

Thamesmead 50th Fund – Application Guidance Notes



1. Welcome

Many thanks for your interest in applying to the Thamesmead 50th Fund.

To celebrate Thamesmead's fiftieth anniversary, throughout 2018, Peabody is awarding grants of between £200 and £2,000 to support individuals or community groups to deliver activities in Thamesmead that connect the community and support and grow local business.

If you have an inspiring idea for a project, please read this document carefully before applying. It will tell you if you are eligible to apply, and describes the core aims of the Thamesmead 50th Fund which all applications will need to meet.

The Thamesmead 50th Fund is made possible by the location filming which happens in Thamesmead. Over the years Thamesmead has increasingly become a popular destination for filming activity with filmmakers using the iconic buildings and beautiful landscapes to film dramas, music videos and commercials. We understand that filming can sometimes be disruptive for local people, so since September 2017, all the filming fees paid by the production companies will be ring-fenced for the Thamesmead 50th fund to ensure that filming activity is directly benefitting the local community.

We are committed to supporting local entrepreneurs and each year we make funding available to help local businesses and entrepreneurs get their ideas off the ground or take their business to the next level. Last year we supported a number of local businesses and this year we want to see even more local people supported. This funding will now also be part of the Thamesmead 50th fund, making it available all year round!

2. Key Information and Dates

Thamesmead 50th Fund will provide grants for Thamesmead residents aged 16+ who have an existing or new project or business.

Applications must be for projects/ activities that demonstrate benefits for the wider Thamesmead community and meet one or more of the following criteria:

1. Increases levels of arts and cultural activity
2. Supports educational outcomes for a group or an individual
3. Supports innovation and new or developing local enterprises
4. Brings the community together
5. Seeks to improve local health and wellbeing
6. Encourages community use of local outdoor spaces
7. Supports activities to strengthen children and family relationships
8. Help people develop new skills
9. Helps young people develop new skills
10. Provides local services or activities for older people

Applications can be submitted at any time by email to:

Thamesmead50thFund@peabody.org.uk. All applicants will be notified if they have been successful within 6 weeks of making an application. If an application for a grant is for funding of £500 or below a decision will be provided within 3 weeks.

Brief feedback will follow for any applications that are not successful.

3. Why should you apply for funding from Thamesmead 50th Fund?

We'll provide advice and encouragement throughout the process, from application to delivery.

We'll also provide advice to help you or your group promote your project/ activity locally, and help your group share its stories across Thamesmead.

4. Good to know

ALL activities MUST demonstrate that project/ activity beneficiaries will be Thamesmead residents.

Thamesmead 50th fund is seeking applications that stand out.

Priority will be given to projects and activities led by Thamesmead residents. If the project is not resident led, applicants will need to demonstrate strong connections with Thamesmead, strong partnership working with the local community, and a commitment to Thamesmead after the proposed project is complete, as well as a clear understanding of community needs.

We will be scoring applications based on the originality of the idea and the creative use of funding to connect the Thamesmead community. Projects that benefit other people in the community will score highly.

5. Groups and Individuals eligible to apply

- Individual applicant (must provide evidence of residence within Thamesmead, photo ID and bank statement of where to pay the funds)
- Voluntary, youth or community group, which is constituted, not for profit or charitable
- Social Enterprises
- Micro businesses (1-2 people max)
- All applicants must be able to deliver and be financially responsible for a community project with the name of the group or individual applicant (for example personal ID, proof of residence or bank account. Please note, evidence will need to be seen however copies will not be retained).

Please note: You can only receive 1 grant from the 50th Fund within any 12-month period. Only 1 grant will be made per individual, organisation or business, and therefore we will not accept applications from different individuals on behalf of the same organisation or

business.

If your application is unsuccessful, you will be eligible to re-apply.

