

# EAST END AND CITY



Managed by the Community Development Foundation  
Funded by the Office of the Third Sector

programme 2008 – 2011

## GUIDANCE NOTES



## EAST END AND CITY



Managed by the Community Development Foundation  
Funded by the Office of the Third Sector

programme 2008 – 2011

### East End and City Grassroots Grants

Grassroots Grants is a key element of the Government's national strategy for building stronger and more active communities.

It is intended to benefit small voluntary and community groups and organisations working at a local level in England.

The funding is provided by the Office of the Third Sector.

East End and City Grassroots Grants is only for voluntary and community organisations based in, and working in, the City of London, Hackney, Newham and Tower Hamlets.

The programme is expected to run until March 2011. It is being delivered by a consortium but each borough has a separate allocation of funding and each borough has its own, local grants panel that can draw on its knowledge of

local needs and priorities to decide applications for grants.

#### 1. Who can apply for this funding?

To qualify for a grant, a group must:

- Be a not-for-profit third sector voluntary or community group based in the City of London, Hackney, Newham or Tower Hamlets
- Have been active in the community for at least a year
- Have an average annual income of less than £30,000 over the last three years or since the beginning of the group (if less than three years) and be able to provide proof of this
- Be volunteer led
- Be connected with and/or meeting the needs of the community
- Have a governing document that contains, at least, the following information: name, aim/purpose, objects, a dissolution clause, a list of Trustees/Committee members and Trustee/Committee member signatures

Grassroots Grants **cannot** fund:

- Statutory organisations such as schools
- Any party political activity
- Commercial ventures

- 2 -



- Activities where the primary purpose is to promote religious beliefs, or where people are excluded on religious grounds
- Organisations that are for the SOLE benefit or relief of animals or plants where any communities of people are not benefiting
- Regional or local offices of national organisation
- There are some restrictions on the types of activities that can be supported for Asylum Seeker Groups

## 2. What kind of activities can the Grassroots Grants support

### **Strengthening communities**

Projects that encourage people to play an active part in making their neighbourhood a better place to live or projects that give communities a voice

### **Bringing people from different backgrounds together**

Projects that work to build positive relations and understanding between different sections of the community

### **Strengthening organisational capacity and ability**

Projects that address training needs of volunteers, management committee and staff members; projects enabling users to take a more active role in the organisation.

### **Responding to Local Need**

Projects that address a problem specific to your community, demonstrating how you have identified the need and why your approach is the best way to tackle the problem.

### **Examples of things you can apply for include:**

- The purchase of equipment
- Putting on a local event or workshop
- Staff costs to enable employment of individuals
- Contribution to rent (related to the activity)
- Attending a conference or event
- Training for volunteers
- Additional activities to expand an existing funded project
- Visiting similar groups to learn from what they do
- To achieve a quality or other standard relevant to your activities
- Start-up costs
- Running costs
- Meeting an identified need in the community

These are just examples.

### **You should consider all the costs involved in the delivery of your activity.**

Your budget should reflect the full costs to your group, including the direct costs of the activity and all the overhead costs associated with running it such as rent, electricity and telephones.

### 3. How much money is available from Grassroots Grants?

Grants of between £250 and £5,000 are available. £5,000 is the maximum a group can ask for within the Grassroots Grants programme period of 2008 – 2011.

The minimum amount is £250. If you are applying for capital costs such as equipment the minimum amount is £1,000.

You can:

- Apply for a **One-off** grant payment of £5,000
- or**
- You can spread the grant over a maximum of 3 years (between 2008 and March 2011)
- or**
- You can apply for several grants, as long as the total is no more than £5,000 over the life of this grant scheme.

### 4. How do I apply for this funding?

You will need to fill in the East End and City Grassroots Grants 2008 Application Form for the borough in which your organisation is located (City of London, Hackney, Newham or Tower Hamlets).

If you do not already have an application, you can request one by contacting your borough funder at the address given on the last page of these notes.

