

Derwent London Community Fund Guidelines

For Applications in the
Fitzrovia & West End Area
2023



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COMMUNITY FUND

Derwent London Community Fund Guidelines For Applications in the Fitzrovia & West End Area – 2023

This document sets out guidelines for applying for funding for projects in the Fitzrovia & West End area.

If your application is for the Tech Belt area, please read the separate notes available at <https://www.derwentlondon.com/responsibility/social/community-fund>.

1. Fitzrovia & West End Community Fund - Background

Derwent London's Community Fund launched in 2013 and has provided annual rounds of funding to local groups and projects with nearly £1m of funding awarded so far. The fund aims to support projects that will bring benefits to the local community in areas in which it operates, in particular focusing on local community events, increasing employment opportunities for local people, health and well-being, small public space improvements, arts, culture and educational projects.

In 2019 the boundaries of this fund were broadened to include areas to the west of London towards Paddington, as well as a wider area around Tottenham Court Road. The fund is now known as the Fitzrovia & West End Community Fund.

Up to £180,000 is being invested in the Fitzrovia and West End area from 2022 for three years (including management fees and any contingency).

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

2. Funding available for the Fitzrovia & West End area

For 2023, £60,000 will be allocated to community projects in Fitzrovia & West End.

Non-registered groups, businesses and individual applicants can apply for a maximum of £2,000 only.

For registered charities there is no set application maximum however we typically fund in the region of £10,000. Please bear in mind the total available fund is £60,000 and we generally don't fund applications where our funding represents less than 20% of the overall cost of the project.

3. Timetable – 2023

w/c 20 February 2023

31 March 2023

Early May 2023

Application details released

Deadline for receipt of applications 5pm

Announcement of fund recipients

4. The application process

To apply for funding please check your eligibility (see section 5 below) and submit your application to Derwent London by **5pm on 31 March 2023**. You can now apply to the fund either by an application form, a short film or electronic presentation; please pick the media that suits you best.

Methods of submission – you may submit your application in a number of different ways. We will require the primary questions on the online or paper form to be completed (questions A, C, D, E and F) however for the project pitch, you may prefer to submit it in a different way.

1. Online form – The application form is available on the Derwent London website <https://www.derwentlondon.com/responsibility/social/community-fund>. Please check all the questions under section 9 at the end of these notes. We recommend you create and save answers to all questions in advance and copy and paste them into the online form, since it is not possible to save the online form to complete later – it must be completed in one sitting. Please ensure that you fill in ALL required (*marked with an asterisk) sections of this form as we cannot assess incomplete applications. Once complete, you should click Submit at the end. Once submitted, it cannot be amended. You will receive an email confirmation from Derwent London (not automatically from Survey Monkey), including a pdf copy of your completed application. The application process is via Survey Monkey and you may be required to indicate you agree with their Terms & Conditions.
2. Paper – Alternatively a paper copy of the application form is available upon request from Derwent London. Once complete, please submit this by email or post to the address shown under “section 6. Contact details”
3. Short film – create a short film, no more than 10 minutes long, about your group and your project. You should use the questions within Part B under section 9 at the end of these guidelines as guidance to what should be included in your film. Use a platform such as YouTube or Vimeo to publish the video and then send us the link to the email address shown under “section 6. Contact details”. Please note you will still be required to send us all the details requested in Part A, C, D, E and F if you choose this submission method.
4. Electronic presentation – create a pdf or PowerPoint presentation about your group and your project. You should use the questions within Part B under section 9 at the end of these guidelines as guidance to what should be included and then send the presentation to the email address shown under “section 6. Contact details”. Please note you will still be required to send us all the details requested in Part A, C, D, E and F if you choose this submission method.

Queries

If you have any questions about the Community Fund or completing the form, please do not hesitate to contact us. Similarly, if any details are unclear or incomplete, you may be contacted by Derwent London to request further information prior to the application being put forward for consideration.

5. Eligibility and completing the application form.

Please read the following notes to understand eligibility, application criteria, funding maximums and guidance on responding to each section.

Part A – Information about the applicant. Please complete main and secondary contact details.

Who can apply?