6. Groups NOT eligible to apply

The following groups or individuals are not able to apply but can support an application from someone who is eligible:

- Local Authorities
- Large businesses with an annual turnover over £100,000
- Primary or secondary schools
- Any party-political activity
- Activities promoting religious beliefs
- Activities where people are excluded on the basis of religion, sexual orientation, gender (unless the issue dealt with is gender specific), ethnicity

7. How to apply for Funding

- a) Download the application form from <https://www.thamesmeadnow.org.uk/50thfund> and make sure you have read all of these guidance notes.
- b) Plan your project. Be as creative as possible, talk to other groups and individuals who may be interested in getting involved or who can bring something exciting to your project idea.
- c) Formulate your project/business idea and draft answers to the application form questions.
- d) Prepare all the supporting documents required for your application.
- e) Ask someone unfamiliar with your project/business idea to read your completed application. Is it well written and easy to understand? Does it meet the funding criteria?
- f) Please note if your project/business activity involves working with young people under 16 or vulnerable adults you will be required to confirm you have relevant safeguarding policies (e.g. child protection policies) in place and confirm you will also ensure that you have the relevant staff/ mentors DBS checks in place.
- g) If your application is successful and before delivery takes place you will need to ensure you have public liability insurance in place. If you do not have this insurance, we may be able to add the cost of cover to the grant awarded and we will contact you to discuss this with you further.
- h) You will also need to provide a copy of all the relevant risk assessments for activities taking place.
- i) Make sure you complete every section of the application form and email it to Thamesmead50thfund@peabody.org.uk. Make sure you also attach all the supporting documents.
- j) If you have any questions, or would like to discuss your application further before submitting, please email Thamesmead50thFund@peabody.org.uk. Please make it clear in the subject of the email that you would like help with your application and we will aim to get back to you within 3 working days to discuss your application.

Funding Decision Process

Once you have submitted your application, Thamesmead 50th Fund will assess your application for eligibility and how well it meets the criteria.

If your application is for funding of £500 or below you will receive a decision within 3 weeks.

If your application is for more than £500 your application will be discussed by an independent panel of Thamesmead experts and local-residents who meet every other month and will decide which projects will be funded.

If you are successful, we will get in touch with you using the email address you have provided. We will then send you an offer letter which confirms how much funding you will receive, the terms of the grant, the payment process and steps for project delivery during 2018.

Monitoring and Evaluation

Groups and individuals who receive a grant will be required to complete a short form within 2 weeks of the end of the project or activity outlining how the grant was spent and highlighting the benefits for Thamesmead residents. Individuals will also be asked to provide receipts for all expenditure. If you have applied as a local entrepreneur or business we will want to understand what difference the funding has made to progressing your business idea or business delivery. This will help us to assess the impact of the grant programme. It also helps us understand community needs as well as helping you or your group to learn from the project which may help you shape future plans.

Need Help?

Please do not hesitate to contact the Thamesmead team if you would like to discuss your application, if you need help completing the form or providing supporting documents.

Email: Thamesmead50thFund@peabody.org.uk

Telephone no: 020 3828 4308

Application Form – Completion Guidance Notes

Your Details

Applicant Name:	<i>Details of group or individual</i>
Organisation Name:	
Organisation/ application type.	<i>Please state whether you are you an individual / Charity/ Community Interest Company/ Non-profit Organisation/ other type of organisation.</i>
Are you a Thamesmead resident?	Yes/ No <i>If you are applying as an individual (not part of an organisation) you must be a Thamesmead resident to apply for this fund.</i>
Please provide a Charity or Company number if you have one:	
Organisation/ Individual Address:	
Post code:	
Email address:	
Telephone:	

Your Project/Business Idea and audience

What is your project/business called?	<i>Choose a project name that will get the attention of the people that you want to get involved.</i> <i>Does your business name tell people what you do?</i> <i>Choose a short name too, that sounds fun and interesting and descriptive.</i>
Please tell us about your community project or business idea (about 300 words)	<i>Write a summary of your idea and why/how your project will make a difference.</i> <i>We are particularly interested in the reasons behind the project and what you hope to achieve. Show any evidence that your project is needed if you have it.</i>
How long will this project run for and when is your project/ activity due to start and finish? (for business insert N/A)	<i>Length of project: e.g. 6 months</i> <i>Start date: day/month /year</i> <i>End date: day /month /year</i>
How many people will benefit from this activity?	<i>No. of adults:</i> <i>No. of children (under 18?):</i>
How will you reach local people with your project?	<i>Identify who will take part in your project. How will you encourage harder to reach people to get involved?</i>

	<p><i>Show us how your project or business will reach its target audience.</i></p> <p><i>What type of engagement activities will your project involve and will any partner organisations be involved? If so, who?</i></p> <p><i>Include any evidence of support for your project if possible. For example, responses to a local survey, letters of support or offers of help from local people, groups or partners.</i></p>
If you are a business how will you reach your target audience?	<i>How do you know there is a demand for your business include evidence where possible</i>
How will this project/ activity benefit Thamesmead residents?	<i>What positive change do you expect this project to make? Will it benefit local residents by bringing them together, or providing them with something new?</i>

Your Success

Explain how you will know if your project/ business is successful?	<p><i>What kind of success will you aim to have – will there be learning, social benefits for your project?</i></p> <p><i>How will you record any positive changes to perceptions, opinions and behaviour?</i></p> <p><i>Will you continue your project after the period of funding and if so, how?</i></p> <p><i>If you are a business explain what you will achieve by accessing this fund and how you will know you have achieved that.</i></p>
---	--

Your Location

Tell us where your project will take place. If you are a business where will you operate from?	
Why have you chosen this location?	
Do you have written permission for you to use this location and has any other permissions for the duration of this project?	<i>You will need permission from the person who owns the delivery location before submitting your application. This may be your organisation or a local group.</i>

Your Project Stories

<p>How will you share your project stories or business outcomes?</p>	<p><i>Please include any milestones and wider channels that you will use to promote your project. e.g. social media, celebration event.</i></p>
---	---

Your Budget and Timeline

<p>How much will your project/ activity cost in total?</p>	<p><i>Please give total cost of your project/ activity</i></p>
<p>How much are you applying for from the Thamesmead 50th Fund?</p>	<p><i>You can apply for up to 100% of your total project/ activity costs. The maximum grant is £2,000.</i></p>
<p>Please list all expenditure for this project activity</p>	<p><i>Please include details of all projected expenditure under the headings shown as necessary:</i></p> <ul style="list-style-type: none"> • Salary costs • Sessional staff (freelancers) • Trips (entrance fees etc) • Workshop costs (bringing in other organisations) • Volunteer Expenses (travel, food) • Travel (Public Transport, minibus hire, petrol) • Refreshments • Accreditations • Venue Costs (rental) • Admin Costs • Equipment <p><i>Where relevant please note which supplier(s) you intend to use, we look favourably on applications that support Thamesmead businesses.</i></p>
<p>Please provide details of any other income you have for this project/business activity</p> <p>For business please explain if/how this funding will take you closer to trading</p>	<p><i>Will you sell tickets to make money? Do you have any sponsorship? Will you contribute any of your own money or organisation's money to this project?</i></p>
<p>Please provide a brief timeline for your activity/ business idea</p>	<ul style="list-style-type: none"> • <i>When will you start planning?</i> • <i>When will you start publicly promoting your activity?</i> • <i>Start and end date(s) of the activity or project</i> • <i>Any other key milestones</i> • <i>When will you submit the outcome of your project to us (a short form and a few photographs are required from every successful application)</i>
<p>Payment schedule</p>	<p><i>If the application is for above £500 we will split the grant payment into two. 80% of the grant will be</i></p>

	<p><i>paid in advance of delivery and 20% at the end of delivery.</i></p> <p><i>Please note that individuals applying for funds will be required to supply receipts for all expenditure.</i></p>
--	--

Additional Information

Do you have Public Liability Insurance	<p>Yes/ No</p> <p><i>If yes, please attach a copy</i></p> <p><i>If no, please see application guidance notes section 7g.</i></p>
Do you have Safeguarding Policies and Procedures (i.e. child protection policies) if your activity will involve young people under 16 or vulnerable adults?	<p>Yes/ No</p> <p><i>If no, please see application guidance notes section 7f.</i></p>
Do staff who will lead on delivery have valid, up-to-date DBS checks in place if working with young people under 16 or vulnerable adults?	<p>Yes/ No</p> <p><i>If no and your application is successful, you will need to ensure all staff have valid, up-to-date DBS checks before starting to deliver your project please see guidance notes section 7f for more information.</i></p>
Has a risk assessment been completed for this activity?	<p>Yes/ No</p> <p><i>If yes, please attach a copy</i></p> <p><i>If no, please note, if your application is successful you will be required to complete a risk assessment.</i></p>
Are you a current or past Peabody employee or volunteer, or are you related to any Peabody employees?	<p>Yes/No</p> <p><i>If yes, please give further details.</i></p>

Signature

Name	
Date	

Thank you for completing your application. Before submitting the application please ensure you have completed all the sections. When you are happy all sections are complete please send the application form and any supporting documents required documents to:

Thamesmead50thfund@peabody.org.uk.