support. If you would like more information on the research exercise and the findings, please contact Soundings by email at [fitzrovia@soundingsoffice.com](mailto:fitzrovia@soundingsoffice.com) or phone 020 7729 1705.

**2. Applicants must be able to demonstrate that:**

- The project will have a positive impact on the community
- The project will involve local people in its activities
- The work is adding value to a space, facility or programme

- They have considered maintenance requirements, where applicable (particularly for projects involving gardening or planting activities and/or interventions in public spaces)
- They have discussed the project with relevant council officers and have necessary permissions where applicable. Useful Camden Council contact details are listed below:
  - Parks & Open Spaces Team: Peter Stewart, Tel: 020 7974 4466, E: Peter.Stewart@camden.gov.uk
  - Trees Team - Al Smith, Tel: 020 7974 2097, E: Alistair.Smith@camden.gov.uk
  - Highways Team - Tel: 020 7974 5960, E: highwaysmanagement@camden.gov.uk
  - Communities & Third Sector - www.camden.gov.uk/vcs

### 3. Who can apply?

- Local community, voluntary or charitable groups, local business owners and local residents. We have already invited all contacts on our Community Fund database. If there are any groups or individuals that you think should be invited please contact us.
- Applicants can collaborate with national or non-local organisations if these organisations are providing complimentary services or supporting the project.

### 4. Registered groups applying for funding must:

- Be a not-for profit organisation
- Be established and active for a minimum of 12 months prior to the application
- Have a signed governing document in the group's name – e.g. a constitution or a set of rules
- Have at least 2 un-related management committee members if they are an unincorporated organisation or voluntary group
- Have good financial management procedures, including a record of income and expenditure
- Have a bank account in the name of the group, with at least 2 unrelated cheque signatories
- Have a safeguarding policy in place if working with young people and children (under 18s) or vulnerable adults
- Have the relevant insurances in place, where applicable, prior to the delivery of any events or activities.

### 5. Individuals or non-registered groups applying for funding must:

- Deliver a non-commercial and non-profitable project
- Have provable relevant experience
- Have proof of residential or business address in the local area
- Name of professional referee relevant to the project
- Have a safeguarding policy in place if working with young people and children (under 18s) or vulnerable adults
- Have the relevant insurances in place, where applicable, prior to the delivery of any events or activities.

### 6. What/who cannot be funded through this programme?

- Commercial ventures – grants are intended to fund not for profit and community focused projects
- The core funding of your group (i.e. the general administration costs of your business)
- Projects taking place outside the target area. If the proposed project is taking place just outside the area but is still benefiting residents within it, please contact Derwent London or Soundings to discuss whether or not it is eligible
- Political activities and campaigns
- Projects promoting religious activities
- Activities where people are excluded on grounds of religious beliefs, ethnicity, gender, sexual orientation or disability

### 7. The fund will cover the following costs:

We would expect the funding to cover costs such as: project team fees, materials for the project, maintenance, equipment hire, transport of materials and equipment, printing and publicity, volunteer travel expenses and subsistence, refreshments, fees for external collaborators and insurance.

The majority of the funding should be allocated towards costs for the delivery of the key objectives of the project rather than preparation works and research.

We suggest that you draw on skills and expertise of your group and the local community, as well as from the Derwent London Corporate Volunteering programme.

### **C) The application process**

To apply for funding please complete the application form enclosed/attached and return this to Soundings by **5pm on Friday 20 March 2015**.

Your application will be reviewed and, if you meet the fund criteria, you will be invited to present your proposal at a community workshop in **April 2015** (date to be confirmed).

The purpose of the community workshop is to understand the level of community support for the various proposals and gain better understanding of the project deliverables. The level of support and robustness of the projects will inform Derwent London's final decision when awarding the funding.

The community workshop will be facilitated by Soundings and attended by local stakeholders, fellow bidders and representatives from Derwent London. Camden Council officers and the Bloomsbury ward councillors will also be invited. A representative from each of the bidding groups will be asked to give a short presentation in front of their peers which will be followed by a Q&A session.

The project presentation will need to include the following:

- A brief description of the project explaining the project objectives, main activities involved and key deliverables
- How local people will benefit from the project
- The project team
- Project timescales

If a representative from your group is unable to attend the community workshop but you would still like to apply for the funding, please contact Soundings to discuss what alternative arrangements can be made.

After the workshop, we aim to contact all applicants within 4 weeks to inform them of the funding decision. As part of the decision-making process, applicants may be contacted where further information is required.

Once the funding has been allocated, we will meet with grantees for successful project applications for over £10,000 to agree terms and monitor project progress. This will not be required for successful applications for less than £10,000.

### **D) The decision making process**

The allocation of the funding is dependent on:

- Meeting the fund criteria as described above
- The robustness of the project
- Value for money
- The feedback received at the community workshop (where applicable)
- The final decision will rest with Derwent London

### **E) Project evaluation and reporting**

The groups or individuals awarded the funding will be expected to keep a record of the project progress and produce a short report outlining how you met your objectives and what the project outcomes were. We ask that you provide photographs of your events and activities. Applicants will also be required to provide a record of purchases and payments made. Further guidance will be provided once the funding has been awarded.

**F) Fund target area**



**G) Contact details**

If have any questions regarding the community fund please contact:

**Georgina Chimarrides**

Soundings  
First Floor  
148 Curtain Road  
London EC2A 3AT  
Email [georgina@soundingsoffice.com](mailto:georgina@soundingsoffice.com)  
Tel: 020 7729 1705

**Susannah Woodgate**

Derwent London plc  
25 Savile Row  
London W1S 2ER  
Email: [fitzrovia@derwentlondon.com](mailto:fitzrovia@derwentlondon.com)  
Tel 020 7659 3000