

London Community Story: Grant Application Form guidance

Application Process

London Community Story 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.

Terminology

Collection: Throughout the programme we will use the word 'collection' to refer to the community-led insights/creative materials you have gathered about community experiences of COVID-19.

Community-led Creative Insights: This refers to the source material you hold. This may take the form of interviews, young people's films, cultural collections, poetry, imagery and more. The aim of London Community Story is to work with non-traditional insights. Community-led research reports will be considered if they gather insights in creative or non-traditional ways.

London Community Story Outputs: This refers to the project results produced from participation in the London Community Story programme. The outputs will depend on your community led-insights/creative material and how you might want to analyse, present and share. These might be soundbites, datasets, infographics and captions.

Decision Makers: In this context, we refer primarily to policy makers and programme managers at the London Greater Authority. We acknowledge decisions around social action and impact are made in various settings so outputs will be disseminated with civil society organisations and wider local authorities.

Eligibility

If you are an unincorporated association, 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 and governing documents. 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 and their governing documents.
- You must provide the 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
Your collection	95%	4	3
Budget	5%	5	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

There are 8 sections to be completed;

Section 1: About your organisation (not scored)

Section 2: Training (not scored)

Section 3: About your project (not scored)

Section 4: Tell us about your collection (scored – 95% weighting)

Section 5: Budget (scored – 5% weighting)

Section 6: Equalities Monitoring (not scored)

Section 7: Privacy Information (not scored)

Section 7.1: Declaration (not scored)

Please answer as fully as possible. Below guidance refers to questions where additional prompts may be beneficial.

Section 1: About your organisation (not scored)

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.

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 (not scored)

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

In this question you need to confirm that you will be able to commit to taking part as this programme relies on your participation in the set support. We are only able to confirm funding for successful applicants if a representative from your organisation/project can take part in the set support, which we anticipate will take two days. Dates have not yet been confirmed but there will be a selection of dates for you to choose from so that you are able to choose what works best for you.

Question 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. Please let us know about any specific training/upskilling workshops that you think would benefit you in the delivery of this project.

Section 3: About your project (not scored)

Question 3.1 – Please describe your project

Please give us a short summary – you will have space to provide further details later. This will be used as your project description if you are successful.

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. Focus on key information that makes it easy to understand by all audiences. 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 3.2 – 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.

Please let us know when your project started, and when it ended or is projected to end. You will be able to select a date in both the start and end boxes. This confirms here that your collecting is complete or will be complete by 31 March 2021. LCS grants cannot be used to fund further collecting or creative production - only to analyse, present, share material already gathered.

Question 3.3 – How many participants took part in the project?

Participants can include the organising team, paid facilitators, voluntary contributors, beneficiaries of the project.

Question 3.4 - Who were the main participants and audience of your project?

Please let us know about the people who have been involved which may include issues faced, demographic or geographical information.

Section 4: Tell us about your collection

When responding, please demonstrate how your collection enables communities most deeply affected by COVID-19 to share their lived experiences.

The work has a particular emphasis on those who would not usually participate through mass engagement because they face barriers such as racism, digital exclusion, language, insecure immigration status and mistrust of public institutions.

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

Tell us about how/why your project came about and who you worked with? How much material did you collect?

Question 4.2 - **Why are your insights important?**

Tell us about the people they represent and why it is important that their stories are told. Tell us why this information will be helpful to inform future policy making to aid in London's recovery.

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

Tick the mission(s) that your collection connect(s) with and let us know how in the box below.

Section 5: Budget (scored – 5% weighting)

Question 5.1 **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 £500 - £1,500.

Question 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. *When considering staff and volunteer costs please consider how long it will take you to look back through the material that you have collected and how long it might take to analyse and present it.*

Funding is available for already collected insights only, not to collect new insights.

You can apply for funding based on how much time you think you need; the size of your insights collection (how much material you will be working with); the length of material you will need to analyse (if you are working with a lot of lengthy film or audio content) and what you want to achieve with it; the staff/volunteer time required.

- We estimate that participation in the set support; shared learning events and upskilling workshops will take 2 days.
- £500 would be the equivalent of attending the set support and spending one additional day on the work.
- £1,500 would be the equivalent of attending the set support and spending six additional days on the work.

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

5.3 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.

5.4 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 6: Equalities Monitoring (not scored)

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 7: Privacy Information (not scored)

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 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. 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 7.1: Declaration (not scored)

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.

MAYOR OF LONDON

ADMINISTERED BY
GROUNDWORK

