**GLA Democratic Participation Campaign Grants**

**Application Guidance**

*This is not the application form, this is guidance to support your application planning. Please apply on the [Groundwork website.](https://www.groundwork.org.uk/london/gla-democratic-participation-grants/)*

This document sets out the application form questions in **black** and application guidance in blue, if you are applying for a GLA Democratic Participation Grant.

You can find out more information about the application process by clicking [here](https://registertovote.london/home/voter-id-landing-page/gla-voter-id-awareness-campaign-grants/).

Please ensure you read the Guidance Notes in this form found beneath each question in blue before completing answers in the online application form. 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/ community organisations as possible across London, a maximum of one project per applicant organisation may be submitted. Multiple applications will be rejected.

**The deadline for submitting your application form is 12pm on Tuesday 6th August 2024.**

Please provide us with sufficient information 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. You must provide the following documents with your application form:

* Provide your or your sponsor organisation’s governance documents, including a suitable ‘dissolution’ or ‘winding up’ clause
* Provide a copy of your or your sponsor organisation’s most recent accounts which have either been audited or independently examined, as appropriate, depending on the size of your organisation and governance constitution
* If you are partnering with a sponsor organisation, attach a confirmation letter from your sponsor organisation to confirm they can hold and ring-fence the funds on your behalf alongside a reference statement (if applicable)
* Provide a statement of your or your sponsor organisations cash flow for the current year
* Provide your or your sponsor organisation’s budget for the current year
* Provide your or sponsor organisation’s financial regulations/procedures

You will be responsible for all financial and legal aspects of your project. By the time of project delivery, all successful applicants (including non-constituted groups) must have relevant insurance, risk assessments, and up-to-date safeguarding policies. You should tell us how you will meet these requirements in Section 6 if you do not already have these in place. If successful, you will be asked for copies of the relevant documentation at the funding agreement stage.

**Please tick the box to confirm you answer ‘Yes’ to the above three statements.** [Tick box]

If awarded funding, you agree to deliver your project in line with the Greater London Authority’s approach to diversity and its values. To read more about the GLA’s approach to diversity and its values please click [here](https://www.london.gov.uk/take-part/jobs-and-working-city-hall/diversity-and-our-values).

**Please tick the box to confirm you answer yes to the requirement above** [Tick box]

For further help on completing this form, please contact Groundwork on 020 7239 1390 or [DemocracyGrants@groundwork.org.uk](mailto:DemocracyGrants@groundwork.org.uk)

Please make sure you save your application regularly by clicking on 'Save & Finish Later'. This will take you back to the home page 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 the online system. Any work that you have not saved by then will be lost.

You must use Microsoft Edge, Google Chrome or Mozilla Firefox, as other web browsers do not fully support the application portal.

**Section 1 - About Your Organisation**

**1. Organisation name:**

**2. Main contact for application**

This should be the person who is responsible for this application and answering any questions that we may have about your project

* First Name
* Last Name
* Position held in organisation
* Organisation main contact address

This must be your organisation office address. Your organisation must be permanently based in London to be eligible for this grant

* Contact telephone number
* Email

Communication will primarily be through email, please contact Groundwork London if another form of communication is more suitable for your needs

**3. Secondary contact**

* First name
* Last name
* Position held in organisation
* Contact telephone number
* Email

**4. Organisation website address, Facebook, X (formerly known as Twitter), Instagram** (if applicable)

**5.a. Type of organisation**

Please select one of the options below. Please note that you will be asked to provide evidence for the legal status of your organisation

A constituted organisation/group is run by a committee who take full responsibility for the running and liability of the organisation/group and these details are outlined in the governing documents.

A non-constituted/unincorporated/informal group has no legal status and is simply a collection of individuals with shared values/aims. Any contracts would need to be held by a constituted organisation on behalf of the group.

