



KEOLISAMEY DOCKLANDS COMMUNITY GRANT FUNDING PROSPECTUS

Please read carefully before completing the application form.

What is the KeolisAmey Docklands Community Grant Funding?

KeolisAmey Docklands Community Grant Funding (“KeolisAmey Docklands Grants”) wants to support local community organisations to improve the lives of people living or working near the DLR network, by creating a community grant funding programme. This coincides with the 10th year of KeolisAmey Docklands operating the DLR in East and South East London.

It will do this providing £10,000 of funding for ten months in 2024, awarded each month from February through to November. This funding will support projects that are within two miles of a Docklands Light Railway station in East and South East London.

KeolisAmey Docklands Grants focuses on enabling communities around the DLR network to thrive. It recognises that communities are well placed to identify local needs and bespoke, localised solutions to barriers affecting usage of the DLR and transport network. It understands that whilst communities, and groups serving those communities, hold relationships to successfully deliver relevant and targeted projects to make a lasting difference, funding opportunities can be limited. It wants to support projects that will have a legacy of lasting impact on a local level.

The activities funded by KeolisAmey Docklands Grants will support projects that provide assistance to communities under nine categories of assistance. Below is a table setting out the category of assistance, what support means here, and examples of what support solutions look like in practice:

Category of Assistance	Type of Assistance	Support Solutions
Accessibility	<ul style="list-style-type: none"> • Support for customers that might require some additional support to travel independently across the DLR network. • This could be due to a permanent or temporary disability or health challenge (mental or physical.) • Support to improve the accessibility and safety of the DLR network. 	<ul style="list-style-type: none"> • Monthly ‘ask us anything’ accessibility virtual drop in • 1-2-1 Pre-planned assisted journey with a CA • Group familiarisation trips (e.g. Mobility scooter users) • NEW Lift dimension guide • CAs to hold accessible toilet keys during visits • ‘Toilet knowledge’ links and content
Families	<ul style="list-style-type: none"> • Support for customers using the DLR with prams, pushchairs and/or children. • Support for the early stages of parenthood. • Promoting sustainable travel choices for families across public transport. 	<ul style="list-style-type: none"> • Pre-booked CA visits to places of interest for families • NEW Lift dimension guide (buggy/pram advice) • Quarterly community family and carers outings at local places of interests.

Schools	<ul style="list-style-type: none"> • Support for school groups and educational settings to promote respectful and safe travel behaviours. • Support for those using the DLR to get to school, especially during important transitions (e.g., primary to secondary) • Support for the environmental literacy agenda 	<ul style="list-style-type: none"> • Accompanied school trips • Monthly virtual meeting with parents, carers and young people • In-person events with local authorities on 'Respectful, independent and safe travel' • 'Back to school' September support
Confidence	<ul style="list-style-type: none"> • Support for customers who are nervous about public transport or customers who need to rebuild their confidence travelling. • Support for the isolated, 'unfamiliar' or first-time users (such as tourist and new residents) along the DLR network. 	<ul style="list-style-type: none"> • 1-2-1 and group support • 1-2-1 action planning for independent travel rehabilitation • Quarterly community outings at local places of interests • Welcome pack for new residents (how to use DLR/what's on DLR/Thrive/TfL Go postcard/TfL Map/merchandise – 'check list' / voucher kit')
Community and Environment	<ul style="list-style-type: none"> • Support for communities, charities, local business authorities that support and serve residents near to the DLR, and support to make public community spaces greener, safer and more sustainable. 	<ul style="list-style-type: none"> • Training sessions for community leaders • Host community leadership networking and collaboration events • Planting or greening sessions at community assets. • Information sessions on sustainability • Workshops to enable residents/communities to green their own private spaces.
Employment	<ul style="list-style-type: none"> • Support for unemployed individuals to travel to job interviews and with travel provision for the start of employment. 	<ul style="list-style-type: none"> • Travel to interview planning (with job seeker and agencies) • Free DLR travel to interview for unemployed' (eligibility criteria checked) • Free 1st month DLR travel for 'return to work' (eligibility criteria checked)
Technology	<ul style="list-style-type: none"> • Support for customers that are digitally excluded and who are not yet confident using technology to support their pre, during and post travel habits. 	<ul style="list-style-type: none"> • Train the trainer-TfL Go with community leaders • 121 tech skills sessions • 'Digitally excluded' leaflet package - new distribution plans
Finance	<ul style="list-style-type: none"> • Support for customers to make financially savvy choices across topics such as 'best value fares. • Supporting and promoting access to free activities across the DLR network 	<ul style="list-style-type: none"> • 'Cost-effective travel' clinics • Validator FAQs

For more information on the Categories of assistance please see the following [video](#)

Who funds the KeolisAmey Docklands Grants?

