Join the Docks Autumn Programme

Call for submissions:

Research and Development (£5000 - £14,000)

EXAMPLE Application form questions and guidance notes

For Information ONLY.

Join the Docks is a creative and cultural programme exploring and celebrating East London's Royal Docks, developed by the Royal Docks team, a joint initiative between the Mayor of London and the Mayor of Newham.

Together with arts and community groups, we want to unlock the creative spirit of the Royal Docks. We have big plans to champion the area's unique cultural offer, demonstrating its vibrant diversity, its history, its people, and its identity as a place of opportunity, ideas and innovation.

Through our Join the Docks Autumn Programme, you can be at the forefront of making the Royal Docks an exciting and accessible place for culture and community to come together.

We are inviting applications from individuals and organisations – either based in the Royal Docks / Newham or with experience and knowledge of working in the Royal Docks - to be part of Join the Docks Autumn Programme.

This document sets out the application form questions, together with guidance on answering these.

PLEASE NOTE THAT YOU MUST COMPLETE THE FORM USING OUR ONLINE PORTAL. WE CANNOT ACCEPT ANY APPLICATIONS WHERE ANSWERS HAVE BEEN INSERTED INTO THIS WORD DOCUMENT WHICH IS FOR GUIDANCE ONLY.

If you wish to apply for a small or medium delivery grant (£500- £5000 or £5000-£14,000) then please use the appropriate form.

Groundwork encourage applicants to contact us via phone or email if you have any questions about any stage of your application process. To get in touch with us you should either call or email on the details below:

Phone: 020 7239 1286
Email: jointhedocks@groundwork.org.uk

Please ensure you have read the guidance notes for each question fully. Your application may be rejected if you do not provide all the information required for us to make an assessment. Due to a predicted high level of demand and a desire to work with as many local organisations as possible. You may complete one application for each of the three strands, but you will only be awarded funding through a maximum of ONE strand, and we will prioritise reaching as many organisations as possible over the programme as a whole.

The deadline for submitting your Application form is 6pm on 23rd August 2020.

Before completing your application form, please make sure you are able to meet the following requirements:

- You must provide your organisations UK bank account details or attach a letter from your partner organisation to confirm they can hold and ringfence the funds on your behalf alongside their governing documents.

- You will be responsible for all financial and legal aspects of your project. By time of project delivery all successful applicants (including individuals and non-constituted groups) must have relevant insurance, risk assessments, public liability insurance, employers liability and an up-to-date Safeguarding Policy (including digital safeguarding policies for any online delivery) if you are working with Children, Young People and Vulnerable Adults. You should tell us how you will meet these requirements in section 3 if you do not already have these in place. If successful, you will be asked for copies of the relevant documentation at the funding agreement stage.

- **Please tick the box to confirm you answer 'Yes' to the above two statements**
- **[Tick Box]**

<u>Grant making decisions and responsibilities</u>

- **Please note that decisions to grant funding (if any) are subject to a formal decision-making process. You must <u>not</u> place any reliance whatsoever on the support of the GLA/Groundwork until formally notified in writing and your authorised signatories have executed and returned a funding agreement with which you will be provided by Groundwork should your application prove successful.**

- **Accordingly, any expenditure that you incur and/or to which you commit (including that which you have incurred or committed to in relation to the preparation of your proposal for funding) prior to formal notification and execution and return of the funding agreement is incurred and/or committed entirely at your own risk.**

Guidance Information:
Please provide us with sufficient information within the application form to establish if your project is eligible for grant funding. You will need to have any additional documents in an electronic format (e.g. Word file, pdf, jpeg, etc) available to upload in the correct section in the application form as you will not be able to submit your application form unless it is complete. **Organisations must submit their governance document with this application.**

You can find out more about the open call for submissions for Join the Docks Autumn Programme by clicking here

For further help on filling out this form, please contact Groundwork on 0207 239 1286 or JointheDocks@groundwork.org.uk

Section 1 – About You/Your Organisation:

1. **Your/Your Organisation name:**

2. **Main contact (this should be the person who is responsible for this application form and answering any questions that we may have about your project)**
    - Title:
    - First name:
    - Last name:
    - Position held in organisation (if applicable):
    - Organisation main contact address: (If you are applying as an individual this must be your address. If you are applying as an organisation this must be your organisation's office address)
    - Borough:
    - Postcode:
    - Contact telephone number:
    - E-mail:
    - Where did you find out about the Join the Docks Grants?

