

## **DERWENT LONDON COMMUNITY FUND GUIDELINES: LARGE-SCALE PROJECTS**

### **A) Fitzrovia Community Investment Strategy**

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 strategy which will make funding, as well as investments in kind, available for local groups.

A total of £250,000 will be invested in Fitzrovia in the next 3 to 5 years. £200,000 will be allocated to community projects in Fitzrovia, whilst £50,000 will be reserved for management fees and for any contingency. In Year 1 of the fund £60,000 will be released for two large-scale investments and £10,000 for small-scale projects. We would anticipate full delivery of the projects by mid 2014.

Derwent London will also make investments in kind through staff contributing their time and offering their skills to community projects, and trial making the Derwent London Gallery on Whitfield Street available for community use in 2013.

Camden Council officers and the Bloomsbury ward councillors have been 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 a large-scale project. For information on the other deliverables of the fund please refer to the following documents:

- a. Derwent London Community Fund Guidelines: Small-scale projects
- b. Derwent London Corporate Volunteering Programme
- c. Derwent London Gallery: Community Programme

### **B) Large-scale projects – Fund criteria**

#### **1. Introduction**

In Year 1 of the fund, £60,000 will be split between **two** large-scale community projects.

The aim of the fund is to support projects that will bring benefits to the local area and community. At least one out of the two funded projects will need to deliver physical improvements to a public space or street environment.

The projects must take place within the target area shown on the map in Section H, 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 (e.g. with young people, the elderly and/or hard to reach groups)
- Supporting activities around arts and culture

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 Georgina Chimarrides or Miriam Levin at Soundings by email at [fitzrovia@soundingsoffice.com](mailto:fitzrovia@soundingsoffice.com) or phone 020 7729 1705

#### **2. Who can apply?**

- Local community, voluntary or charitable groups. We have already invited all the groups we identified through the 'Understanding Fitzrovia' research exercise, however the list is not exhaustive or exclusive. If there are any others that you think should be invited, please contact Soundings

- Local groups can collaborate with national or non-local organisations if these organisations are providing complimentary services or supporting the project.

**3. 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.

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

- The project will have a positive impact on the community and involve local people in its activities
- The work is adding value to a space 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 - Kiran Patel, Tel: 020 7974 4212, E: Kiran.Patel@camden.gov.uk

**5. What/who cannot be funded through this programme?**

- Sponsorship for individuals
- 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 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

**6. 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. Your application may also propose use of the Derwent London Gallery at 43 Whitfield Street as part of the project.

**C) The application process**

To apply for funding for a large-scale project, interested local groups will need to complete the application form enclosed/attached and return this to Soundings by **5pm on Thursday 20<sup>th</sup> June 2013**. Soundings will review all the applications and invite the applicants that have met the fund criteria to present their proposals at a community workshop in **early July 2013** (date to be confirmed).

The purpose of the community workshop is to understand the level of community support for the various proposals and establish the strengths and weaknesses of each project. 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 and fellow bidders, representatives from Derwent London, Camden Council officers and the Bloomsbury ward councillors. A representative from each of the bidding groups will be asked to give a short 5-minute 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
- Where applicable a description of how maintenance will be managed e.g. for tree planting activities

After the workshop, Soundings aim to contact all applicants within 4 weeks to inform them of Derwent London's decision. As part of the decision-making process, Soundings may contact applicants where further information is required. Once the funding has been allocated, Soundings will meet and communicate with grantees to agree terms and monitor progress.

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.

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

The allocation of the funding is dependent on:

- Meeting the fund criteria as described above
- The applicant's ability to demonstrate a low level of risk e.g. the group's financial stability and the experience of the project team will be considered
- Value for money
- The feedback received at the community workshop
- The final decision will rest with Derwent London

#### **E) The groups below have been invited to bid for the funding. This list is not exhaustive or exclusive.**

- Fitzrovia Neighbourhood Association
- Fitzrovia Youth in Action
- Fitzrovia Community Centre
- Fitzrovia Mural
- Fitzrovia Nursery
- Fitzrovia Trust
- Friends of Open Spaces Fitzrovia
- Charlotte Street Association
- All Souls Primary School
- All Souls Clubhouse

#### **F) Project evaluation and reporting**

