

## **DERWENT LONDON COMMUNITY FUND GUIDELINES FOR APPLICATIONS IN THE TECH BELT\* AREA – AUTUMN 2021**

*This document sets out guidelines for applying for funding for projects in the Tech Belt area.*

*If your application is for the Fitzrovia area, please read the separate notes available at [www.derwentlondon.com/community-fund](http://www.derwentlondon.com/community-fund).*

### **1. Tech Belt Community Fund - Background**

Derwent London's Community Fund launched in 2013. It makes funding, as well as investments in kind, available for local groups. 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 disadvantaged local people, health and well-being, small public space improvements, arts, culture and educational projects.

Up to £150,000 is being invested in Tech Belt from 2019 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. Details of this are available in our annual Community Highlights booklet and Responsibility Report, both available on the website.

### **2. Funding available for the Tech Belt area**

For 2021, £50,000 will be allocated to community projects in Tech Belt. The £50,000 annual amount will be issued in two equal tranches each year:

Spring 2021 – up to £25,000 (allocated)

Autumn 2021 – up to £25,000

#### **Maximum funds available for each application:**

Registered charities can apply for funding up to **£5,000**.

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

### **3. Timetable – Autumn 2021 round**

Mid September 2021	Application details released
5 November 2021	Deadline for receipt of applications 5pm
Early December 2021	Announcement of fund recipients

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*\*The Tech Belt is defined here as the area extending from King's Cross to Whitechapel, largely covering EC1 and E1 postcodes – please see map on p5*

## 4. The application process

To apply for funding please check your eligibility and complete the application form available on the Derwent London website [www.derwentlondon.com/community-fund](http://www.derwentlondon.com/community-fund) and submit this to Derwent London to be received by **5pm on 5 November 2021**.

### Methods of submission

1. Online form – 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 email confirmation from Derwent London in due course (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, paper copies of the application form are available upon request from Derwent London.

Once complete, please submit this by email or post to the address shown under section 6. Contact details

### 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?

- Local community, voluntary or charitable groups, local business owners, local residents, social enterprise and small businesses which will offer local paid employment opportunities to disadvantaged people. 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)
- Increasing employment opportunities/apprenticeships for disadvantaged people in the area and in particular for access into tech/start-up businesses
- Well-being and health initiatives
- Small improvements to public space, street environment, community gardening, greening the streets (e.g. street parties, planting days)
- Activities around arts and culture
- Educational and extra-curricula initiatives in schools
- 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 work is adding value to a space, facility or programme and/or supporting existing successful community initiatives

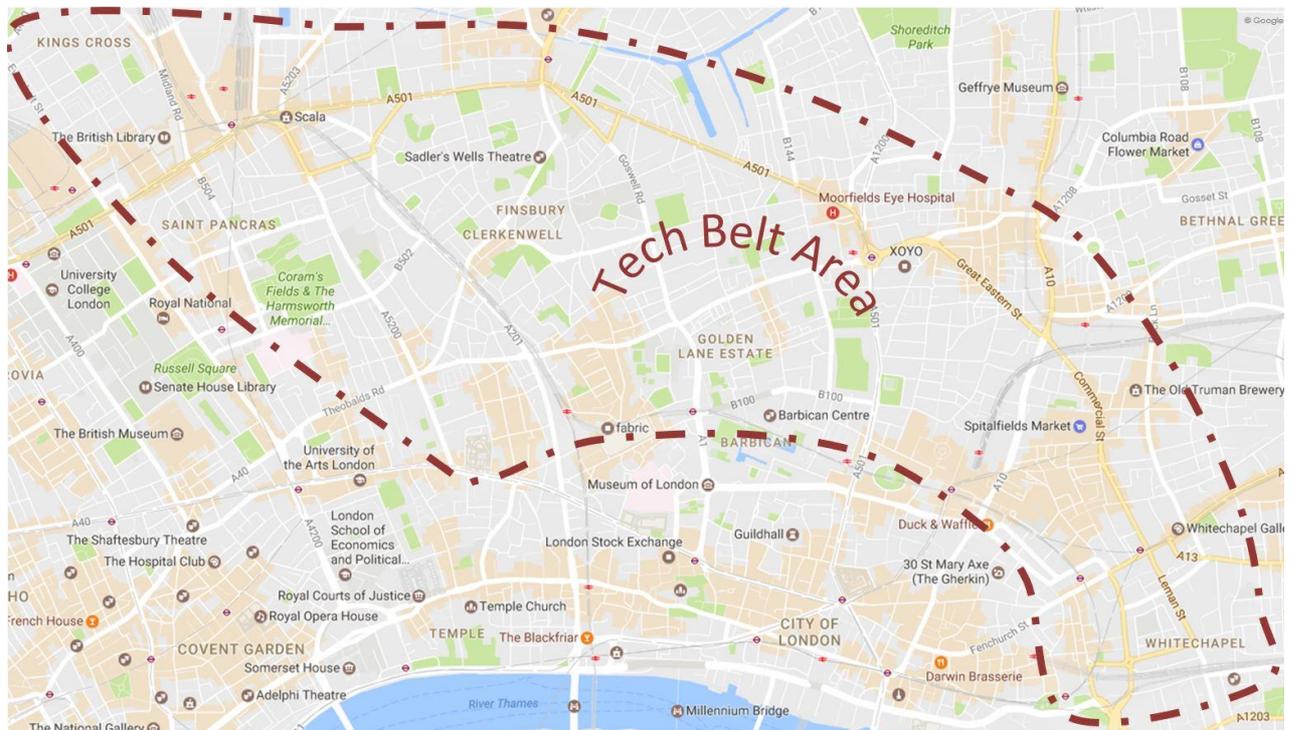
- They have considered maintenance requirements, where applicable (particularly for projects involving gardening or planting activities and/or interventions in public spaces)
- They have discussed the project with relevant council officers and have necessary permissions where applicable. Some relevant council departments in Islington, Hackney or Tower Hamlets to contact are listed here: Partnerships Department; Business/Employment Department; Communities & Third Sector Department; Parks & Open Spaces Department; Trees Department; Highways Department