3. **Secondary Contact (if any)**
    - Title:
    - First name:
    - Last name:
    - Position held in organisation:
    - Contact telephone number:
    - E-mail:

4. **Website address, Facebook, Twitter (if applicable)**

5. **a. Type of Applicant/Organisation (please tick one from the options below).**
    Please note that you will be asked to provide evidence about the legal status of your organisation

    - Community Interest Company (CIC)
    - Registered Charity
    - Educational Establishment
    - Religious Organisation
    - Voluntary/Community Group
    - Community Sports Club
    - Professional Sports Club Community Scheme
    - Social Enterprise
    - Company Limited by Guarantee
    - Informal or un-constituted group
    - Individual
    - Other

- If you have selected 'Other', please describe below the nature of your organisation:
- If you are a Company, what is your Company Registration Number?
- If you are a Charity, what is your Charity Registration Number?

6. **How long has your organisation been in existence (if applicable)?**

7. **Are you a Constituted Organisation?**
   We consider a non-constituted group to be a group that does not have a formal document setting out its activities or structure, but which may work together for campaigns, projects or events.

   - Please upload a copy of your group's Governance document here: (This could be a Constitution, Code of Conduct, Memorandum and Articles of Association etc. Your organisation's governing document needs to include a 'dissolution' or 'winding up' clause, providing for the return of any unspent grant monies to be returned to the funder of origin).

8. **Do you have an Organisation/Group bank account with at least two signatories?**
   a. If Yes, please provide the names of at least two signatories:
   b. If no, are you nominating another organisation who has a bank account with two signatories to accept the funds? Please note: if applying as an individual/unconstituted group you will need to provide confirmation that your partner organisation is able to accept funds on your behalf.

Please note: If you are applying as an individual/unconstituted group we require evidence of the legal status of the partner organisation and proof that they have agreed to administer the payments of your grant on your behalf.

If individual/unconstituted group - please upload a letter here from your partner organisation which confirms that they are happy to hold and ringfence the funds for your project. Please click here for an example Partner organisation letter template.
[Upload]

If individual/unconstituted group -please upload your partner organisation governance documents here:
[Upload]

Section 2 – About your Project

9. **R&D Project Name:**

10. **Where will your project take place?**
    Please note, some funded R&D projects may be able to apply for funds to deliver events linked to their Research and Development projects in February 2021. If so, where would you propose your project to take place?
    (Please provide full address and postcode of where your research and development will primarily take place Please note your research and development should link to the Royal Docks area, please see a map here. If your project takes place in more than one location, please add additional addresses in the next question. If your project is virtual, please provide the address of the project lead)
    - **What sort of site is this?** Youth club, park, community centre, online etc.
    - **Address Line 1:**
    - **Address Line 2:**
    - **Borough:**

- **Postcode:**

  If your project is happening digitally / online what online platform will you use to reach participants/audiences?

11. **Please provide any other addresses below if your project will be held in more than one place. Please provide the full address and include the borough and postcode**.

12. **Project start date (This must not be before 12 September 2020):**

13. **Project end date (This must be on or before 15 December 2020):**

   - This would be the end date for the research and development aspect of your project. If you think your project may be suitable to be held in a festival format, you may be able to apply for a production grant following completion of the Research and Development aspect of your project.

   – Please note that your start and end date may be approximate at this stage, and can be updated if you are successful prior to the beginning of delivery (though your project must take place between 12th Sept – 15th December 2020).

14. **Do you have experience of working in the Royal Docks area or with communities in the Royal Docks / London Borough of Newham? (100 words)**
   - Are you local to the community/do you have a good connection to the Royal Docks area?

15. **Do you have any previous experience of developing research and development projects? (200 words)**

   - You should let us know about any previous research and development projects that you have delivered and any other relevant experience which shows your ability to deliver this project.
   - Do you have any reporting and evaluation experience?
   - Would you be confident to deliver your R&D project as part of the planned live Join the Docks Festival (tbc) 2021 if provided the opportunity?

16. **Are you working with anyone else on this project? (150 words)**
   – You may be working with another organisation who may deliver elements of the programme or help with design and development. Please tell us who they are and what they will be doing.

   - Please tell us who they are, what they will be doing and their experience of working on similar projects.
   - Please explain their experience and connection with the Royal Docks / communities in the Royal Docks.
   - This can also involve informal partnerships such as organisations that provide refreshments, sessional workers, etc.
   - If you are applying as an individual/unconstituted group, you must partner with an organisation to receive grant funding. If applicable, please also ensure you detail the working relationship with your chosen partner, who they are and the roles/responsibilities they may undertake.

17. **What is your research and development project idea? (500 words)**

    - Please provide us with an explanation of the project you want to carry out and/or develop.
    - What are you trying to understand better and how will this be interpreted into a project or event? What is the focus of your R&D project and what does it involve? E.g Group sessions, gathering learning, creative performance focused

18. **What is the aim of your research and development project? (100 words)**
    - Please explain what you are hoping to achieve with this project.

19. **Why are you researching this project? (200 words)**

    - Where did the idea for your project come from?
    - How did you identify the need for the project? If relevant, you should detail the elements of consultation or participant involvement you have already conducted/will conduct to inform the design of your project.
    - Are you developing an existing project and/or experimenting with new ideas?
    - Does the project build on an existing project?

20. **How do you plan to carry out your research and development project? (300 words)**

    - How will your planned activities address the identified need?
    - What are the key research activities that you will need to undertake? For example, you should think about community consultation, co-creation, information gathering, partnership building, experimenting with new ideas and lessons you can learn from other projects
    - Will you carry out different research methods to find a result? For example, one on one sessions, group workshops, consultation/idea generating events etc.

21. **Please provide key dates/milestones for delivery below: (200 words)**

    - What is the timeline for your activities?
    - What are the milestones at which you will review what you have done so far and decide how the next steps will play out?
    - What might those next steps be?
    - How will you ensure your project is dynamic and adapts to any new learnings?

22. **Please provide an estimate of the numbers of individuals that you how to engage with your project.**

    - Participants means the number of people who will take part in your project over the course of it. Volunteers means the number of people working in or supporting the group, unpaid. Audience means the number of people who will benefit from your project however not participate directly. This number should be the number of people you will engage with throughout your Research and Development stage.

Number of participants	
Number of audience	
Number of volunteers	
Number of activities	
Number of partners	

23. Which of the following groups will you specifically aim to engage with? Please select all that apply.

Black, Asian, and minority ethnic Londoners	
Children and / or young people	
Cared for children or care leavers	
Disabled people	
Children and young adults with SEND	
Gypsies and Travellers	
Homeless people or rough sleepers	
LGBTQ + People	
Older people (aged 75+)	
People in lower socio-economic groups	
People with experience of criminal justice system	
People without qualifications/long term unemployed	
People/Households on a low income	
Refugees and asylum seekers	
UK armed forces veterans	
No specific group	
Other	

24. If you ticked other, please give details here: (50 words max)

25. Who will your target group be for the output of your Research and Development project? What methodology would you use and how would you ensure this effectively reaches and engages these groups? (350 words)

- Explain the need within your chosen target group and the importance of engaging the group with your chosen activity.
- Think of ways in which your participants can gain the knowledge, skills, opportunities and lasting benefits from the activities.
- Think about your engagement plan and what tools you will use to reach your audience. This should include the type of marketing and promotion that you will use to attract possible participants. Will you evaluate which engagement plan works best?
- If you are researching the delivery of virtual sessions, how will you ensure the project is accessible to all?
- How will you evaluate the project impact and ensure participants will engage in future cultural activities within the Royal Docks area?

26. What will happen after your research and development project is over? (250 words)

- What do you plan to do following the results of your research and development project?

- How will you share learnings? Is there a final output you are trying to make?
- Will your project have a long term impact on your identified target groups?
- Do you have any further outputs/outcomes you hope to achieve and any long term goals that you could work towards? Please explain how your project could become sustainable for yourselves and the community.

27. **Do you have any plans for your R&D project to be delivered as part of the planned live Join the Docks Festival 2021 (tbc)? Please briefly explain your project plan for this. (200 words)**
If Applicable
- You should briefly detail the activities you wish to deliver and how you would engage your target participants/audiences

28. **Please provide a list of at least three risks you see in the delivery of your Research and Development project and how you will aim to ensure they do not affect your project. (200 words)**

- This should set out the key risks which exist to successful delivery of your project, and the ways you intend to mitigate those risks and ensure your aims are achieved. Also give each risk a RAG (Red: High, Amber: Medium or Green: Low) rating for how great a risk it is to the project. A risk should not be whether you can secure Join the Docks funding. Risks should only be about the delivery of your project, for example not being able to recruit enough participants to the sessions or not having enough staff to deliver a session if a staff member is absent.

Section 3 - Permissions, Policies and Risk and Equalities Monitoring

You will be responsible for meeting all statutory regulations. This can include Health and Safety; protecting children, young people and vulnerable adults; and maintaining relevant insurances. If you are successful, we may request copies of documents before we release any funds to you.

29. **Your project may need permissions or licences to be delivered. If so, what steps have you taken to identify these and/or make sure these will be in place for when your project starts? (100 words)**

30. **Your project may need certain authorisations/insurance, such as public liability insurance, employers liability, child safeguarding, DBS checks etc. If it does, what steps have you taken to identify these and/or make sure these will be in place for when your project starts? (100 words)**
- You should consider what safeguarding procedures (including digital safeguarding) you put in place to ensure all participants and vulnerable people are protected.

31. **Your project may need you to consider health and safety and risk management of events, activities etc. If it does, what steps have you taken to identify these and/or make sure adequate policies/measures will be in place for when your project starts? (100 words)**

32. **How will you ensure your project can be as accessible as possible for participants/audiences? (150 words)**
- If your project is digital, you should think about the steps you will take to ensure your project is digitally inclusive to all participants/audiences
- If your project is taking place with participants and / or audiences in a physical space, that you have considered access requirements so there are no barriers to accessing your event.

33. **Equalities Monitoring**

This information is used solely to monitor the different backgrounds of grant applicants and recipients. This information is not part of the assessment. We define BAME-led as at least 51% of the senior managers, management committee, board, governing body or council are BAME. The same percentage is used to define disabled-led and LGBTQ+-led organisations.

This information will not be used identify any individual and is only used for the purpose of equality monitoring. To the extent that this information relates to an identifiable individual (as defined under Article 4 of the General Data Protection Regulation (GDPR)), it will be processed in accordance with section 8, Schedule 1, of the Data Protection Act 2018 - the purpose of identifying or keeping under review the existence or absence of equality of opportunity.

	Yes/no **or** what %
Is your organisation BAME-led?	
Is your organisation Disabled-led?	
Is your organisation LGBTQ+ led?	
Do young people have a formal role in the decision making within your organisation? E.g. a youth advisory board.	
What percentage of your organisation's senior staff/board trustees are women?	
What percentage of your organisation's senior staff/board trustees are men?	

Section 3 – Finance

34. **Have you received any GLA or public funding before?**
    - Please let us know the funder, how much, when, and the name of the fund. If you are unsure whether any funding is public or not, then please contact a member of the grant team.

35. **How much funding are you requesting from the Royal Docks Team?**

    - Please note that this application form and guidance only covers the Research and Development application form (£5000 - £14,000) only. If you wish to apply to deliver a project you should use the appropriate application form.

36. **Are you applying for funds for digital upskilling within your budget (yes/no)**

    Digital upskilling could involve, but is not limited to:
    - Training for employees / volunteers around computer technological skills to enable them to deliver more effective projects online
    - Training for employees / volunteers around Social Media (how to, effective use, marketing)
    - Additional digital support – e.g. website support, effective use of digital formats for work created for project
    - Additional support around digital / online safeguarding
    - Making your project accessible / digital inclusion

If you selected yes we will ask for more information about this in question 37.

37. **How do you intend to spend your grant? Please list how you will spend your grant below.**
    - Please ensure that in your description you include a breakdown of how you have calculated any item costs, e.g. cost per hour for staff time.
    - Please note: Up to 10% of the grant applied for can be used for 'digital upskilling' – if you are applying for digital upskilling please detail (briefly) how the digital funds in your budget will be spent and include 'DU' at the start of your description so that we know you are allocating this to digital upskilling.

Description	Amount requested (£)
Total	

38. **Match Funding (if applicable). You don't have to have any match funding for your project, but if you do, please tell us about it below. Please include the amount, source of funding and what it will be used for. (200 words)**

39. **Please detail any in-kind support your project will have (eg. free room hire, volunteer time), including a monetary value. (200 words)**
    - Please ensure that you set out any contribution to the project. This can include where the in-kind support is for a discount on materials for example. In-kind can be things that you need for your project but don't have to pay for.
    - Where giving a value to volunteer time, please use the London Living Wage to calculate this, unless another higher rate is more suitable.
    - Please provide a value in pounds sterling for all in-kind support, and explain how you have calculated that value.

Section 4 – Privacy Information:
Who we are:
Groundwork is the data processor and contract holder (ICO registration number Z6601182) for personal data about Join the Docks applicants and approved grantees.

We do not trade personal data for commercial purposes and will only disclose it if required by law, necessary to administer your grant, or with your consent.

Groundwork uses GIFTS grant management system to store your personal data in order for us to administer your grant. GIFTS data is hosted on Microsoft Azure servers within the EU.

Details of our processing:
We believe that for the purpose of administering your grant processing is justified on the basis of a Contract (Grant Agreement); except for sending email marketing about Groundwork's other activities which we carry out on the basis of consent. If you want to read our reasoning on this, you're welcome to read more below.

Applicants and Grantees:
Groundwork will process personal data for the following purposes:
Administration of grant (assessing your application, grant due diligence, processing grant payments grant variations, grant monitoring, end of grant reporting).

The personal information we will hold will be your name, contact details, grant organisation information and grant organisation payment information.

Some of the above information will be shared with Greater London Authority (GLA), the London Borough of Newham, LEAP and Royal Docks (the funding bodies).

We need to keep the details of financial transactions for 7 years, in the event of a tax or banking enquiry.

- **Please tick the box to confirm that you have and under the Privacy Information above, know you rights and how your data will be used.**
- **[Tick Box]**

Freedom of Information:

As a UK public authority, the GLA is subject to the provisions of the Freedom of Informaiton Act (2000) (FoIA or 'the Act') which gives the public the right to request access to information held by the GLA. The information submitted as part of your application will constitute information held for the purpose of the Act.

None of the provisions under FoIA permit the GLA to withhold applications in their entirety. We do however recognise that your application might contain some sensitive information which is not suitable for disclosure.

If your application includes other information which you believe is not suitable for publication, please supply a supporting letter with this application form to provide details about:

- what information your consider to be sensitive or not suitable for publication, and
- the reasons why you believe this to be the case.

We will only redact or remove information where we would have valid grounds for withholding that information if it was subject to a Freedom of Information Act request.

- For more information about the exemption provisions for withholding information under FoIA, please refer to the guidance published by the Information Commissioner's Office.[1] If your application is subject to a request under FoIA, the GLA will consult you to obtain your view about its release. The final decision about what is to be published and what can be published/released rests with the GLA.

- **Please tick the box to confirm that you understand the above regarding Freedom of Information.**
- **[Tick Box]**

Feedback:
Whether your Application form is successful or unsuccessful, we'd like to hear your thoughts about the application process. We may send out a short survey and we would be grateful if you could complete this.

Monitoring and Evaluation:
If you are successful in being awarded a grant, you will need to complete some basic monitoring to allow assessment of the success of your project and of the wider programme. You will be provided with monitoring documentation on award of the funding.

- **I understand that I have to provide monitoring and evaluation information as a requirement of the grant/commission**

- **[Tick Box]**

Sharing other information with you:
Sharing information with you on potential sources of future funding and information on other areas of Groundwork's charitable work. We will only contact you for these purposes if you have provided consent.

When your grant is complete, Groundwork and the Royal Docks team will keep your contact details if you have consented to our email newsletter. We will review your interaction with our newsletter, and may ask you to reconfirm consent periodically.

You have the right to withdraw your consent at any time either by clicking the "unsubscribe" button or contact us directly by one of the following methods:

Email: info@groundwork.org.uk
Phone: 0121 236 8565
Post: Groundwork UK, Lockside, 5 Scotland Street, Birmingham, B1 2RR

- **Please tick the box to confirm you are happy for Groundwork to contact you with details of future opportunities and information on other areas of Groundwork's programmes.**
- **[Tick Box]**

- **Please tick the box to confirm you are happy for the Royal Docks team to contact you with details of future opportunities and information on other areas of the Royal Docks team.**
- **[Tick Box]**

'Conditions' of the grant

- Grant recipients will work closely with a member of the Royal Docks Activation Team as their lead contact. This lead contact will support successful applicants in the delivery of the project, and particularly in the context of the Royal Docks. (T*he lead contact and the organisation can agree the level of support necessary at project start.)*
- Grant recipients will also be contacted by and communicate with the Groundwork team, and agree to this.

- Grant recipients will be required to participate in networking, skills sharing / skills development *(agreed with the lead contact at start of project)*. Expenses for attending meetings will be covered separately to the grant
- Supported projects will be promoted as 'Commissioned by the Royal Docks Team' or 'Supported by the Royal Docks Team'

- **Please tick that you are happy to be contacted by the Royal Docks Team and Groundwork and you understand and accept the conditions of the grant if successful.**

Section 6 – Declaration:
What Happens Next
Once we receive your Application form we will complete checks to determine if you are potentially eligible to apply for funding for your project. If your application meets our requirements, we will inform you by w/c 16th March 2020.

Failure to complete this form fully will delay any consideration of your project.
Please sign by ticking the box and completing the name and position information below once you are satisfied that you have completed the form correctly.

I, as the applicant, declare that I have read and understood the guidance and Application form.

I declare that the information given in this Application form is true and accurate to the best of my knowledge and belief.

I declare that I have permission from any other partner(s) involved the project to sign the Application form on their behalf.

I understand that information given by me will be treated in confidence, but may be submitted for checking against records held by other government departments, and other agencies for the purposes of assessing your eligibility for a grant or for the purposes of the prevention or detection of crime.
- **By ticking this box I accept all of the above statements and I certify that all of the information I have put in this application is true and to the best of my knowledge.**
- **[Signature]**
- **Print Name:**
- **Position in Group:**
- **Date:**