

Create Your Docks Community Fund



Royal Docks Enterprise Zone

The Royal Docks is undergoing a profound and exciting transformation. Once London's gateway to world trade, today the area is re-emerging as a nationally significant business and visitor destination, and a vital part of the capital's civic and cultural heart.

Major developments in the area are unlocking thousands of new and affordable homes and workplaces, and significant investment in transport infrastructure and the public realm, is boosting connectivity and bringing a wealth of new opportunities to the area and its communities.

In 2018, the Mayor of London, the Mayor of Newham and the London Local Economic Action Partnership (LEAP) approved a 5-year Delivery Plan to make this happen which includes five cross-cutting programmes:

1. Place
2. Connectivity
3. Economy
4. Culture
5. Identity

The Delivery Programme has a Communities Strategy, which will be launched in Summer 2021, which aims to ensure the Delivery Programme delivers benefits to Communities and enables participation in the programme. The Create Your Docks Community Fund is a project emerging from the Communities Strategy aiming to enable communities to actively participate in regeneration activity.

What is the Create Your Docks Fund?

Create Your Docks is a new community fund from the Royal Docks Team – a joint initiative of the Mayor of London and Mayor of Newham responsible for the re-development of the Royal Docks.

The fund aims to support community groups to take an active role in the area's regeneration. It will support established community groups and not for profit organisations with a turnover of less than £50,000 and who are based in the Royal Docks or Newham. The fund may prioritise small or informal groups, organisations or individuals who find it difficult to access funding.

Create Your Docks offers small and medium sized grants to support **community-led activities** across the Royal Docks, which align with the following objectives:

1. Small grants – supporting diverse and inclusive community engagement in the Royal Docks Enterprise Zone's delivery programme
2. Medium grants – enabling community co-design initiatives, aligned with specific projects (listed on page 3) within the Royal Docks EZ delivery programme.

A support phonenumber will be able available to offer applicants advice throughout the application process – for example to discuss their project idea and offer advice on topics such as marketing and monitoring their project and applying for future funding. Applicants can contact Groundwork on 020 7239 1390 or contact CreateYourDocks@groundwork.org.uk

We intend to issue a second round of funding after April 2022 which builds on the lessons and projects of the first round. This is to be confirmed depending on budget. If you would like to stay in the loop, sign up to our mailing list here: <https://royaldocks.london/newsletter>

Royal Docks EZ Delivery Programme priorities:

Five cross-cutting programmes underpin the Royal Docks delivery programme, as below. Create Your Docks projects must support these priorities.

Royal Docks Delivery Programmes	Create Your Docks fund priority
<p>Place</p> <p>Creating a major mixed-use destination</p>	Improving and activating public spaces and use of the water for all
<p>Connectivity</p> <p>Boosting accessibility and active travel</p>	Improving local mobility and connections in accessible, inclusive and sustainable ways
<p>Economy</p> <p>Driving the capital's productivity and growth</p>	Creating economic opportunities for local people through skills, employment and supporting entrepreneurs
<p>Culture</p> <p>Powering London's creative engine</p>	Building a vibrant local scene for community arts, heritage, culture and creativity
<p>Identity</p> <p>Locally driven and globally positioned</p>	Celebrating and showcasing the Royal Docks' diverse communities through their stories.

How much funding can I apply for?

The small grants programme will distribute grants of between £1,000- £5,000. Approximately 10 projects will be funded.

The medium grants programme will distribute grants of between £5,001- £10,000. Approximately 5 projects will be funded.

Create Your Docks funding will be awarded in September for projects running between October – April 2022.

Please note: we will likely prioritise projects where our funding will make a big difference to small projects. We are unlikely to fund projects where our funding makes up a small percentage of the overall project costs.

What we are looking for

Here is some guidance and ideas about what sorts of projects and ways of working we would consider meet the Create your Docks priorities.

- We want you to work with local people as active participants. Projects should inspire communities to share their ideas about the changes to their neighbourhoods.
- We are looking for a wide range of projects. It can be a single activity or a combination of different activities. They can be in-person activities or in a digital format.
- Your project might work with or engage a specific group of people and/or be in a particular location. Or it might be working across different groups of people in multiple locations.
- We are keen for projects to support [Newham](#) and [London's](#) Covid-19 recovery priorities and build community resilience. This includes projects that support health and wellbeing; develop people's creativity; re-imagine public space; promote digital inclusion, and support communities' roles in the green economy.

Place: Improving and activating public spaces and use of the water for all

Connectivity: Improving local mobility and connections in accessible, inclusive and sustainable ways

Your activity could involve community gardening and planting or creative wayfinding. It could explore different uses of the water. Do you have ideas to boost active travel? Or maybe you'll propose temporary or pop-up programming and events in under-used or Meanwhile spaces? Projects that promote knowledge, attitudes and behaviours concerning ecology and the climate emergency are encouraged. Consider the [Royal Docks Public Realm Community Design principles](#) developed from the input of 200+ local community members.

Economy: Creating economic opportunities for local people through skills, employment and supporting entrepreneurs

Your initiative might encourage learning and skills development, perhaps digital, financial or other practical skills that support people to get jobs. Perhaps you've got ideas that will help local people get exposure to the job market or that support community business or local entrepreneurs. Have you got a project that will help local people prepare for new green technology jobs? Or maybe your idea may help develop a circular economy in the local area (where money, materials and goods are recycled locally)?

Culture: Building a vibrant local scene for community arts, heritage, culture and creativity

Your project could be based around visual arts, dance, music, theatre, fashion, literature, comedy, architecture and design, multi-disciplinary, radio, heritage, maps, podcasts, walks, digital media, spoken word, craft and making activities, sports or leisure.

Identity: Celebrating and showcasing the Royal Docks' diverse communities through their stories

Initiatives should showcase, celebrate and make under-represented voices heard, and consider how communities relate to and make a place what it is. Your activities might involve storytelling, they could use different forms of media such as podcasting, radio, creative or non-fiction writing, other visual media, participatory photo or video projects. They might focus on citizen-journalism, with skills development such as digital training.

Small grants: engagement fund — grants between £1,000 to £5,000

Priorities

To succeed, your project must address any of the Create Your Docks priorities above and respond to one or more of the following activity types:

- Supports cohesion and brings communities together through activities
- Supports the participation and showcases the ideas of groups who normally don't usually engage in civic activities
- Removes barriers for groups to take part in civic activities. (e.g. supporting people on lower incomes and connecting communities that usually miss out)
- Increases opportunities for volunteering and/or skills development
- Enables youth participation, co-creation and skills development¹

Medium grants: co-design fund — grants between £5,001 to £10,000

Priorities

To succeed, your project must address any of the Create Your Docks priorities above and support one of the following local Royal Docks Team initiatives:

- Promoting active travel including cycling and walking
- Enabling community sustainability and ecology initiatives, including greening and food growing
- Supporting community use of Meanwhile venues and spaces
- Building relationships with local employers and developing skills and employment opportunities for local people
- Creating arts and culture activity that celebrates diversity and/or promotes health and wellbeing
- Enabling young people to co-create projects that tell their stories and tell stories about the Royal Docks

Case study examples

Click [here](#) for examples of projects funded through 'Make London' a similar Greater London Authority grant programme.

Click [here](#) for examples of projects funded through 'Culture Seeds' – a similar Greater London Authority grant programmes.

Click [here](#) (Royal Docks and Beckton) and [here](#) (Canning Town and Custom House) for projects funded by Newham Council Communities Assemblies Summer 2021 (check to make sure your project doesn't duplicate these).

Case study examples

For walking and cycling projects, you can look for inspiration [here](#)

For greening and food growing projects, you can look at similar Our Space Award projects [here](#) (scroll to the bottom of the page for case studies), or you can look at example projects funded through the Greener City Fund [here](#).

¹ See note on page 8 about Youth participation and Access support

Programme timeline

Milestone	Small Grants	Medium Grants
Launch of Create Your Docks Fund	Monday 26th July 2021	
Information Sessions	Monday 2nd August, 12 – 1.30pm	
	Thursday 5th August, 5 – 6.30pm	
Application Support Workshop	Tuesday 17th August 2021, 5-6.30pm	
Submission Deadline	12pm Friday 10th September 2021	
Grantees Notified of Application Result	w/c Monday 4th October 2021	
Create Your Docks Fund delivery period	Monday 11th October 2021	Thursday 7th April 2022
Mid-point project review	17th January 2022	
Project outputs made public;	May 2022	
Programme summary report published		

How to apply

Frequently asked questions (FAQs)

What can I get a Create Your Docks grant for?

Our grants can be used to fund projects and activities in and for Royal Docks communities. Projects must have local people at their heart. They should offer shared experiences to bring local communities together. We will invest in projects that support people and connect communities that usually miss out. They must address one or more of the Fund priorities:

- Improving and activating public spaces and use of the water for all
- Improving local mobility and connections in accessible, inclusive and sustainable ways
- Creating economic opportunities for local people through skills, employment and supporting entrepreneurs
- Building a vibrant local scene for community arts, heritage, culture and creativity
- Celebrating and showcasing the Royal Docks' diverse communities through their stories.

For ideas see 'What we are looking for.'

You can apply for project costs including (but not limited to):

- artist fees and materials
- coordination costs
- hiring space for performance, exhibitions, meetings or classes
- marketing costs – printing and distribution
- training costs
- volunteer expenses
- travel costs
- staff costs
- hiring equipment
- running costs
- translators

Please ensure you provide a detailed breakdown of your budget costs within the application form and provide justification for any expensive item costs where necessary.

Please note these grants cannot be used as match funding on other Royal Docks funding such as the Royal Docks Good Growth Fund.

What is meant by 'co-design' and 'co-create'?

We are keen to support projects that are developed and delivered in partnership with local communities: where local communities play an active role in shaping and implementing the project.

In the Medium grant – the Co-design fund, we are interested in projects that enable people to develop responses to the listed project areas. Co-design is where communities are involved in defining a problem and a solution – they are involved in developing the project.

Co-creation is where communities co-design and are also involved in implementing the proposed solution or project. This is encouraged where possible, and particularly with regards to young people's involvement.

Who can apply?

- individuals based in the Royal Docks and Newham
- formal or informal groups and organisations based anywhere in Royal Docks or Newham with an annual turnover of less than (£50,000)

Also:

- you must be an individual or organisation that is working in your local community
- you don't have to be formally constituted or a registered charity. However, you must have a UK bank account with two unrelated signatories or be able to nominate an organisation that can accept a grant on your behalf and be able to provide details of your partner organisations UK bank account and attach a letter from your partner organisation to confirm they can hold and ring-fence the funds on your behalf.
- you must provide one reference letter that vouch for your work in the local community

Please note: If you do not have a bank account with two unrelated signatories and do not know of any partner organisations to accept the funds, please get in touch with us. We will be able to connect you with our Community Partners Network for you to share your proposal and seek out partnerships.

Who can't apply?

There are some groups and people we will not fund, including:

- organisations with a turnover above (£50,000)
- businesses and 'for profit' organisations
- local offices of larger regional or national organisations/charities
- people under the age of 18 applying by themselves. People under 18 can apply in partnership with an organisation. See more information below under 'Youth participation and Access support' on page 8.

How many applications can I submit?

You can submit one application for both grant strands (small/medium) but you will only be awarded funding through a maximum of ONE strand.

How will we decide which projects to fund?

Create your Docks priority themes

How well your project meets one or more of the (five) priority themes

Your idea

We'll assess the creativity of your idea and how well it will use activities in your local community to support diverse and inclusive civic participation in the Royal Docks regeneration and/ or enable community co-design initiatives, linked to specific points of the Royal Docks Delivery Programme.

Who you are reaching and how you will reach them

We want to fund activity with a diverse range of communities. That means we may prioritise applications that work with communities we've not funded or engaged before.

We will examine how effective your plans are to reach participants and/or audiences.

How you will manage the project

If you have run projects before, we will look at you or your partners' experience of running similar projects. We will consider how well planned the activity and budgets are.

The amount of public funding you've received before

We want to reach individuals and groups that don't usually receive public funding. We may, at times, prioritise good applications from individuals and groups that have received less public funding.

Where your activity happens

We want to fund activity fairly across the Royal Docks. That means we may at times prioritise good applications from areas that haven't received much funding from the Mayors of London or Newham or from the Royal Docks Enterprise Zone.

We will prioritise projects where our funding will make a big difference to small projects. We are unlikely to fund projects where our funding makes up a small percentage of the overall project costs.

We will also need to carry out what we call 'due diligence' checks. These are tests to check that you are who you say you are and that you are active with in your local community. We will use the information given in the application form to do these checks. Please make sure your information is correct as otherwise it could delay your application or payment.

What will I need to do if my application is successful?

You will receive an offer letter with information about how to access your online grant acceptance form, which will contain the full terms and conditions of your grant. You will need to accept this offer within two weeks before we can release any cash to you.

The grant offer will contain the following 'conditions' of grant funding:

- Grant recipients may be required to participate in networking, skills sharing / skills development for medium grant strand.
- Supported projects should be promoted as 'Supported by the Royal Docks Team'

We may ask you for further information before we release any funds to you. This might include:

- copies of insurance documents
- copies of Safeguarding Policies (including digital safeguarding policies for any online delivery) for Children, Young People and Vulnerable Adults
- licenses and risk assessments

You must use your grant for the project/activities set out in your application. If you need to make changes to your project, you must contact us and get our approval first. If you do not, you may have to give up the grant and repay any money already paid out to you. You must tell us of any changes to you/ your organisation that would affect your ability to complete your project.

What happens if my application is not successful?

We're expecting high demand for the Create your Docks programme. As a result, we won't be able to support all projects that apply for funding. If your application doesn't succeed, we'll email you to let you know and give you a brief explanation why. If you want to talk through your application and get more detailed feedback, you can get in touch so we can provide support which should help you to be more successful with applications in the future. You can submit more than one application; however, you will only be able to submit one per strand and will only be able to receive funding through one strand.

Will a Create your Docks affect the benefits I receive?

If you are awarded a grant as an individual, this may affect your benefits or tax liabilities. You should contact HMRC, DWP or your work advisor at the job centre to make sure you understand what might happen. We are not able to give advice on benefits and tax liabilities.

Can I talk to someone about my application before I apply?

Groundwork London are managing the grant applications and grants on behalf of the Royal Docks Team. We actively encourage you to contact us via phone or email if you have any questions about any stage of the application process. We are here to help! We will also launch two information sessions held at the end of July, where you can sign up and learn more about the programme. Groundwork will also host an application support workshop early August to help those who require additional support in developing their project plan. Keep an eye on our website for more information.

Please contact us on: Phone: 020 7239 1390
Email: CreateyourDocks@groundwork.org.uk

What resources are available to me to support my application and project?

The Royal Docks social media channels and website can be used for finding out more information about the Royal Docks and current activities. Community data can be provided by the Royal Docks Team to applicants upon request. For successful applicants, project promotion support can be provided through Royal Docks social media channels and website upon liaison with the Royal Docks Team.

If you have been successful in receiving a grant from us, we will get in touch to let you know how we can support you to promote your project.

Youth Participation and Access support

We would like to support young people (under 18 years old) to develop and deliver projects in partnership with a local organisation. We can therefore provide additional funds for a local organisation so they can run project development or application writing sessions with young people in order to submit a project application together. Please contact us about this so we can discuss needs and support options.

If you require any other access support (additional funds to enable you to develop and submit your application where you or your project participants have additional needs, for example SEND needs) please contact us and we will discuss with you what support we can offer. These would typically be small costs for assistance for writing the application.

Risks: COVID-19 adaptations and weather

Due to the COVID-19 pandemic, the funding programme and applicants will need to allow for the changing nature of the situation. This means planning activities which consider current government guidelines, understanding that these may change, and planning activities to consider any current restrictions that affect how activities take place. This includes factoring in Government social distancing guidelines, guidelines on outdoors and indoors activities including limits on numbers of people, considering ventilation and other heightened health and safety protocols such as providing masks or hand sanitiser.

Should there be another lockdown during the project development or delivery period, applicants will need to propose alternative ways of delivering their project, either by transferring their activities to alternative dates (within the project delivery period) to online situations or cancelling them. If you are unable to adapt your project, we may need to withdraw our offer of funding, however in this instance please get in touch with us first to discuss other alternatives to your project delivery.

The project delivery period falls in Autumn-Winter: October 2021-April 2022. Unreliable weather should be accounted for in terms of the venues and types of activities planned, and associated risks should be factored into the project plan.

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