

## **DERWENT LONDON COMMUNITY FUND GUIDELINES: SMALL-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 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 small-scale project. For information on the other deliverables of the fund please refer to the following documents:

- a. Derwent London Community Fund Guidelines: Large-scale projects
- b. Derwent London Corporate Volunteering Programme
- c. Derwent London Gallery (43 Whitfield Street): Community Programme

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

#### **1. Introduction**

In Year 1, £10,000 will be available for small-scale community projects. Local groups and individuals can apply for amounts between **£50-£5,000**. The aim of the fund is to support small projects that will bring benefits to the local area and community.

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

- Local community events
- Supporting community programmes or activities e.g. for young, elderly or disadvantaged people
- Supporting activities around arts and culture
- Supporting educational initiatives

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

Local community, voluntary or charitable groups, local business owners and local residents. We have already identified a number of groups through the 'Understanding Fitzrovia' research exercise, however the list is not exhaustive or exclusive. Local groups and individuals can collaborate with national or non-local organisations if these are providing complimentary services or supporting the project.

#### **3. Groups applying for funding must:**

- Be a not-for-profit organisation
- Have a signed governing document in the group's name – eg a mission, constitution or set of rules
- Have at least 2 unrelated management committee members if there are an 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.

**4. Individuals applying for funding must**

- Deliver non-commercial and non-profitable projects/activities
- Have provable relevant experience
- Have proof of residential or business address
- 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.

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

- The project will have a positive impact on the community and involve local people in its activities;
- They have discussed the project with relevant council officers and 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

**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 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, printing and publicity, volunteer travel expenses and subsistence, refreshments and insurance.

The majority of the funding should be allocated towards costs for the delivery of the key objectives of the project rather than administrative expenses.

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 small-scale project, interested local groups and individuals will need to complete the application form attached and return this to Derwent London by **Monday 15<sup>th</sup> July 2013**. Derwent London will review all the applications and aim to inform successful applicants within 4 weeks. As part of the decision-making process, Derwent London may contact applicants where further information is required.

Following the selection of successful applicants, if funds are still available, Derwent London will open up a second round of bidding.

The application should include details on 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
- Project timescales

- Amount been requested and how funds will be used

Following its decision, Derwent London will meet and communicate with grantees to agree terms and monitor progress.

**D) The decision making process**

The allocation of the funding is dependent on:

- Meeting the fund criteria as described above
- The robustness of the proposal
- Value for money
- 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 brief 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.

**F) Contact us**

If have any questions regarding the funding available for small-scale projects or the application please contact Susannah Woodgate, Derwent London, 25 Savile Row, London W1S 2ER  
email: [fitzrovia@derwentlondon.com](mailto:fitzrovia@derwentlondon.com) / tel: 020 7659 3000

**G) Target area**