*[Dropdown menu]*

* Registered, exempted, or accepted charity
* Charitable Incorporated Organisation (CIO)
* Community Interest Company limited by guarantee (CIC)
* Company limited by guarantee (that is also not a registered charity)
* Social Enterprise
* Community benefit society (Industrial and Provident society)
* Faith group (where the activity is not promoting religion)
* Community Sports Club (Amateur)
* Constituted but unincorporated club or association
* Constituted Tenants and Residents Associations, and Tenant Management Organisations
* Constituted community group
* Community Infrastructure Organisations or Umbrella organisations
* Informal or non-constituted group
* Mutual Aid Groups

**5.b. If you selected 'Informal or non-constituted group' above, have you partnered with a constituted sponsor organisation to support your application? Please provide their name.** [Yes/No]

A constituted organisation/group is run by a committee who take full responsibility for the running and liability of the organisation/group and these details are outlined in the governing documents.

A non-constituted/unincorporated/informal group has no legal status and is simply a collection of individuals with shared values/aims, any contracts would need to be held by a constituted organisation on behalf of the group.

**Please upload a copy of your or your sponsor organisation’s Governance document here:**

Please upload 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.

**5.c. If you or your sponsor organisation are a company, what is your Company Registration Number? if you or your sponsor organisation are a charity, what is your Charity Registration Number?**

If you do not have a Company/Charity Registration Number and have partnered with a sponsor organisation, please enter their Company/Charity Registration Number.

If you or your sponsor organisation do not have a Company/Charity Registration Number, please write N/A.

**6. Do you or your sponsor organisation have an organisation bank account with at least two signatories who are not related?** [Yes/No]

* Please note that you or your sponsor organisation must have a bank account with at least two signatories that are not related to be eligible for funding through this programme
* If you are successful, you will need to provide a copy of your or your sponsor organisation’s bank statement dated within the last three months, showing the account name and address, account number, sort code, and show bank transactions have taken place.

**Please upload a copy of your or your sponsor organisation’s most recent accounts which have either been audited or independently examined, as appropriate, depending on the size of your organisation and governance constitution.**

**Please upload a statement of you or your sponsor organisation’s cash flow for the current year here.**

**Please upload your or your sponsor organisation’s budget for the current year.**

**Please upload your or sponsor organisation’s financial regulations/procedures.**

**If working with a sponsor organisation, please upload a confirmation letter to confirm they can hold and ringfence the funds on your behalf alongside a reference statement** [if applicable]

**7.** **Is your organisation equity-led?** [Yes/No]

**Please explain your answer:**

Please use this space to explain how your organisations is equity-led; by this we mean at least 50% of your organisation’s management (trustees and senior management) and staff identify with one or more of the following identities and has experience of the civic and democratic barriers you are trying to address

* Young Londoners (16–25 years-olds)
* Black, Asian and Minority Ethnic Londoners
* Migrant Londoners, including EU and Commonwealth Londoners
* Deaf and disabled Londoners
* Older Londoners (over 60 years-old)
* LGBTQIA+ Londoners, with a focus on trans and non-binary Londoners
* Low-income Londoners
* Londoners in precarious housing situations or homeless, and social and private renting Londoners Please specify how many people make up your organisation’s management, and how many of those identify with one or more of the groups listed above.

**8. Please explain your track record of impartiality, especially impartial civic and democratic engagement activity, its scope and impact.** [250 words]

* Impartiality means not supporting any politician or political party and ensuring your leadership team (CEO, management, trustees) do not vocally do so either. If a member of your leadership team is affiliated with a political party (e.g. standing for election, an elected official, former elected official or a vocal party member), please declare this here and explain how this risk is mitigated through your due diligence and governance policies and processes.
* Please include examples of your impartial track record, previous offline and online activity and/or materials, their reach and impact
* If you do not have any experience or very limited track record, please show your understanding of civic and democratic rights, your community's barriers to this participation, and how you plan to address this gap, including any partnership work, in a strictly impartial/non-party political way.

**Section 2 - About Your Project**

**9. Project name:**

**All projects awarded funding as part of phase 3 of this grant programme will commence delivery from 9th September 2024 onwards, and must take part in the GLA London Voter Registration Week, 16 – 22 September 2024. All projects will conclude their project delivery no later than 27th June 2025.**

**10. Please select all of the boroughs in which you expect project activity to take place.**

[Tick boxes for each borough]

* You must explain why you feel that impact will be made in the boroughs selected in your project description in question 14 below. If you are delivering activities with pan-London impact, e.g. online or via community media please select 'Pan-London' in addition to the boroughs where in-person activity will take place.

**11. Please provide a detailed description of your project. [1500 words]** [text box]

* Provide a detailed description of the proposed project, its relevance to the aims of phase 3 of the grant programme, your project’s overall aim(s) and the activities you plan implement.Please state which programme aims your project is responding to (it should meet **at least two of the four aims** outlined in the prospectus).
* Please describe which sites you will use to deliver your project. For example, community centres, places of worship, schools etc. Please ensure that you have permissions to use these sites before project delivery.
* Outline any existing contacts and good relationships with other statutory bodies, non-politically affiliated influencers (bloggers, YouTubers, music or sport celebrities, etc.), statutory bodies, education institutions and other relevant stakeholders such as other civil society organisations led by under-registered and under-represented London communities.
* The GLA - led London Voter Registration Week (LVRW) is planned to be held between 16th September 2024 and 22nd September 2024. In your answer, please describe any online or offline activity you are planning for this 6th London Voter Registration Week.

**The following question only applies to previous grantees of the GLA Voter ID Awareness Campaign Grants Programme. If your organisation has been previously funded in phase 1 and/or phase 2 of this grant programme, please answer this question.**

**If you are a new applicant to this programme, please do not answer this question. Instead, please proceed to question 13.a.**

**12. Please explain how your phase 3 project will build on your experience of delivering previous projects as part of this grant programme.** [500 words] [Optional]

* Please describe any lessons you have learned from delivering previous phases, and how these learnings will inform your phase 3 project, in your answer.

**13.a. Are you going to deliver the project with any partners?** [Yes/No]

**13.b. If yes, please provide details of those partners, their roles, whether they will receive any funding and what agreement you have with those partners for delivery of the project.** [300 words] [Optional]

* You should include information on any organisation you are working with, whether as a formal or informal partnership, as well as any major suppliers or contractors you may be working with.
* Please note we will expect any discussions on partnering to have already started, and where agreements on partnerships have not yet been finalised, there should be a clear timeline for this happening.
* Letters of Support/Memoranda of Understanding, from prospective project partners, are strongly encouraged.

**14. Please set out the resources and experience your organisation/partnership has to deliver your project. You must include staffing, your experience of delivering the services you are planning to deliver in this grant and how staff, volunteers and partners will be trained to deliver this work.** [500 words]

* This should set out staff roles and how they will contribute to the project. You should also clearly set out where you would need to recruit new staff to complete your project.
* Please explain how you plan to develop staff and volunteers’ skills to deliver impartial democratic engagement and outreach.
* How does the team working on this project meet the equity-led requirement? If it does not, please explain how you plan to address this in the design and delivery of the project.
* You should set out previous work and the wider work of your organisation, including previous projects, and why you feel that you are able to carry out the project successfully.
* Where you are delivering the project with other organisations, please describe the experience of the separate organisations, and the experience of the partnership as a whole, that will ensure your project will be a success.
* Please describe how staff and volunteers in partner organisations will be trained to deliver impartial democratic engagement and outreach.

**15. How will you ensure the design and delivery of materials and activity, online and offline, under this grant will remain strictly impartial and non-party political?** [250 words]

**Section 3 - Participants**

**16. Please enter the total number of direct participants you estimate to take part in your project.**

Direct participants are the individuals directly involved and engaged in your project, e.g. attendees at an in-person, online or hybrid workshop, civil society organisations you plan to train, etc. These should not be confused with indirect participants, who are people who are not directly engaged by your project, but may still benefit from it. These may be family or friends of the direct participants, other members of the community, the audience of any online strategic communications products or wider campaigns.

**17.a. Which under-registered and under-represented group/s will your project aim to engage with?**

Select all that apply [tick boxes]

* Young Londoners (16–25 years-olds)
* Black, Asian andMinority Ethnic Londoners
* Migrant Londoners, including EU and Commonwealth Londoners
* Deaf and disabled Londoners
* Older Londoners (over 60 years-old)
* LGBTQIA+ Londoners, with a focus on trans and non-binary Londoners
* Low-income Londoners
* Londoners in precarious housing situations or homeless, and social and private renting Londoners

**17.b. Please describe in detail the cohort(s) of Londoners that will participate in your project and explain why your project has chosen to specifically engage with this cohort.** [300 words]

* Clearly identify who your intended audience(s) is: for example, this could be a certain community, age, gender etc.
* What specific needs have you identified in this intended group? How will your project address these identified needs?
* If your project is working in a particular area/location, or is working with a particular age group or community, please explain why.
* Please set out any evidence you have gathered that supports your choice of direct participants and outline why these groups are best placed to take part in your project. You may also want to include any research and consultation your organisation has personally carried out or any findings from previous projects you have delivered.

**18. Please explain how you will recruit participants for your project.** [350 words]

* How do you plan to reach under-represented groups and individuals?
* Please describe your marketing and promotional activities, and why you feel that your project will be successful with the intended group.
* Please set out the staff working on this and any challenges you foresee with your recruitment, and set out how you plan to address them.
* Think about any barriers this intended audience might normally face in accessing the types of activities included in your project and how your project will remove those barriers.

**19. Please describe your approach to project monitoring and evaluation, and methods you will use to measure the results of your project.** [300 words]

* Please refer to the evaluation framework on the grants page on our website and the take note of the programme's overarching aims and outcomes, focusing on the aims that your project is responding to.
* Please note that awarded grantees will be provided with monitoring and evaluation tools and resources to use as part of their project delivery. Grantees will, to an extent, be able to adapt these resources to suit their project delivery.
* Please outline the data collection methods and tools you usually use project delivery. These may include direct measurement, interviews, focus group discussions, pre/post questionnaires, etc.
* How frequently do you plan to collect data from engaged project participants? How many participants do you plan to collect data from?

**Section 4 - Project Plan and Risk Register**

**20. Please provide a project plan with at least 10 different activities.**

* We would encourage all grantees to use the project plan template document, present on the Groundwork website, when answering this question.
* Provide the activity name, a description of the activity and the date that it will occur/start.
* Make sure you include key dates and milestones for planning, designing, delivering and evaluating activity and impact.
* Include the creation of any information resources and factor in time for these to be approved by the GLA.
* If you are holding community events, mention where they will take place, marketing and promotion activity, and how your partners are involved.
* Please ensure your description provides enough information in order that the task or activity can be properly understood by the persons reading your application.
* London Voter Registration Week (LVRW) will take place between 16th September 2024 and 22nd September 2024. Please include activities you plan to run during that week.

**Please upload your completed project plan here.**

**21. Please set out 3 main risks to your project and the mitigation.**

* Please set out each risk clearly, and the mitigation you will carry out to minimise its likelihood of occurring/affecting your project.
* You must rate the likelihood of the risk occurring and the severity of the risk if it did occur out of three (1-3), 1 being unlikely/not very severe, and 3 being very likely/severe.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Risk** | **Mitigation** | **Likelihood** | **Severity** |
| 1 | e.g. Inability to recruit participants | e.g. We have already engaged with the intended group, and consulted on what activities would be likely to encourage attendance. We currently have a prospective mailing list of 100 participants, and continue to have discussions with other local community organisations to reach additional individuals. | 1 | 3 |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

**Section 6 - Finance**

**22. How much money are you applying for?**

* Please note that this must be between £10,000 and £25,000.
* Grants of £15,000 and above are available to organisations working across multiple boroughs or in partnership with other organisations to ensure a broader geographical reach.
* You do not need to write the £ symbol.

**23. How will you spend your grant?**

* We would encourage all grantees to use the project budget template document, present on the Groundwork website, when answering this question.
* Please complete a budget of up to 20 lines. Please ensure that you provide a detailed description of the budget item, including where appropriate how that line item is calculated (i.e. staff costs, venue hire etc.).
* Items should be costed accurately and realistically, and not estimated or assumed. Research item costs before submitting your budget, e.g. venue hire, staff costs.
* Project management costs, including transport and overheads must be proportional to the work being carried out and cannot exceed 30% of total grant amount. You must show clear calculation of these costs in your budget
* Ensure you include accessibility requirements for participants, such as BSL interpreters or travel costs etc.
* Please note if elements of your budget are not clear, you may be asked for more information.

**Please upload your completed project budget here.**

**24. Onward Grant Funding – Please describe any onward grant funding that you plan to make that will contribute to your project.** [200 words] [Optional]

* Please state which partner organisation(s) you plan to allocate grant funds, and the total amount allocated to each organisation.
* We may ask for proof of partner onward funding agreements if an in principle offer is made.

**25. Match Funding & In Kind Support - Please describe any match funding/in-kind support that will contribute to your project.** [200 words] [Optional]

* Please set out the source of the match funding/in-kind support, whether it is unsecured (e.g. applied for) or secured etc. Please include what it is for and who it is from.
* Please ensure that you set out any contribution to the project. This can involve your organisations own reserves or donations which are not restricted.
* We may ask for proof of match funding if an in-principle offer is made.
* In-kind support includes any offer of non-funding support from a third party and could include free goods or services provision, discounts on good or services or volunteer activity..
* Please provide a value in pounds sterling for all in-kind support, and explain how you have calculated that value. Where giving a value to volunteer time, please use the **London Living Wage** to calculate this, unless another higher rate is more suitable.

**Section 7 – Additional Information**

**26. Please set out all permissions you require to deliver your project, whether these are secured, in principle and who those permissions will be from.** [200 words]

* Please ensure that you have at least discussed with the organisation giving permission prior to submitting your application. Where permissions are still being discussed or are in principle, please set out the conditions or timeline for these to be confirmed.

**27. Please set out all policies you require for your project, including public liability insurance, employer’s liability insurance, safeguarding etc. and whether these are agreed or in progress.** [200 words]

* You need to set out all policies that are necessary to the successful and safe running of your project.
* Successful applications will be asked to provide evidence.

**28. Supporting Documentation**

If you would like to provide any other documents or multimedia links to support your application, please provide a short explanation of what they are here and upload them below.

Please note: only pdf, jpg, word documents and excel spreadsheets can be uploaded. The total size of all files uploaded cannot exceed 25MB.

You can also use this space to insert links to multimedia sources. These multimedia links can cover any element of your application. Please note: These should be accessible without a subscription or login and must not be longer than 5 minutes.

**Section 8 - Privacy Information**

***Who we are:***

*Groundwork is the data processor and contract holder (ICO registration number Z9988876) for personal data about the GLA Democratic Participation Grants 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 BlackbaudGrantmaking grant management system to store your personal data in order for us to administer your grant. Blackbaud Grantmaking 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 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.*

*We will be publishing the details of organisations that have been successful in applying.*

**Please tick the box to confirm that you have understood the Privacy Information above, know your rights and how your data will be used.** [Tick to confirm]

***Freedom of Information:***

*As the Greater London Authority is a Public Body we have to comply with The Freedom of Information Act 2000. The Act gives members of the public the right to request any information that we hold. This includes information received from organisations such as:*

*- Grant applicants*

*- Grant holders*

*- Contractors*

*- People making a complaint*

*Some information is exempt from The Act, such as personal details. If information is requested under the Freedom of Information Act, we will contact you prior to releasing it. If you think that information you are providing may be exempt from release, you should let us know when you apply.*

**Please tick the box to confirm that you understand the above regarding Freedom of Information.** [Tick to confirm]

***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.*

***Monitoring:***

*If you are successful in being awarded a grant, you will need to complete some monitoring and evaluation to allow assessment of the success of your project and of the wider programme. No personal details will be requested through this process. You will be provided with monitoring documentation on award of the funding.*

***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*

**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.** [Tick to confirm]

**Section 9 - Declaration**

*What Happens Next*

*Once we receive your application form, we will complete checks to determine if you are eligible to apply for funding for your project.*

*Failure to complete this form fully will delay any consideration of your project and could result in being unable to moderate your application.*

*Once you are satisfied that you have completed the form correctly, please sign by ticking the box and completing the name and position information below.*

*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.** [Tick to confirm]

**Print name**

**Position in organisation**

**Date**

Once you have completed your application form please click the “REVIEW” button below, where you will be able to review your application in full.

Once you are satisfied that it is complete, click “SUBMIT” at the bottom of the next page to submit your application.