

Community Led Action: Grant Application Form

This document sets out the application questions for Community Led Action grants, together with guidance on answering these.

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

The **Community-Led Action** grants are part of the ***Community-Led Recovery Programme***.

Community-Led Action offers access to grants between £2,000 and £9,000 for organisations that want develop and deliver projects that enable them to respond to and recover from the pandemic in line with the nine missions of the London Recovery Programme.

Please note: If you wish to apply for a **London Community Story** grant (between £500 and £1,500) you will need to access a separate application form found on our website **here**.

About the Community-Led Recovery Programme

The Community-Led Recovery Programme invites groups who face barriers to participation to lead projects focused on recovering from the impact of COVID-19 in London.

The programme offers two grant streams:

- Community-Led Action (CLA)
- London Community Story (LCS)

Shared Learning Network events and workshops will be hosted for participants in the two grant streams. Project results will be shared online.

Who can get involved?

With an emphasis on groups facing barriers such as racism, digital exclusion, language, insecure immigration status and mistrust of public institutions, the programme will ensure that Londoners from all backgrounds can participate in recovery efforts. All of London's communities bring valuable skills and insights to the city and should take part in shaping its future.

What's the aim?

The Community-Led Recovery Programme also aims to gain deeper insight into the lived experiences of communities across London that are often hidden or excluded from policymaking in the capital through engagement with smaller community and faith organisations that provide a first point of contact and support for those who are facing disadvantage and discrimination.

Programme participants will work with London's decision-makers to share their community insights speaking to the nine missions of the London Recovery Board and Taskforce.

When will it happen?

The first round of funded projects will run from 1st April 2021 until 31st October 2021 and is focused on supporting activity which will enable communities most deeply affected by COVID-19 to share their lived experiences and take action to recover from COVID-19.

You can find out more about Community Led Recovery Programme by clicking [here](#)

1. Applying for a Community-Led Action grant

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 DOCUMENT WHICH IS FOR GUIDANCE ONLY.

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 390

Email: CommunityLedRecovery@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 either of the two 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 midday on Friday 19th February.

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.

2. Eligibility Criteria

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.
- A copy of your/your partner organisation's most recent audited accounts or accounts signed by an independent and qualified accountant
- You must provide your/your partner organisation's governing documents that include a suitable 'dissolution' or winding up' clause.
- 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, data protection policy 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. If successful, you may be asked copies of the relevant documentation at the funding agreement stage.
- **Please tick the box to confirm you answer 'Yes' to the above four statements**
- **[Tick Box]**

3. Grant making decisions and responsibilities

- Please note that decisions to grant funding (if any) are subject to a formal decision-making process. You must not 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.

You can find out more about Community Led Recovery Grant Programme by clicking [here](#)

[For further help on filling out this form, please contact Groundwork on 0207 239 1390 or CommunityLedRecovery@groundwork.org.uk](#)

Section 1: About you / your organisation

Non-scored section

Tell us about your group or organisation

1.1	Name of organisation: <i>Please use your organisation's legal name (i.e. the name that appears on your organisation's bank statement)</i> If applying as an individual, please enter your full name.	
1.2	Is your organisation known by any other name or did you have a former name? Please tell us the name.	
1.3	Organisation address:	
	Street Address 1	
	Street Address 2	
	City	
	Postcode	

	Borough	
	Website (if you have one):	
	Social media links (if you have any)	
1.4	Primary contact for this grant (must be from Lead organisation):	
	First Name:	
	Surname:	
	Role:	
	Telephone number:	
	Email address:	
1.5	Secondary contact for this grant	
	First Name:	
	Surname:	
	Role:	
	Telephone number:	
	Email address:	
1.6	What year was your organisation established?	[Drop down list]
1.7	What type of organisation are you?	<p>Please select:</p> <ul style="list-style-type: none"> <input type="radio"/> Registered, exempted or excepted charity <input type="radio"/> Charitable incorporated organisation (CIO) <input type="radio"/> Community Interest Company limited by guarantee <input type="radio"/> Charitable company limited by guarantee (that is not also a registered charity) <input type="radio"/> Community benefit society (Industrial and Provident society) <input type="radio"/> Faith group, where the activity is not promoting religion <input type="radio"/> Community Amateur Sports Club Constituted but unincorporated club or association <input type="radio"/> Constituted Tenants and Residents Associations, and Tenant Management Organisations <input type="radio"/> Constituted community group <input type="radio"/> Community Infrastructure Organisations

		<ul style="list-style-type: none"> ○ Social Enterprise ○ Un-constituted community group (see Qu.1.7a) ○ Mutual Aid Groups (see Qu.1.7a) ○ Individual (See Qu.1.7a)
1.7a	<p>If you ticked</p> <ul style="list-style-type: none"> • Un-constituted community group • Mutual Aid group • Individual <p>in Qu.6. please give details of the organisation who will be receiving the funds on your behalf (including a partner letter to confirm this) and the details of one referee (including name, job title, contact number and contact email). Please note: the organisation receiving funds must have a bank account with two unrelated signatories.</p> <p>We consider a un-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.</p>	<p>If individual/un-constituted 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.</p> <p>[Upload]</p> <p>Please upload your reference statement here.</p> <p>[Upload]</p>
1.7b	<p>Please upload your/your partner organisation's governing documents here:</p> <p>Your governance documents 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</p>	<ul style="list-style-type: none"> • [Upload]

	be returned to the funder of origin.	
1.7c.	<p>Please upload your/your partner organisation's most recent financial accounts: Your financial accounts must be either your most recent audited accounts or accounts signed by an independent and qualified accountant.</p>	<ul style="list-style-type: none"> • [Upload]
1.8	<p>If your organisation is part of a larger organisation, what is its name? <i>Note that only one application can be accepted per organisation, unless you are acting as a host for an un-constituted community group</i></p>	
1.9	Please give your charity number (if you have one)	
1.10	Please give your company number (if you have one)	
1.12	<p>What is your annual income? <i>This should be the last financial year of 2019/2020.</i></p>	
1.13	How did you hear about the Community Led Action grant?	<p>[Tick option]</p> <ul style="list-style-type: none"> • GLA Email • London.gov.uk • Social Media • Information Session • Word of mouth • Other

Section 2: Training and Learning

Non-scored section

2.1 Can you commit to taking part in Training Programme and Learning Network events?

Yes or No

2.2 Are there any specific training or upskilling workshops that you think would benefit project participants in the delivery of this project?

This question is not compulsory

[text box up to 150 words]

Section 3: Project Details

Non-scored section

3.1 Project name

3.2 Please describe your project.

[200 words]

If you are successful are there any links to your work that you would like shared? Please share any links here:

[text box for links]

3.3 Where will your project take place? Please include the full address. If your project happens in more than one place, please add the address of all locations you'll be working in, with the main location first. Please select multiple answers if your project took place across more than one borough.

[text box]

[include list of boroughs to tick/select]

If your project is happening digitally / online what online platform will you use to reach your target community groups?

Please provide any other addresses below if events are happening in more than one place. Please provide the full address and include the borough and postcode

3.4 When will your project take place?

Start [select date] End [select date]

3.5 Please tell us which communities you will engage with as part of your project.

[150 words]

3.6 Please provide an estimate of the numbers of individuals that you are expecting to see engage with your project.

Section 4: Involving Communities

Scored section (40%)

4.1 How will your project support your community to recover from COVID-19?

[Text box up to 500 words]

4.2 What is your approach to community-led action?

[Text box up to 500 words]

4.3 How will you support your community to take part in your project?

[Text box up to 300 words]

Section 5: Delivery Plan

Scored section (35%)

5.1 Please outline your approach to delivering this project.

[Text box up to 500 words]

5.2 Which of the London Recovery Missions does this project contribute to?

- **A Green New Deal:** Tackle the climate and ecological emergencies and improve air quality by doubling the size of London's green economy by 2030 to accelerate job creation for all.
- **A Robust Safety Net:** By 2025, every Londoner is able to access the support they need to prevent financial hardship.
- **High Streets for All:** Deliver enhanced public spaces and exciting new uses for underused high street buildings in every Borough by 2025, working with London's diverse communities.
- **A New Deal for Young People:** By 2024 all young people in need are entitled to a personal mentor and all young Londoners have access to quality local youth activities.
- **Helping Londoners into Good Work:** Support Londoners into good jobs with a focus on sectors key to London's recovery.
- **Mental Health & Wellbeing:** By 2025 London will have a quarter of a million wellbeing ambassadors, supporting Londoners where they live, work and play.

- **Digital Access for All:** Every Londoner to have access to good connectivity, basic digital skills and the device or support they need to be online by 2025.
- **Healthy Food, Healthy Weight:** By 2025 every Londoner lives in a healthy food neighbourhood.
- **Building Strong Communities:** By 2025 all Londoners will have access to a community hub ensuring they can volunteer, get support and build strong networks.

[Text box up to 300 words]

Section 6: Impact

Scored section (30%)

6.1 Tell us about the change you would like to see because of your project.

[Text box up to 500 words]

Section 7: Budget

Scored section (5%)

7.1 How much funding are you applying for?

[number limited text box]

7.2 How do you intend to spend your grant?

Please list how you will spend your grant below which must be between £2,000 and £9,000.

Description	Amount requested (£)

Total	

7.3 Will you be receiving any in-kind support for your project?

[text box 150 words]

7.4 Do you have any match funding for this project? (if applicable).

[text box 200 words]

Section 8: Equalities Monitoring

Non-scored section

Is your organisation led by and for marginalised communities and those most affected by the Covid-19 crisis? We define ‘led by’ as at least 51% of an organisation’s leaders (trustees and senior managing staff) are people with lived experience.

Please select if your organisation is led by any of the following (select all that apply):

- Black, Asian and Minority Ethnic (BAME)
- Deaf and Disabled
- Lesbian, Gay, Bisexual, Transgender and Queer/Questioning (LGBTQ+)
- Older People
- Women
- Not led by and for marginalised communities
- N/A I am applying as an individual

Do young people have a formal role in the decision making within your organisation? E.g. a youth advisory board. (Yes, No, N/A)

Section 9: Privacy Information

Who we are:

Groundwork is the data processor and contract holder (ICO registration number Z6601182) for personal data about Community Led Recovery 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 funding body).

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 Information 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:

- (a) what information you consider to be sensitive or not suitable for publication, and

(b) 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.

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 GLA 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 GLA to contact you with details of future opportunities and information on other areas of the GLA.**
- [Tick Box]

'Conditions' of the grant

- Grant recipients will be contacted by, and communicate with, the Groundwork and GLA team and agree to this.
- Grant recipients will be required to participate in up to 4 Learning Network events.
- Supported projects will be promoted as 'Supported by the Mayor of London'.
- Please tick that you are happy to be contacted by the GLA and Groundwork and you understand and accept the conditions of the grant if successful.

9.1 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 15 March 2021.

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:**