

ARCH DAY 2023 | MATCH FUNDING GRANT SCHEME

**EXAMPLE Application Form 2023**

For information ONLY – to apply you should visit our website [‘here’](https://www.groundwork.org.uk/apply-for-a-grant/london-grants/arch-day-2023/) and click the ‘Apply Now’ button.

**Questions and guidance**

**Completing this form:**

Welcome to the first stage of your ARCH DAY 2023 journey. We’re so glad you want to participate. The more independent businesses that take part in ARCH DAY on Saturday, 8 July, the more success we’ll have highlighting our unique community.

Some questions have guidance notes, which you should read carefully to make sure you’re giving us all the information we need to process your grant.

Events can be organised for an individual business or to support a group of businesses. However, please note, we are only funding one event per applicant or group of applicants and only one application per event should be made.

\*\*\* The deadline for submitting your application form is 12pm, Monday, 20 March 2023 \*\*\*

The event must take place on Saturday, 8 July 2023, and an update on the event outcomes submitted online by 5pm, Friday, 21 July 2023. This update will ensure we can help promote your business and the success of the event on The Arch Company social channels.

Before completing your application form, please make sure you are able to meet the following requirements:

You are able to provide your UK bank account details (if successful, you will need to provide your bank details prior to grant payment).

You will be responsible for all financial and legal aspects of your event on Saturday, 8 July. By the time of your event, you must have all relevant insurance, risk assessments, and an up-to-date Safeguarding Policy if you are working with children, young people or vulnerable adults. If successful, you may be asked for copies of the relevant documentation at the funding agreement stage.

Please tick the box to confirm you understand the above two statements If you have any difficulties filling in this form, would like support filling in this form or have any further questions about ARCH DAY 2023 or the application process, then please do not hesitate to contact Tom Lowe on archday@groundwork.org.uk or 07549 020277.

Guidance Information

Please provide us with sufficient information to establish if your event is eligible for grant funding.

You can find out more about the ARCH DAY Match Funding Grant Scheme by clicking ‘Here’.

Please make sure you save your application regularly by clicking on 'Save & Finish Later'. This will take you back to the homepage and you will need to click on the application form link to open your form again, but will ensure that you do not lose work unexpectedly.

Please note, if you do not work on your application form for 90 minutes, you will automatically be logged out of our online system. Any work that you have not saved by then will be lost. We strongly advise you use Internet Explorer or Mozilla Firefox, as other web browsers do not fully support the application form.

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| **Question 1 - Organisation Information  1a. Organisation name** | |
| This should be the main organisation/business which is responsible for this application. | |
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| **1b. Trading name** | |
| (if different from above) | |
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| **1c. Customer Number** | |
| (this can be found on the top right of any invoices you receive from The Arch Company).  **Please contact your Property Manager if you require assistance with this.** | |
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| **1d.  Please confirm you have provided your customer number in Q1 or will provide evidence of your tenancy at a later date. If you do not have access to your customer number now, you may need to provide this at grant acceptance stage (if successful for the grant).** | |
| **1e. What type of business are you? Please select one from the following options:** | |
| |  |  |  |  | | --- | --- | --- | --- | | Commercial Kitchen – general | Brewery / Distillery | Equipment Hire | Water Disposal / transfer | | General Industrial / Manufacturing | General Storage & Distribution | Boxing Gyms / Martial Arts | Gyms / Fitness  Studios / Dance Studios | | Clubs / Societies / Event Space | Artist Music / Studio | Theatre / Music Venue / Gallery | Catering / Hospitality / Events | | Vehicle – servicing, MOT, breakers | Car Park General | Car Wash | Bar / Pub | | Nightclub | Restaurant / Café | Takeaway | Groceries / Supermarket | | Off License | Hardware / Car Parts / Bicycle Shop | Florists | Dry Cleaners / Laundrettes | | Hair / Salon / Beauty | Gambling / Betting Shop | General Retail | Travel & Tourism | | Taxi | Council / Government / Public body | Doctor / Nurses / Dentists / Hospital | Hotel / Guest House | | Residential | Officer – general / Serviced | Professional Services | Other | | |
| **1f. If other, please specify:** | |
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| **1h. If you are a Company, what is your Company Registration Number?**  **OR**  **If you are a Charity, what is your Charity Registration Number?** | |
| Please enter '0' if not applicable | |
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| **1g. What is the main activity of your business?** | |
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| **Question 2 - Contact Details** | |
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| **2a. Main contact** This should be the person who is responsible for this application | |
| **Title:** |  |
| **First Name:** |  |
| **Last Name:** |  |
| **Position held in organisation:** |  |
| **If applicable:** |  |
| **Organisation main contact address: (This must be your Unit address)** |  |
| **Address Line 1:** |  |
| **Address Line 2:** |  |
| **Address Line 3:** |  |
| **Local Authority:** |  |
| **Postcode:** |  |
| **Contact telephone number:**  Please give us the best telephone number to contact you on to discuss this application – this can be a mobile or a landline. |  |
| **Email:** |  |
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| **2b.** **Secondary contact** | |
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| **Position held in organisation:** |  |
| **Contact telephone number:** |  |
| **Email:** |  |
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| **Question 3 - Application Type** | |
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| |  |  | | --- | --- | | Required | **3a. Are you applying as a group of customers?** | | |
| Groups of customers are able to combine their events in order to receive a larger grant match fund. This equates to a maximum of £1,500 per customer, up to an upper limit of £7,500 for 5 or more customers. | |
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| |  |  | | --- | --- | |  | **3b. If yes, please provide details of the other The Arch Company customers you are partnering with:** | | |
| |  |  |  |  | | --- | --- | --- | --- | | Commercial Kitchen – general | Brewery / Distillery | Equipment Hire | Water Disposal / transfer | | General Industrial / Manufacturing | General Storage & Distribution | Boxing Gyms / Martial Arts | Gyms / Fitness  Studios / Dance Studios | | Clubs / Societies / Event Space | Artist Music / Studio | Theatre / Music Venue / Gallery | Catering / Hospitality / Events | | Vehicle – servicing, MOT, breakers | Car Park General | Car Wash | Bar / Pub | | Nightclub | Restaurant / Café | Takeaway | Groceries / Supermarket | | Off License | Hardware / Car Parts / Bicycle Shop | Florists | Dry Cleaners / Laundrettes | | Hair / Salon / Beauty | Gambling / Betting Shop | General Retail | Travel & Tourism | | Taxi | Council / Government / Public body | Doctor / Nurses / Dentists / Hospital | Hotel / Guest House | | Residential | Officer – general / Serviced | Professional Services | Other | | |
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| **Question 4 - About your Event** | |
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| **Please note the levels of grant funding that you can apply for must be between £100 and £1,500. Your event must take place on Saturday, 8 July 2023**  You will be paid 80% at the beginning of your project and 20% upon successful completion of your event, completion of report on the outcomes, evidence of promoting ARCH DAY 2023 including hashtags at your event in person and on social media, and evidence of expenditure. | |
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| **4a. Event Title** | |
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| **4b. If the event is not taking place at your property, please provide the main address for where the event will take place:** | |
| Project Address Line 1  Project Address Line 2  Project Address Town  Project Address Postcode: | |
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| **4c. Have you received funding from The Arch Company for an ARCH DAY event in previous years?** | |
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| **If yes, how does this event build upon and learn from previous events?** | |