KeolisAmey Docklands, operators of the DLR, are providing funding for the programme. The KeolisAmey Docklands Grants coincide with the ten year anniversary of the company's franchise for operating the Docklands Light Railway, and recognises KeolisAmey Docklands' commitment to supporting and providing funding opportunities for communities to improve the lives of people living or working near the DLR network.

Who do the KeolisAmey Docklands Grants support?

The fund aims to reach groups that wish to run projects within two miles of a Docklands Light Railway station. Please use our mapping tool [here](#) to see whether your project falls within this two mile eligibility area.

The following types of groups/organisations are eligible to apply:

- Educational Establishments i.e. schools, playgroups/nurseries/pre-schools
- Parent Teacher Associations
- Religious Organisation
- Registered Charity
- Individuals/Informal/unconstituted groups (though they will need to partner with a constituted group to deliver their project)
- Company Limited by Guarantee
- Not for Profit Community Interest Company (CIC)
- Social Enterprise
- Constituted Community Organisation
- Friends of Group
- Tenants and Residents Association

You will also need to have a bank account with at least two signatories. You may need to partner with an organisation who can hold the grant money for you, if you are successful, as grant money cannot be paid into a personal bank account. This partner organisation could also assist you with delivery and planning, if you would like, but this depends on the arrangement you agree with them. If you are working with a partner organisation in this way we will need to see confirmation of this from the partner organisation at the application stage.

Individuals/Informal/unconstituted groups are not able to apply. However, if you fit into one of these categories and have a great project idea we would encourage you to partner with an eligible organisation to help deliver your project.

We welcome applications from schools. However, the project must be driven by consultation with the school community, i.e. schoolchildren, parents, carers, school staff. This could be through questionnaires, speaking to parents/carers at the school gates, holding information sessions to discuss your ideas and get their opinion, and assemblies. We will want to see evidence that consultation has been carried out and we will prioritise projects where this consultation has taken place.

If you are interested in applying but unsure if your group/organisation is eligible, please contact Groundwork London via email KeolisAmeyDocklandsGrants@groundwork.org.uk phone 020 7239 1390.

What funding is available?

KeolisAmey Docklands Grants offers two tiers of funding:

- Standard Grants: £1,000 to £2,000
- Flagship Grants: £2,001 to £10,000

Any group/organisation can apply to either tier. We will award a maximum of one flagship grant per month.

You can submit as many applications as you like each round, however, organisations are limited to holding one grant from the programme at any one time, to enable us to support as many organisations as possible. Therefore we would advise focusing on one application. If you have previously been awarded a grant through the programme, and have completed that project (including all monitoring and reporting requirements) you may apply again for a different project.

You will be paid 80% at the beginning of your project and 20% upon successful completion of your project and submission of monitoring information. If this is a barrier to you applying to KeolisAmey Docklands Grants then please do contact us, as we want to support a range of projects and organisations.

Given the wide range of assistance the programme aims to provide, a large range of expenditure is eligible. However, please note the following rules:

- An application which simply asks for funding to buy resources, but does not have any other community project activity, will not be eligible.
- Any expenditure for project activities for which you do not have the relevant permissions either confirmed or in principle (to be confirmed in good time to meet project timelines) will not be eligible.
- All expenditure must be clearly linked to the project and the activities as described within your application.
- Be as accurate as you can be in your application. This allows us to better assess the strength of your application. We do not expect to see items for round thousands of pounds in general!

Type	Description	%
Core Costs Contribution	This includes where you are applying for a contribution to the costs of your organisation, such as rent, director staff salaries, bills etc. Please note that you must calculate any request for core costs must be proportionate to the overall work of your organisation as a whole.	5% maximum
Ancillary	These are costs which are not essential to the project being completed, but which can help to make it more successful. These include: <ul style="list-style-type: none"> • Celebration event • Volunteer travel and refreshments • Promotion and marketing 	10% maximum

Please note that in addition to the above, we will want to see that items in the budget offer good value for money. This does not mean you need to choose the cheapest option, but you should be able to show that your budget offers both quality alongside a reasonable price.

If you have any queries regarding the above then please contact Groundwork London via email KeolisAmeyDocklandsGrants@groundwork.org.uk or phone 020 7239 1390, and a member of the KeolisAmey Docklands Grants team will be happy to talk through your project and budget with you.

When are the deadlines?

As set out above KeolisAmey Docklands Grants will award up to £10,000 each month for ten months, from February to November 2024. Applications open on 8th January 2024 and will remain open until 4th November 2024. Below is a table of the assessment deadlines for each month, and the corresponding earliest project start dates and latest project finish dates.

Assessment deadline (9am)	Earliest Project Start	Latest Project Finish
5th February 2024	1st March 2024	1st September 2024
4th March 2024	1st April 2024	1st October 2024
2nd April 2024	1st May 2024	1st November 2024
7th May 2024	1st June 2024	1st December 2024
3rd June 2024	1st July 2024	1st January 2025
1st July 2024	1st August 2024	1st February 2025
5th August 2024	1st September 2024	28th February 2025
2nd September 2024	1st October 2024	28th February 2025
7th October 2024	1st November 2024	28th February 2025
4th November 2024	1st December 2024	28th February 2025

How can KeolisAmey Docklands Grants help you with your project and application?

KeolisAmey Docklands Community Grant Funding can help get your project off the ground, whether or not you have really clear plans for your project, or are looking for some ideas and inspiration. We will be on hand to help provide advice, guidance and expertise as required. We support applicants in the following ways

- We will be running sessions on how to develop your project and apply each month. These dates, and registration links, will be [here](#) on our webpages as they are confirmed.
- We actively encourage you to call or email the KeolisAmey Docklands Grants team (KeolisAmeyDocklandsGrants@groundwork.org.uk; 020 7239 1390) to ask any queries about your proposed projects and ideas, to ensure you stand the best chance of being successful in your application.

We want you to have the best possible chance of securing funding for your project that supports the nine key categories of assistance set out above. So here are some key tips for applying for a KeolisAmey Docklands Grant:

- Read all the information on the website, the prospectus and application guidance carefully before you start your application! This has all been produced to provide detailed information about the KeolisAmey Docklands Grants, and to enable successful applications.
- Ensure you understand the categories of assistance that we are looking for projects to address, and which your project idea is most closely linked to.
- Talk to your community. An application that shows that you have talked to those you are aiming to support, and that you have built an understanding of local needs, will be a strong application.
- Research what resources your project needs. Talk to other organisations that may be able to help you. Look at costings of items on the internet. Be as accurate as you can be!
- Make sure you are answering what each question asks. We have designed the application form so you have adequate space across the questions to provide the information we need.
- And finally, if you have any questions at all, contact us. We are here to provide support and enable projects to be successful.

Are you eligible to apply for KeolisAmey Docklands Community Grant Funding?

Please review the checklist below before you apply to ensure you are eligible for the fund. We will ask you to complete a short eligibility checker prior to accessing the application form portal:

- ✓ **For applications funded in February 2024 to July 2024, your project must start no earlier than the first day of the month after the assessment deadline you applied for, and finish within six months of that date.**
- ✓ **For applications funded from August 2024 to November 2024 your project must start no earlier than the first day of the month after the assessment deadline you applied for, and finish no later than 28th February 2025.**
- ✓ **Please see the table on Assessment deadlines, project starts and project finish dates above.**
- ✓ The project will support the community as described in at least one of the categories of assistance set out above.
- ✓ You have confirmed or in principle permission for all your project activities, and any in principle permission must be adequately progressed that it will be confirmed in time to meet project delivery timelines.
- ✓ You will support the aims and objectives of the KeolisAmey Docklands Grants through social media and publicity, including by displaying a plaque or other media to recognise KeolisAmey Docklands support for your project.
- ✓ You will complete and adhere to reporting requirements so we can update the funders on your project progress and hear exciting stories from your project delivery
- ✓ If an Individuals/Informal/unconstituted group, you have partnered with a constituted group who will be the applicant for the purpose of the grant programme.
- ✓ You have a UK bank account with at least two signatories. If not, you are either able to apply for one before the grant money can be paid to you, if successful, or you have partnered with an organisation that can hold the grant money for you
- ✓ You are happy for Groundworks and KAD to report/share progress and impact across communication channels

- ✓ You are happy for KeolisAmey Docklands and Groundwork London to visit your project during or after delivery.

It is really important that all deadlines are met. This includes monitoring and evaluation and project completion. Please ensure you bear this in mind when designing your project and completing your project plan.

How do you apply?

Standard Grants

Please apply via the application portal on the Groundwork London website, [here](#). You will be asked to complete a short eligibility questionnaire before being taken to the application portal, to ensure you and your project are eligible for the KeolisAmey Docklands Grants.

We are not able to process applications in MS Word documents via email or other formats. If you need help or support accessing the application portal or completing the application form, please get in touch with Groundwork London via email KeolisAmeyDocklandsGrants@groundwork.org.uk or phone 020 7239 1390, and a member of the KeolisAmey Docklands Grants team will be happy to help you.

We strongly suggest, before starting the application process, you review the Application Questions and Guidance alongside this prospectus and all information on the groundwork London webpages about the programme, as this will show you the application questions, give tips on how to complete specific questions, and let you think about potential answers to your questions. We also advise reading the Application Portal User Guide, which explains how to access and use the application portal. You can find these documents on the Groundwork London website, [here](#).

What happens after submitting an application?

When you submit your application through our portal you will receive an automated message containing a copy of your application form and confirming its submission. It will then go to the KeolisAmey Docklands Grants panel. Groundwork London may contact you via email or phone for further information about you or your project before a final decision is made. All applicants will be notified of the outcome of their application as soon as possible and feedback will be provided. Where possible we will let applicants know the outcome of their applications two weeks after their application, though this may take longer at busier periods/where there are queries relating to an application.

If successful, you will be offered an in-principle grant and asked to sign a grant acceptance form, which will include the terms and conditions of the grant and confirm your obligations as part of the funding. You will need to accept these in order to confirm your grant and receive payment. We will also ask for your bank details at this time, or the bank details for your partner organisation. We may also ask your further questions in order to satisfy Due Diligence prior to awarding being made.

You will need to complete an end of project report once your project is finished, which will include financial expenditure evidence. This needs to be completed and submitted before your Project Finish date, or final payment may be withheld.

Please note that it is really important that you meet these dates to ensure we can provide the right support to projects in future rounds. You should bear these in mind when designing your project.

If you are unsuccessful we will provide feedback to assist with future grant applications and signpost

you to other potential avenues of support for your project. If you are unsuccessful in one round you can apply to future rounds, though we encourage you to take on board any feedback that is provided.

FAQs

Can two or more organisations apply together?

Yes, as partners, though one organisation must act as the lead organisation and will be responsible for money, communications and completing any monitoring requirements. When making your application you may wish to see whether there are nearby organisations that you can partner with and share costs on, such as tools, storage etc.

What do I do if I run into problems delivering my project or something is more expensive than anticipated?

If you are successful, Groundwork London are here to support you. Please contact the KeolisAmey Docklands Grants team (KeolisAmeyDocklandsGrants@groundwork.org.uk; 020 7239 1390) if you have any questions throughout your project delivery, if your plans change unexpectedly, if you need to change your budget or anything else relating to your grant. We want you to see us as a positive and constructive partner in delivering your grant.

Can large organisations or charities apply?

Yes, but all projects should be driven by the needs and wants of the community. Community consultation should have taken place and they should be heavily involved in the development of the project. Bear in mind that the KeolisAmey Docklands Grants aims to ensure funding is available for groups who may not have accessed grant funding previously as well as those with a track record of project delivery.

We operate in a borough that the DLR network serves, but are more than 3miles from our nearest DLR station – can we apply?

Unfortunately not. However, if you feel you serve communities within two miles, you may wish to think about a hub from which you could deliver a project that is within the two miles requirement, or an organisation that you could partner with to support communities within two miles of DLR station.

What if my project supports people to use public transport in general, not just the DLR?

We are looking for project that link with the categories of assistance and how they will benefit communities through reducing barriers to the DLR network. However, if you can show that your project will reduce those barriers for usage of the DLR, alongside other transport means, then we would like to hear your ideas.

Do I need match funding?

No, you do not need match funding or in kind support, though you might want to think about how local businesses could support your project ideas. However, we do prefer to support projects which will not happen without KeolisAmey Docklands Grants support. Therefore, we may prioritise projects which do not have large amounts of match funding.

Will extensions be allowed in any circumstance?

We will only be able to offer extensions where there have been events which are not foreseeable or beyond the applicants control. Please ensure you bear in mind the project delivery period when designing your project and ensure your activities are suitable.

Contact details

If you have any queries about your proposed project, please talk to a member of the KeolisAmey Docklands Grants team on 0207 239 1390 or KeolisAmeyDocklandsGrants@groundwork.org.uk. As mentioned above, we are happy to help talk through any project ideas or eligibility queries you might have.