- Those who are committed to bringing about positive change to their local community - voluntary or charitable groups, local business owners, local residents, social enterprise and small businesses which will offer local paid employment opportunities. If there are any groups or individuals that you think should be invited please contact us.
- Charities should be registered with the Charities Commission and should state their charity number on the application form under part D1/23.
- Applicants can collaborate with national or non-local organisations if these organisations are providing complementary services or supporting the project.

Registered charities applying for funding must:

- Provide their charity number registered with the Charities Commission
- 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 un-incorporated 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.

Non-registered groups, businesses or individuals applying for funding must:

- Deliver a non-commercial and non-profit-making project
- Have provable relevant experience
- Have proof of a residential or business address in the local area
- Name of a 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.

Part B –Information about the project. Please read the notes below to understand the key criteria which your project should follow.

What kind of project can be funded?

The projects must take place within the target area shown on the map below, or sit just outside it, and fit within any of the following criteria:

- Local community events, supporting community programmes or activities (e.g. with young people, the elderly and/or hard to reach groups) that bring people together.
- Increasing employment and training opportunities, equipping people with the skills required to progress into work or entrepreneurship.
- Well-being and health initiatives.
- Small improvements to community owned space, community gardening, greening the streets (e.g. playground improvements, planting days).
- Creative activities around arts and culture.
- Inspiring educational and extra-curricula initiatives in schools that promote fair access for all young people.
- In recognition of the issues that community projects/registered groups continue to face due to the Covid-19 pandemic, the Fund will consider applications towards the core funding of your group (i.e. the general administration costs of your charity/community enterprise)

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 project is in response to a need identified by the prospective beneficiaries
- The work is improving a space, facility or programme and/or supporting existing successful community initiatives. They have considered maintenance requirements, where applicable (particularly for projects involving gardening or planting activities).
- They have discussed the project with relevant council officers and have necessary permissions where applicable.

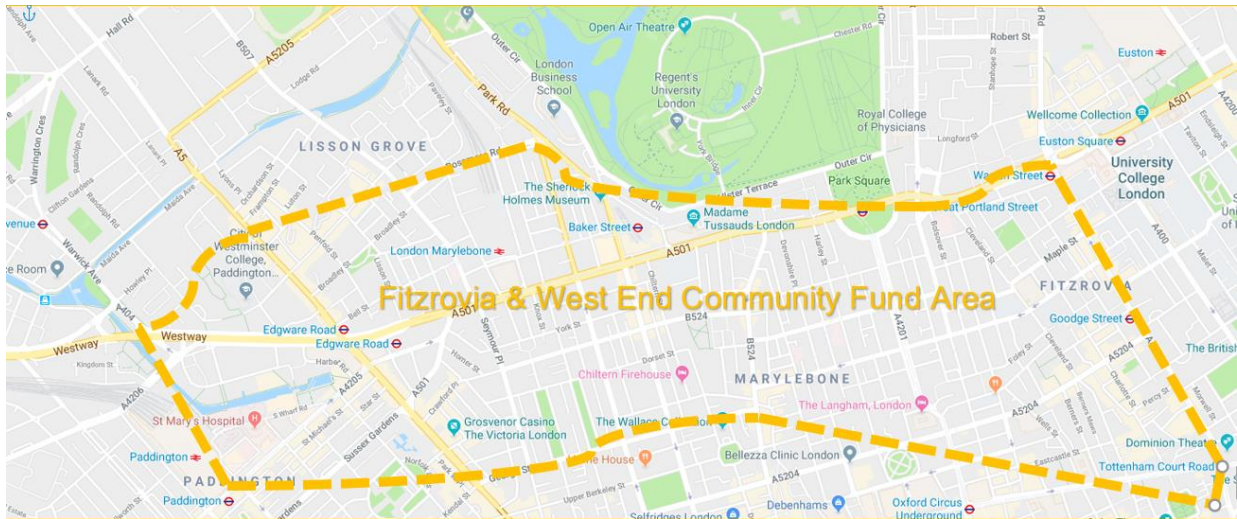
What/who cannot be funded through this programme?

- Commercial costs for small businesses/non-registered groups cannot be covered, unless these costs support local employment opportunities for disadvantaged people.
- Projects taking place outside the target area cannot be supported. If the proposed project is taking place just outside the area but is still benefiting residents within it, please contact Derwent London prior to submitting your application, 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, sexual orientation or disability

Fund target area

For 2023, applications should fall broadly within the area defined in the map below.