### 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 2021, applications should fall broadly within the area defined in the map below.



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

### Part C – Budget breakdown.

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.

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.

- Registered charities can apply for funding up to **£5,000**.
- Non-registered groups, businesses & individual applicants can apply for a maximum of **£2,000**.

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

**Part E & F – Data protection and Declaration.** Please tick and sign as shown.

Once your application is complete, please return this to Derwent London by email or post to be received by **5pm 5 November 2021**.

## **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](mailto: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
- Value for money
- The final decision will rest with Derwent London

Your application will be reviewed by a Community Panel which, for 2021, will comprise Derwent London staff, 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 early December 2021 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 and what the project outcomes were, including lessons learnt. 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. 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.

1. In which London Borough are the project activities focused mainly?  
Camden  
Hackney  
Islington  
Tower Hamlets

### **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. In two sentences 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 of this project/core funding? (Approximately 50 words)
11. What are the main activities involved? Please include any projected timescales (Approximately 70 words)
12. What outcomes will this project/core funding deliver? (Approximately 50 words)
13. Who will be the main beneficiaries of this project? Please include from where you intend to recruit the beneficiaries and projected numbers of beneficiaries. (Approximately 50 words)
14. Tell us how this project/core funding will benefit the local area? (Approximately 60 words)
15. Please identify any key issues that need to be resolved for the successful delivery of the project, such as obtaining permissions, need for licenses or recruiting key team members, further fundraising etc. (Approximately 60 words)
16. Project start and finish dates? (Approximately 20 words)
17. Where will the project activities take place? (Approximately 30 words)

**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.

Please note Registered Charities can apply for a maximum of £5,000  
For non-registered groups, businesses or individuals, the maximum is £2,000

18. Application Amount:
19. Full project/core funding budget (if different from above). If additional funds required (secured or pending) please list the funders and amounts required from them here. Please include any deliverables/conditions if appropriate.
20. Fees  
Please attach a table/spreadsheet including the following information: Person and role/Task/Day rate/Days required/Total
21. Expenses

Please attach a table/spreadsheet including the following information: Description of item / Quantity / Best price per unit / Total

22. Is this application from a Registered Charity: Yes/No

**Part D1: Additional information for Registered Charity applicants only**

23. Registered Charity number:

Please attach the following documents:

24. Governing document for the group

25. Safeguarding policy where applicable

26. Most recent annual Accounts for the group

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

27. Please provide proof of residential or business address eg utility bill or council tax bill by submitting an email to [community@derwentlondon.com](mailto:community@derwentlondon.com). Within the subject field please state Application to Community Fund Techbelt autumn 2021.

28. A short note on relevant experience - approx. 60 words

29. Contact details for a professional referee  
Name / Company / Job Title/Role / Email Address / Phone

30. Has the referee confirmed they are aware their details are on this form?

31. 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 2018 and UK GDPR. 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](http://www.derwentlondon.com/texts/privacy-policy)

32. 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](http://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.

33. 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.

34. Signed – please write your name here to validate your application.

35. Position in group:

36. Date: