

# London Community Story: Grant Application Form

**This document sets out the application questions for London Community Story 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 **London Community Story** grants are part of the *Community-Led Recovery Programme*.

**London Community Story offers grants between £500 and £1,500 to organisations with existing projects which capture Londoners' experiences of COVID-19.** The grants will support organisations to share the stories and reflections they have collected with a wider audience including policy and decision-makers at City level. These may be reports, artistic projects, collections of objects, oral/video histories or any other form of collection. Participants will develop skills in storytelling and data visualisation through the programme. The GLA will create a platform for participating organisations to share their work with the London Recovery partners.

Please note: If you wish to apply for the **Community Led Action grant (between £2,000 and £9,000)** you will need to access a separate application form found on our website [here](#).

Community Led Action (CLA) and London Community Story (LCS) are two distinct grant programmes, an LCS grant is not a smaller CLA grant or a grant for a shorter CLA project.

## **1. 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:**

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

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 1<sup>st</sup> April 2021 until 31<sup>st</sup> August 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 London Community Story 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 **including access requirements in order to complete your application**. To get in touch with us you should either call or email on the details below:

Phone: 020 7239 1390

Email: [CommunityLedRecovery@groundwork.org.uk](mailto: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 2021.**

### **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](#)

## Part 1.

### **Section 1: About your organisation**

*Non-scored section*

Tell us about your group or organisation:

1.1	Name of organisation:	
1.2	Is your organisation known by any other name or did you have a former name? Please tell us the name. If applying as an individual, please enter your full 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"> <li><input type="radio"/> Registered, exempted or excepted charity</li> <li><input type="radio"/> Charitable incorporated organisation (CIO)</li> <li><input type="radio"/> Community Interest Company limited by guarantee</li> <li><input type="radio"/> Charitable company limited by guarantee (that is not also a registered charity)</li> <li><input type="radio"/> Community benefit society (Industrial and Provident society)</li> <li><input type="radio"/> Faith group, where the activity is not promoting religion</li> <li><input type="radio"/> Community Amateur Sports Club Constituted but unincorporated club or association</li> <li><input type="radio"/> Constituted Tenants and Residents Associations, and Tenant Management Organisations</li> <li><input type="radio"/> Constituted community group</li> <li><input type="radio"/> Community Infrastructure Organisations</li> <li><input type="radio"/> Social Enterprise</li> <li><input type="radio"/> Un-constituted community group (see Qu.1.7a)</li> <li><input type="radio"/> Mutual Aid Groups (see Qu.1.7a)</li> <li><input type="radio"/> Individual (See Qu.1.7a)</li> </ul>

1.7a	<p>If you ticked</p> <ul style="list-style-type: none"> <li>• Un-constituted community group</li> <li>• Mutual Aid group</li> <li>• Individual</li> </ul>	<p>Please upload a partner letter here from your partner organisation which confirms that they are happy to hold and ringfence the funds for your project.</p> <p><b>[Upload]</b></p> <p>Please upload your reference statement here.</p> <p><b>[Upload]</b></p>
1.7b.	<p><b>Please upload your/ your partner organisation's governing documents here:</b></p> <p>If a partner organisation is applying on your behalf, please upload their documents</p>	<p><b>[Upload]</b></p>
1.7c	<p><b>Please upload your/your partner organisation's most recent financial accounts:</b></p> <p>Your financial accounts must be either your most recent audited accounts or accounts signed by an independent and qualified accountant.</p>	<p><b>[Upload]</b></p>
1.8	<p><b>If your organisation is part of a larger organisation, what is its name?</b> <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	<p>Please give your charity number (if you have one)</p>	
1.10	<p>Please give your company number (if you have one)</p>	
1.12	<p>What is your annual income? <i>This should be the last financial year of 2019/2020.</i></p>	
1.13	<p>How did you hear about the London Community Story?</p>	<p><b>[Tick option]</b></p> <ul style="list-style-type: none"> <li>• GLA Email</li> <li>• London.gov.uk</li> <li>• Social Media</li> </ul>

		<ul style="list-style-type: none"><li>• Information Session</li><li>• Word of mouth</li><li>• Other</li></ul>
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## **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/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: About your project**

*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 Please let us know the dates that your collecting/insight gathering project took place, including expected end dates if your project will finish between submitting this application and 31 March 2021.**

Start [ select date ] End [ select date ]

### **3.4 How many participants took part in the project?**

[number restricted text box]

### **3.5 Who were the main participants and audience of your project?**

[text box - up to 500 words]

**3.6 Which borough did your project take place in?** Please select multiple answers if your project took place across more than one borough.

[include list of boroughs to tick/select]

**3.7 What kinds of material does your collection include?** Tick all the relevant material types below

[list to tick]

- Visual art (paintings, illustration, sculpture)
- Everyday objects
- Digital artwork
- Photography
- Video (long/short form, oral histories, event recordings)
- Audio (music, interviews, sound clips)
- Diary entries
- Creative writing
- Other (please specify): \_\_\_\_\_

3.8 Please confirm you hold all necessary permissions to access, work with and share source material from your collection and associated London Community Story Outputs.

[Tick]

## **Section 4: Tell us about your collection**

*Scored Section (95%)*

### **Involving Communities (35%)**

4.1 How did you engage with communities to collect your project outcomes/results?

[text box - up to 500 words]

### **Impact (35%)**

4.2 Why are your insights important?

[text box - up to 500 words]

### **Focus (25%)**

4.3 Which recovery missions does your collection connect with and how?

- 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 5: Budget**

*Scored Section (5%)*

### **5.1 How much funding are you applying for?**

[number limited text box]

**5.2 How do you intend to spend your grant?** Please list how you will spend your grant below which must be between £500 and £1,500.

Description	Amount requested (£)

### **5.3 Will you be receiving any in-kind support for your project?**

[text box 150 words]

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

[text box 200 words]

### **Section 6: 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 7 – 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.<sup>1</sup> 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](mailto: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 5 training sessions in Reflective Learning, data collection and analysis, safeguarding, community organising and leadership.
- 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.

## **7.1 – 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:**