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



Part C – Budget breakdown. The Fund will cover the following costs:

We would expect the funding to cover costs such as: project team fees, materials for the project, equipment hire, transport of materials, printing and publicity, volunteer travel expenses and subsistence, refreshments, fees for external collaborators and insurance. If the application is for a specific project 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 recognise that projects will require different levels of materials and staff costs. When preparing your project budget please bear in mind the proportion of budget that has been allocated towards staff costs. We expect hourly or day rates for staff costs to be reasonable and anticipate that the majority of the project budget should be allocated towards the physical deliverables of the project. If your project requires high staff costs, you will need to demonstrate the need for this. Your application may not be successful if we feel that the staffing costs are not reasonable for the project.

For small business start-ups, social enterprises such as Community Interest Companies (CICs) and co-operatives offering local employment to disadvantaged people, the Fund can support reasonable core funding costs to enable the employment position to become available. This may include rent and rate subsidies, purchasing of new equipment and relevant training courses. To enable the best chances for any application under this category, please ensure that full details are set out on the application form under Parts B and C, to define the projected positive outcomes for disadvantaged people.

Under C/18, please enter your total application amount, as well as the full project budget (if different) under C/19.

- Non-registered groups, businesses and individual applicants can apply for a maximum of £2,000 only.
- For registered charities there is no set application maximum however we typically fund in the region of £10,000. Please bear in mind the total available fund is £60,000 and we generally don't fund applications where our funding represents less than 20% of the overall cost of the project.

Part D - Additional information. Please provide the documents requested.

Part E & F – Data protection and Declaration. Please tick and sign as shown. This section must be completed.

Once your application is complete, please return this to Derwent London by email or post to be received by **5pm on 31 March 2023.**

6. Contact details

For any questions during the preparation of your application and for the submission of your application, please contact:

Community Team (Helen Joscelyne)
Derwent London plc
25 Savile Row
London W1S 2ER
Tel: 020 7659 3000
Email: community@derwentlondon.com

7. The decision making process

The allocation of funding is dependent upon:

- Meeting the fund criteria as described above
- The robustness of the project and its ambitions for the prospective beneficiaries
- Impact
- The final decision will rest with Derwent London

Your application will be reviewed by a Community Panel which, for 2023, will comprise Derwent London staff, input from local authority representatives and an independent community engagement organisation. The Community Panel will assess the eligibility and appropriateness of each application in turn and the panel consensus will inform Derwent London's final decision when awarding the funding. As part of the decision-making process, applicants may be contacted where further information is required.

After the Community Panel, we aim to contact all applicants by early May 2023 to inform them of the funding decision. Once the funding has been agreed, we will contact successful applicants for project applications over £2,000 to agree terms. This will not be required for successful applications under £2,000.

8. Successful applicants

Terms & Conditions; project evaluation, reporting and publicity

Applicants will be required to sign the Community Fund Terms & Conditions (T&Cs) which will be issued once the funding decisions have been made. The T&Cs set out some basic principles to which both Derwent London and the successful applicant agree. Full T&Cs are available to view in advance if required and these can be requested by contacting the Community Team. Some outline principles of the T&Cs are set out here:

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 they have met their objectives against the original proposed outcomes. The report must include significant input and feedback from those who benefited from the funding. We ask that you provide photographs of your events and activities which are copyright-cleared with any model-release consents in place, for potential

publication by Derwent London in printed and/or digital form. If requested applicants will also be required to provide a record of purchases and payments made. Applicants will need to credit Derwent London's support in their project publicity.

9. The application form questions

Please check the questions below. We recommend you create a draft document in which to save your questions, so you can then copy and paste them into the online form (if this is your submission method)

1. In which London Borough are the project activities focused mainly?
Camden
Westminster

Part A: Information about the Organisation

2. General Contact details
Organisation or Company / Address / City/Town / Postcode / Landline Phone
3. Main Contact Person details
First & Last Name / Job Title/Role / Email Address / Mobile Phone
4. Secondary Contact Person details
First & Last Name / Job Title/Role / Email Address / Mobile Phone
5. Has the secondary contact confirmed they are aware their details are on this form?
Yes / No
6. How did you hear about the Community Fund?
Derwent London website / Social Media / Search engine / Poster/postcard / Word of mouth / Other
7. Briefly summarise what are your organisation's main aims and objectives?
8. Who were your core funders in your last financial year?

