Community Led Action: Grant Application Form guidance

Application Process

Community-Led Action grants will be allocated via an open and competitive application process. There is one online application form that you will need to complete. We are not planning to interview organisations for these grants.

Each question has a defined word limit. Text within tables is counted. You cannot include images in the application form, but please share any links in the 'About Your project' section that will help us to better understand your work.

Applications are made through the 'Online Portal'. You will need an email address to register a profile, before accessing the online application form. The form will allow you to save and return to your application.

The deadline for submitting your Application form is midday on Friday 19th February 2021.

You can contact Groundwork, the grant management agent, via phone or email if you have any questions about any stage of your application process **or if you have access requirements in order to complete your application.** To get in touch you should either call or email on the details below:

Phone: 020 7239 1390
Email: CommunityLedRecovery@groundwork.org.uk

If you have any access support needs, then please get in touch and we can assist you.

Eligibility

If you are an un-constituted group, mutual aid group or individual you are also eligible to apply. In order to fulfil due diligence, you must work with a partner organisation to support your application. We recommend a partner organisation you trust, who can vouch for your work and will provide the necessary documentation in this guidance and summarised in the 'Submission Requirements' section. You will need to complete an online eligibility checker before you complete your application form.

Submission Requirements

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 partner letter from your partner organisation to confirm they can hold and ringfence the funds on your behalf alongside a reference statement.
- You must provide your or your partner organisation's governance documents that include a suitable 'dissolution' or winding up' clause.
- A copy of yours or your partner organisation's most recent audited accounts or accounts signed by an independent and qualified accountant.
- 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 will be asked copies of the relevant documentation at the funding agreement stage.

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.

Due Diligence
If your application is successful, your organisation's status, governing documents and financial accounts will be subject to a due diligence process. We reserve the right to ask for additional information should we need it.

We understand that if you are partnering with an organisation it could take longer to obtain the relevant documentation. We recommend that you obtain this information as soon as possible and submit this alongside your application, however, we will accept it at a later date if your application is successful.

Please note that you will not receive any funding until the due diligence process is complete.

Award criteria and evaluation

The weighting applied to each assessment area is detailed below:

Assessment Area	Weighting	Section	Number of questions
Involving Communities	40%	4	3
Delivery Plan	35%	5	2
Impact	30%	6	1
Budget	5%	7	2

Each of the above areas will be assessed in accordance with the following criteria:

Score	Description
0: No response	No response
1: Unsatisfactory	No real evidence
2: Poor	Requirement not met and unacceptable
3: Satisfactory	Not met exactly but acceptable
4: Good	Most aspects of requirement are met
5: Excellent	Meets requirement exactly

After proposals have been assessed and scored against the assessment criteria, we will take into consideration the overall spread of proposals to be funded. The factors listed below will also be considered when making final decisions about which suite of projects are awarded funding:

- Specific target group demographics
- Geographical spread of delivery
- Scale and level of funding requested

The Online Application Form

Section 1: About you / your organisation

In this section we will need some information about your primary contact and your organisation type. This includes basic information such as your organisation name, address, and organisation type. You will be asked to upload any relevant documentation here.

If you are applying as an individual, you do not have to complete the questions regarding the organisation. However, please ensure you submit your partner organisation letter, your reference letter, your partner organisation's governing document and financial accounts.

If you are an un-constituted group or a mutual aid group please fill in as many details as you can about your group as if you are an organisation and please ensure you submit your partner organisation letter and reference in question 1.7a.

Question 1.4 - The primary contact should be a key person involved in your project. They should be able to talk about your project and provide further information if required. It is very important that you give us the correct email address and daytime phone number so that we can communicate updates and decisions on your application. They'll be responsible for providing reporting. If your contacts change during the project lifetime, it is your responsibility to confirm any changes. We cannot discuss the application with anyone who is not a named contact on the application form.

Question 1.7 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.

Question 1.7a - Your partner letter and reference statement (including name, job title, contact number and contact email) must be from the same partner organisation.

Question 1.7b - If a partner organisation is applying on your behalf, please upload their document. 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 be returned to the funder of origin.

Question 1.7c - If a partner organisation is applying on your behalf, please upload their document. Your financial accounts must be either your most recent audited accounts or accounts signed by an independent and qualified accountant.

If you do not have this document available now, it will be required at a later date if your application is successful. We recommend submitting this with your application or else organising this as soon as possible.

Section 2: Training and Learning

This section of the application will not be scored.

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

- Participants in the programme will be provided with the opportunity to take part in upskilling workshops in reflective learning, data collection and analysis, safeguarding, community organising and leadership.
- Participants in the programme will be expected to engage in up to 4 'facilitated' Learning Network events that will provide opportunities for participants to reflect on learning and experience from the projects.

- In this question you need to confirm that you will be able to commit to taking part in training and Learning Network events. Dates have not yet been confirmed but these will be outlined if you are successful.

Question 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.
- Please let us know about any specific training or upskilling workshops that you think would benefit you in the delivery of this project.
- The word count for this question is 150 words.

Section 3: About your Project

This section of the application will not be scored.

Question 3.1 Project name
- If successful, this will become the name identifying your project alongside a unique reference number.
- You can change the name later for publicity purposes if you want to.
- Your project name should be relevant to your proposed activities and be memorable.

Question 3.2. Please describe your project.
- In this question we would like you to give a short summary of your project. You will have time to go into fuller details later on in the scored questions.
- This project summary will be used to outline your project should you be successful. Please focus on key information that makes it easy to understand by all audiences.
- The word count for this question is 200 words.
- If there are any links that you would like to share about your project, please copy and paste them in the text box below question 3.1.

Question 3.3. Where will your project take place?
- Your project must be taking place within the Greater London Boundary. Please see map at https://mapit.mysociety.org/area/2247.html
- 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.
- You will need to select from a drop-down list the borough(s) your project will work in. You can select multiple answers if your project is taking place across more than one borough.

Question 3.4. When will your project take place?

- The delivery timeframe for the Community Led Action grants is from 01 April 2021 to 31 October 2021.
- Please let us know when your project will start within this timeframe, and when it will end. You will be able to select a date in both the start and end boxes.

Question 3.5. Please tell us which communities you will engage with as part of your project.
- In this question you will need to outline which community groups you wish to engage with. You may wish to outline if you aim to reach specific demographic groups and specific equalities groups.
- The word count for this question is 150 words.

Question 3.6. Please provide an estimate of the numbers of individuals that you are expecting to see engage with your project.
- In this question you will need to outline the number of unique individuals your project hopes to reach.

Section 4: Involving Communities

This part of the application will be scored. The weighting for this part of the application is 40%.

4.1. How will your project support your community to recover from COVID-19?
- This question asks you to describe how your community has been affected by the pandemic and how your approach will respond to the specific concerns in the community.
- This answer should provide justification on why you have chosen the project activities and should help us see the need for your project.
- You should demonstrate a good understanding of the context of the location(s) and community where the project will take place.
- The word count for this question is 500 words.

4.2 What is your approach to community-led action?
- This question asks about your knowledge, skills and experience in community-led work, and you can include evidence and examples of your work in your answer.
- You are asked to describe how you will support communities who have been disproportionately impacted by COVID-19 to co-lead your project.
- You can also include how your project can have an intergenerational approach.
- The word count for this question is 500 words.

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

- This question asks you to describe which barriers and challenges may prevent the communities that you work with from taking a lead on your project. For example, these could include (but are not limited to) lack of confidence, lack of skills, racism, digital exclusion, language, insecure immigration status and mistrust of public institutions and other forms of discrimination.
- You can tell us about how you will seek to overcome these barriers.
- The word count for this question is 300 words.

Section 5: Delivery Plan

This part of the application will be scored. The weighting for this part of the application is 35%.

5.1 Please outline what the project is going to deliver.
- This question asks you to tell us about the activities you plan to deliver as part of your project.
- You should consider the key timelines of the project from April – October 2021.
- Please be mindful of how Covid-19 could impact your project and consider how you might mitigate against these risks.
- The word count for this question is 500 words.

5.2 Which of the London Recovery Missions does this project contribute to?
- Each of the London Recovery Missions will be outlined in this question. You will need to write about which of the London Recovery Missions your project could contribute to.
- You do not have to limit yourself to only one London Recovery Mission.
- The word count for this question is 300 words.

Section 6: Impact

This part of the application will be scored. The weighting for this part of the application is 30%.

6.1 Tell us about the change you would like to see because of your project
- This question is asking what the grant will enable you to do that you could not otherwise.
- You should tell us what you hope to achieve by the end of the project.
- You could also include information about the legacy of your project, including the longer term aims the project feeds into.
- You could include how the project will build on and complement existing activity within the communities you are working with.
- The word count for this question is 500 words.

Section 7: Budget

This part of the application will be scored. The weighting for this part of the application is 5%.

7.1 How much funding are you applying for?
- In this question you will need to outline the total amount of funding you are requesting from us.
- Your total amount requested must be between £2,000 - £9,000.

7.2 How will you spend your grant?
- Here you must outline key expenditure areas for your project.
- Be sure to break down your budget into the key headings and include a clear description of each and show your workings where appropriate i.e. 'venue hire (£100 x 12 sessions)', 'staff costs' (3x staff x £20 per hour x 100 hours)', 'marketing (100 posters/100 flyers)' etc. The cost should be the amount that will be covered by this fund and not the total item cost.
- As this is a learning programme, we will expect funded organisations to make time to engage with up to 4 half-day Learning Network events. You may include the cost for this in the budget.
- Typical costs could include**:**
  - **Venue hire costs:** for example, what it costs you to rent a hall or other type of space for your project
  - **Staff costs:** and other costs directly related to the running of your project. This could include sessional coaches or instructors which have been created specifically for your project.
  - **Volunteer costs:** expenses to support volunteer's participation in the project including refreshments.
  - **Access to training:** factor in the staff time required for staff or volunteers to attend the Training Programme and Learning Network Events.
  - **Equipment and resources:** the hire or purchase of any items of equipment you may need to run your project and other resources costs such as printing.
  - **Digital costs:** such as digital subscriptions, platforms and hosting. It may include software and hardware directly related to the delivery of the project.
  - **Transport:** to help you, your staff and volunteers or participants get to your project and back
  - **Overheads**: such as management, administrative and office costs up to 10% of your total grant amount.
- **We won't fund:**
  - Core capital costs such as building works or large fixed items of equipment.
  - Religious or political party activities.

Additional access grants are available. If your application is successful and you encounter any additional access needs during your project (e.g. BSL translation or require any assistive technology e.g. screen readers etc.) please contact us. We can make additional funds available for these outside of your full grant amount if necessary. We will assess this on a case by case basis - please contact the grants team on 020 7239 1390 or CommunityLedRecovery@groundwork.org.uk

7.3 Will you be receiving any in-kind support for your project? (eg. free room hire, volunteer time), including a monetary value.

> You do not need to have in-kind support (non-cash support) for your project, but if you do please tell us about it below.
> • These are things that you need for your project but don't have to pay for. For example, the free use of a venue or snacks provided for free.
> • Please also tell us about anyone volunteering or providing their services free of charge. You can provide an estimate of the value of volunteer time by using an hourly rate. This could be the London Living Wage or another rate based on the services the person is providing.

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

Section 8: 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.

Section 9: Privacy Information

You will be asked to confirm you have read and understood the following information below.

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.

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:
(a)   what information your 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.   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.

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

Section 9.1: Declaration

You will be asked to tick a box and complete the name and position information of the applicant once you are satisfied that you have completed the form correctly.