For **City of London** please contact  
CITY.COMM

For **Hackney** please contact:  
Hackney Council for Voluntary Service

For **Newham** please contact:  
Newham Voluntary Sector Consortium

For **Tower Hamlets** please contact:  
St Katharine & Shadwell Trust

### 5. Do I need to submit any supporting documents?

Yes. In addition to submitting a completed application form, you will also need to submit the following supporting documents:

- Child Protection Policy / Vulnerable Adult Policy if your organisation is working with children or vulnerable adults, together with CRB disclosure numbers. A form for this information is provided.
- Your group's rules or constitution
- A full list of all the members of the management committee or steering group including addresses with cheque signatories identified
- A copy of a bank statement from the last 3 months
- Annual accounts or a statement of income and expenditure
- Information about the trainer or consultant you want to employ, what they will do for you and how much they will charge,

examples of the work they have done and copies of **two** references for them

- A full description of any equipment, goods or services you wish to buy, including information about costs from at least two suppliers

## 6. Bank Accounts

Grant payments are made via BACS so you must have a bank account in the name of the organisation. The account must have at least two signatories who are not related to each other.

## 7. Monitoring

If your application is successful, you must be able to spend the money in the financial year in which it was awarded (before 31 March).

You will need to keep financial records of how the grant is spent and to fill in a simple report form within 12 months or once the activity is completed, whichever is sooner. We may ask to see these records.

The contribution of Grassroots Grants and the borough funder must be acknowledged in any promotional literature or annual report issued on your behalf within twelve months of receiving the grant or any instalment of the grant. Copies of such material must be supplied to the funder free of charge.

We reserve the right to use any photographs or details of the project in any future literature and/or promotion.

## 8. Timetable

Each decision-making panel will normally meet four times a year. Applicants will be notified of the decision as soon as possible after the meeting. Successful applicants should complete their activity within 12 months of receiving the grant or within the financial year in which the grant was awarded (before 31 March).

If a grant is to be paid over two or three years, second and third payments will only be released after a satisfactorily detailed report on expenditure of the grant has been supplied.

## 9. Deadline for Applications

Grassroots Grants will be open until March 2011. The deadlines for application will vary depending on which borough funder you are applying to.

Please contact your borough funder for their deadlines. The contact details are listed on the final page of these Guidance Notes.

**Please note** completed applications must be received **at least three weeks** before the deadline. If your application is not clear or some information is missing, it will be returned to you for completion.

## 10. Help with Applying

If you need any help or advice, please contact the local borough funder.

## 11. Submitting the application form

Please return the completed application form along with all additional, supporting documents to the borough funder for the area in which your organisation is based.

For **City of London** please send completed forms to:

St Katharine & Shadwell Trust  
P O Box 1779  
London  
E1W 2BY  
Tel: 020 7782 6962  
Fax: 020 7782 6963  
Email: enquiries@skst.org

For advice on applications for the **City of London**, please contact:

CITY.COMM  
37 Chapel Street  
London  
NW1 5DP  
Tel: 020 7723 1216  
Fax: 020 7723 8929  
Email: info@citycomm.org.uk

For **Hackney**, please send completed forms to:  
Hackney Council for Voluntary Service

Ground Floor  
84 Springfield House  
5 Tyssen Street  
London E8 2LY  
Tel: 020 7923 1962  
Fax: 020 7275 8577  
Email: info@hcv.org.uk

For **Newham** please send completed forms to:  
Newham Voluntary Sector Consortium

NVSC, Burford Business Centre  
11 Burford Road  
Stratford  
E15 2ST  
Tel: 020 8519 9500  
Fax: 020 8221 2779  
Email: admin@nvsc.org.uk

For **Tower Hamlets** please send completed forms to:

St Katharine & Shadwell Trust  
P O Box 1779  
London  
E1W 2BY  
Tel: 020 7782 6962  
Fax: 020 7782 6963  
Email: enquiries@skst.org