Part B: Information about the project (if you are applying for core funding please tailor your answers to these questions accordingly)

9. Name of project you are applying for (otherwise please state Core Funding)
10. What are the key objectives & outcomes of this project/core funding and why will this project benefit the local area?
11. What are the main activities involved? Please include project timescales.
12. Who will be the main beneficiaries of the project/core funding? If you are applying for project funding have they been consulted or involved in identifying the key objectives & outcomes? Please include from where you intend to recruit the beneficiaries and projected numbers of beneficiaries.
13. Please identify any key issues that need to be resolved for the successful delivery of this project, such as obtaining permissions, need for licenses or recruiting key team members, further fundraising etc.
14. Project start and finish dates?
15. Where will project activities take place?

Part C: Budget breakdown

Please provide a breakdown of the project costs, listing all the costs you will be using the funding for. To help us assess your application accurately, please include as much detail as possible. Please ensure that your funding value is distinct from your core funding. You will be required to verify the core funding your organisation receives if your application is successful.

For registered charities there is no set application maximum however we typically fund in the region of £10,000. Please bear in mind the total available fund is £60,000 and we generally don't fund applications where our funding represents less than 20% of the overall cost of the project.

For non-registered groups, businesses or individuals, the maximum is £2,000

16. Application Amount:
17. Full project/core funding budget (if different from above). If this project requires additional funds (secured or pending) please list the funders and amounts required from them here. Please include any deliverables/conditions if appropriate.
18. Project fees
Please attach a table/spreadsheet including the following information: Person and role/Task/Day rate / Days required / Total
19. Project expenses
Please attach a table/spreadsheet including the following information: Description of item / Quantity / Best price per unit / Total
20. Is this application from a Registered Charity: Yes/No

Part D1: Additional information for Registered Charity applicants only

21. Registered Charity number:
Please attach the following documents:
22. Governing document for the group
23. Safeguarding policy where applicable
24. Most recent annual Accounts for the group

Part D2: Additional information for non-registered groups, businesses of individual applicants.

25. Please provide proof of residential or business address e.g. utility bill or council tax bill by submitting an email to community@derwentlondon.com. Within the subject field please state Application to Community Fund Fitzrovia & West End 2023.
26. A short note on relevant experience
27. Contact details for a professional referee
Name / Company / Job Title/Role / Email Address / Phone

28. Has the referee confirmed they are aware their details are on this form?
29. With reference to the above, please state the professional relationship to the applicant

Part E: Data Protection

The content of this application will only be used under the controls of the Data Protection Act 1998. Information gathered on this form will be shared with the funder, Derwent London and, where necessary with members of the Community Panel to help us assess the projects. Your data will not be shared with anyone else. For further details of our Privacy Policy and data protection, please visit www.derwentlondon.com/texts/privacy-policy

30. Yes, I agree to the use of the personal data and financial information in this application by Derwent London and the Community Panel for the purpose of its Community Fund. I understand that if I don't agree that it will not be possible for Derwent London to effectively consider my application. I have read, understood and agree the terms of Derwent London's Privacy Policy.

Due to changes in data protection rules, we confirm the following in reference to the retention of personal and financial data:

- If your application is successful, a contract will need to be signed in due course and terms therein will reflect the new data protection rules and cover the use and retention of any personal and financial data submitted.
- If your application is unsuccessful, please note that the personal and financial data submitted in your application (whether paper or digital) will be deleted within 6 weeks of our decision

Please check www.derwentlondon.com/texts/privacy-policy for updates on our DP Policy in due course.

In terms of basic personal data, please indicate below regarding mailing preferences.

Mailshot preferences

Check box options

Yes, I agree that Derwent London can add my name and contact details to its Community Fund mailing list, so I can receive updates regarding the Community Fund in future.

No, I do not want my details added to the Community Fund mailing list

Yes, I agree that Derwent London can add my name and contact details to other Derwent London mailing lists, such as Space magazine and general email updates.

No, I do not want my details added to the general Derwent London mailing list

Your mailshot preferences can be changed at any time, either by clicking Unsubscribe at the end of the mailing or by making a request directly to Derwent London.

Part F: Declaration

On behalf of the applicant I confirm that the information given on this application form is accurate.

31. Signed – please write your name here to validate your application.
32. Position in group:
33. Date: