

Join the Docks Autumn Programme – FAQs

How much funding can I apply for?

Join the Docks is split into three strands:

- Small grant: £500-£5000
- Medium grant: £5000 - £14,000
- Research and development commissions: £5000 - £14,000

You can submit an application to any/all of the above strands, however you will only be eligible to receive funding for one of the strands.

Who can apply?

We welcome applications from organisations, community groups, unconstituted groups and individuals.

You should either be:

- based within the Royal Docks/London borough of Newham
- and/or demonstrate links/experience/knowledge of working in / with communities in, the Royal Docks/ London Borough of Newham.

If you are applying for over £5000 as an individual/unconstituted group then you will need to partner with another organisation to deliver the project.

When can I apply?

You can apply from **7th July** until **6pm on 23rd August 2020**.

You should aim to submit at least a day before 23rd August to factor in any unforeseen technical difficulties.

How do I apply?

You apply through the online portal by clicking apply now on our website:

<https://www.groundwork.org.uk/london-grants/join-the-docks/>

We have created Guidance Notes on example forms which you can download from our website under '**How to Apply**'. Please note, these forms are for guidance only, and you must complete the online application form.

Where should my project take place?

Projects must take place within the Royal Docks area or benefit organisations/residents within the Royal Docks (sessions can be delivered online to benefit the local community). Please see the following link to the Royal Docks map [here](#).

Do I have to complete an eligibility checker to apply?

Yes. You need to complete our eligibility checker before accessing the online grant form. When you click 'Apply Now' on our website, it will take you through to a survey monkey and once you have completed this you will be linked to the grant portal login page. If you did not pass the eligibility checker and are unsure why - please contact our team and we can talk you through it.

What happens if the government guidance changes halfway throughout my project?

We understand that the COVID-19 situation is constantly changing and there will be some degree of flexibility with your project deliverables. If your application is successful, we can support you to accommodate the necessary changes needed in order to adhere to the government guidelines at the time of delivery. For example, if your project was going to be delivered outside and you needed to adapt to deliver online instead, then we could discuss this with you.

I am a community organisation/individual but don't have a bank account with two signatories, can I still apply?

You do not need a bank account with two signatories if you are applying for less than £5000. If you are applying for more than £5000 you must partner with an organisation to accept the funds on your behalf. Your partner organisation can hold the funding amount for you and offer some guidance and advice in running your project.

Does my project have to be delivered online?

No. Your project can be delivered within the current social distancing guidelines, however it must always adhere to the most recent government guidelines. To stay up to date with government guidelines, please follow this [link](#).

If I apply to all three strands of Join the Docks, do I stand a higher chance of being funded?

We would advise that you focus on a fewer number of applications rather than attempting to apply for multiple projects. We will be assessing each application on their own merits, so you may find it more beneficial to spend more time developing and improving one application since only one project per organisation/individual can be funded.

Can I apply for funding to digitally upskill my project?

Yes, up to 10% of the grant applied for can be for digital upskilling. You will be required to detail how the digital funds in your budget will be spent within your application form.

Please note, the digital upskilling fund in your budget must be related to helping you / your organisation deliver the project on your application form.

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 I have trouble accessing the application form or have access requirements what should I do?

If you experience any issues accessing the form or have any access requirements that you need to let us know about then please get in touch and we can discuss alternative options with you.

You can call Gianluca or Hannah on 020 7239 1286 or email jointhedocks@groundwork.org.uk

What is Phase 2 of the Join the Docks programme?

Royal Docks Team are hoping to host a 10 day Join the Docks Festival in February 2021. However as a result of the changing COVID-19 situation, details surrounding phase 2 are not yet determined and this is a moving brief. We will update webpages and successful grantees when this is confirmed.

Please note, this current funding is for Phase 1 – Join the Docks Autumn Programme. Receiving funds for this stage is no guarantee you will receive funds for the live festival in 2021.

For Research and Design commissions, you are eligible to apply for a production budget of up to £4,000 to deliver your R&D project (if it is ready). You will need to discuss this with your Royal Docks Project Lead and it is also dependent on Join the Docks Festival being able to take place.

The application form requires organisations to submit governance documents, what are these?

Governance documents are the documents that set out the aims and ways of working for your organisation, these can include Code of Conduct, a Charter or Memorandum and Articles of Association.

How do I RSVP to the Online Application Advice Session?

Groundwork and the Royal Docks Team will host an online application advice session to answer any queries you have about applying for any of the three Join the Docks strands. The date and time will be confirmed on our website alongside an Eventbrite link to sign up. The session will be held online and if you have any follow up questions after the session you can always get in touch on the Groundwork on 020 7239 1286 or email jointhedocks@groundwork.org.uk

How can I access the online portal?

You need to complete your application through the online portal called GIFTS. You can find the link to this under the 'Apply Now' button on the Groundwork website:

<https://www.groundwork.org.uk/london-grants/join-the-docks/>

If you have already started your application and wish to return to it then please follow this link: https://www.GrantRequest.co.uk/SID_123?SA=AM and enter your login details. **Please note, this link will not lead you to an application form if you have not already completed the eligibility checker.**

GIFTS isn't compatible with smart phones or tablets, so you will need a computer or a laptop to access the online portal.

You must also use Internet Explorer or Mozilla Firefox when using GIFTS. Google Chrome, Safari or Microsoft Edge will not work.

If you have any issues accessing the online portal, or require any help, please contact Groundwork.

Who are Groundwork?

Groundwork is a registered charity working to transform lives in the Capital's most disadvantaged communities by helping them become stronger, healthier and greener.

Groundwork are managing the grant application process on behalf of the Royal Docks.

We will be your main point of contact for the grant scheme. We will be involved in:

- Payment processing if you are successful
- Answering any queries relating to the grant application process



- Assessing and selecting applications with the Royal Docks team
- Providing support to successful applicants

Who should I contact if I have got a question about the application?

Please contact a member of the team (Gianluca or Hannah) at Groundwork London who are administering the grant:

Email: JoinTheDocks@groundwork.org.uk

Phone: 020 7239 1286