| Please give a brief explanation on how this event is different to previously funded events and any learnings you have from previous events.  *Advice: This does not have to be long but should show that the event you plan on holding in 2023 is not the same as previous events, or if it is, how you will use your previous experiences to make the event better, have higher output, and expand on the goals of the match fund.* | |
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| **4d. Please provide five activities that you will be undertaking to prepare for ARCH DAY 2023.** | |
| Some things to think about:  • Key activities which form part of your planning or delivery, including activities establishing community involvement as we would like to ensure activities have a community-led focus.  • How you will promote your event, what tools you will use to engage local businesses/communities (e.g., flyers/social media) and ensure it is accessible to all.  • What preparation do you need to do in order to ensure your ARCH DAY event is a success? | |
| *Advice:* | |
| *Please provide brief descriptions of things you will do to prepare for ARCH DAY 2023. You do not have to supply descriptions for each item, but it must be obvious what the each answer entails. i.e.:*  *1. Create event posters*  *2. Order catering from local café*  *3. Engage with local community organiser to plan outreach programme to engage people outside of usual customer base* | |
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| **4e. Please briefly outline your plan for ARCH DAY 2023.** | |
| Tell us what will happen during your event on Saturday, 8 July 2023, including the extra activity(ies) you will be undertaking (this must be additional to your usual work activities) and how it/they will support your business. (400 words) | |
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| **4f. Please estimate how many people will attend your event.** | |
| Please use your understanding of your regular footfall, your target marketing/communication outreach and provide a realistic number. | |
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| **4g. Are you working with anyone else on this event?** | |
| (not including any other mentioned The Arch Company customers listed in Q3b?) (200 words) | |
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| **4h. If yes – please tell us who they are and what they will be doing?** | |
| We encourage you to work with business improvement districts/local authorities and/or other organisations to increase the impact of your event. (300 words)  **4i. Please upload at least two photographs of your 'Arch' or space. Please upload one of the entirety of the exterior of the property and one showing a good example of the interior.**  If your event is taking place in a public space, please upload an image of this space here too. | |
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| **Question 5 - Budget** | |
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| **5a. What is the total budget required for your event?** | |
| What combined running costs of running your ARCH DAY 2023 event? | |
| **How much funding are you requesting from the ARCH DAY 2023 Match Funding Grant Scheme?** | |
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| **How do you intend to spend your grant? (Please refer to the** [**ARCH DAY 2023 Match Funding Grant Scheme Prospectus**](https://www.groundwork.org.uk/wp-content/uploads/2023/02/Arch-Day-2023-Prospectus_FINAL.pdf) **for a guide to which costs are eligible)**   * Your budget must be the costs of additional activities related to ARCH DAY 2023 that you would not normally incur. If you include staff costs within your budget, this staff cost must be in addition to your usual everyday business delivery. * Please note, overhead costs are not eligible. | |
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| **Budget Calculator** | |
| \*Required\* Please click the calculator icon below. | |
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| **If you wish to explain any of your budget items/calculations you may do so here:** | |
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| **5b. Match Funding** | |
| * To be eligible to apply for this grant, at least 50% of total spending needs to be matched. Please provide details of where match funding will come from – this could be from your own resources, sponsorship, local authority grant or other. If sponsorship please provide details of third party sponsors. * Please include the amount, source of funding and what it will be used for. | |
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| **Question 6 – Privacy Information**  **GDPR**  **Who we are:** Groundwork is the data processor and contract holder (ICO registration number Z9988876) for personal data about the ARCH DAY 2023 Match Funding Grant Scheme 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 The Arch Company (the funding body).  We need to keep the details of financial transactions for 7 years, in the event of a tax or banking enquiry. | |
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| **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 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: london@groundwork.org.uk Phone: 0207 922 1230 Post: Groundwork London, 18-21 Morley Street, London, SE1 7QZ | |
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| **Please tick the box to confirm you are happy for Groundwork to contact you with details of future funding opportunities and information on other areas of Groundwork’s charitable work.** | |
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| **Please tick the box to confirm you are happy for The Arch Company to contact you with details of future funding opportunities and information on other areas of The Arch Company’s work.** | |
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| **Question 7 - Declaration** | |
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| **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 event 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. | |
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| **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.** | |
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| **Date** | |