

Appendix B

Guidance Notes

Join the Docks Conversation



Introduction

The Royal Docks is on an exciting journey.

As London's only Enterprise Zone, the area is set to become a leading example of regeneration, with 25,000 new homes and 60,000 new jobs being created over the next 20 years.

A joint delivery team has been established by the Mayor of London and the Mayor of Newham to help guide the area's redevelopment and ensure local people and businesses are at the heart of plans for the area.

Working with a wide range of partners (local community groups, local businesses, arts and creative organisations etc), the team are delivering an exciting programme of events and activities throughout the summer (branded 'Join the Docks') to help animate the Royal Docks and encourage locals and visitors to discover and enjoy new and familiar spaces throughout the area.

Join the Docks community conversation

As part of the Join the Docks summer programme, we want to engage as many local people as possible to feed in their views and ideas about the future of the Royal Docks and wider area. Several plans are in development, including the Royal Docks and Beckton Riverside Opportunity Area Planning Framework (OAPF), a planning document, which will guide development and growth in the area. (See section 'what plans are we consulting on' below for further information).

Over the next few months the Royal Docks Team will be working with an organisation called *Fluid* who will be touring the area in a series of pop-up consultation events and activities; talking to people wherever they are – in parks, public spaces and areas that have a high footfall e.g. public transport station.

Fluid will be gathering ideas, aspirations, challenges and opportunities for the future of the area, to inform the thinking for the Royal Docks from the early stages – and have created a series of fun, eye-catching and engaging consultation tools to make it fun and easy for people to get involved.

Alongside the work that *Fluid* will be leading, we are also offering small grants of up to a maximum of £2000 to local organisations, partnerships and individuals who are based in the area (See Appendix A – map).

We want to make sure we are hearing a good cross section of local voices, particularly those who are seldom heard in these processes (such as young people, BAME, the elderly, LGBT+, disabled, business owners etc) and will therefore support activities and events that can help us to reach out and involve these communities.

What plans are we consulting on?

The Join the Docks community conversation is a bottom-up development process in which everyone is invited to get involved. Over the next 5 years, over £314 million is expected to be invested in the area, with significant improvements planned for the public realm, transport infrastructure and local business, cultural and community facilities.

To help guide this investment and ensure robust plans are developed for the Royal Docks we want to focus our consultation on the following four main engagement themes:

1. Strong community / growing economy
Retaining, increasing and diversifying jobs; broadening access, opportunity and benefits. Community wealth building.
2. 'Living, playing, creating'
A sustainable mix of uses, balancing retention of industry with new residential, employment, community and cultural uses.
3. Making great places
Creating attractive, successful places that acknowledge heritage and where people can enjoy, meet and want to spend time.
4. Connecting people and places
Connecting people, place and needs. Improving access to destinations as well as social, green, blue infrastructure, services and utilities

Information collected through the summer engagement will help us to ensure the following plans for the Royal Docks, take into account local views:

- the Royal Docks Economic Baseline and Strategy
- the Royal Docks Cultural Placemaking Strategy
- the Royal Docks Place Strategy
- the Royal Docks and Beckton Riverside Opportunity Area Planning Framework

For more information on the Royal Docks and plans for the area, please download our [What We're Doing](#) document.

What can the funding be used for?

The grant can be used to fund activities that inspire and encourage as many residents as possible to get involved in the future of the Royal Docks.

We will support a wide range of activities from more formal exercises such as facilitated workshops and focus groups to more informal, creative methods such as a community picnic, vox popping or photography competition, and so on.

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

- engagement fees and materials
- coordination costs
- hiring space for meetings
- marketing costs – printing and distribution
- training costs
- volunteer expenses
- travel costs
- staff costs
- hiring equipment
- running costs
- translators

What won't the grant pay for?

- activities that have already happened
- general overheads not related to the delivery of your project
- activities outside of the OAPF area
- profit-making activities or projects
- fundraising activities or challenges (like costs for a skydive etc.)
- support for tuition fees or activity linked to an individual's formal studies such as a degree or apprenticeship

Please note - this is the start of a long-term process of engagement with local people in the Royal Docks. The Royal Docks is at the beginning of exciting change and regeneration and there will be a wide range of opportunities for you to get involved in the months and years ahead.

Through this fund, however, we want to start a community conversation about initial plans for the area and as such will prioritise local projects that can be delivered throughout August and September.

You may have an existing event or project that you can tailor and extend, with a small award, to help us ensure local people's voices are heard. After the summer, we will bring all the views and ideas together and hold four area workshops to share findings and draft strategies.

A condition of the grant will be to ensure that responses collected through your engagement activity (such as no of participants engaged, completed surveys etc.) is shared with the Royal Docks Team. We will provide advice and guidance about what format we would like this in, should you be successful.

How much can I apply for?

You can apply for anything up to a maximum of £2,000

Who can apply?

Applications are open to organisations, partnerships and individuals that demonstrate how they meet the criteria of the grant. Applicants must be based within the Royal Docks OAPF area ([see Appendix A, Map](#)) and be able to deliver their activities between August and September 2019.

A briefing session is being held for people interested in finding out more on [Thursday 4 July at the Good Hotel](#) in Royal Victoria Docks.

It will provide you with further context and allow us to discuss our ambitions for the engagement and share some of the tools and activities we are producing, which you may want to use to help gather local views. This includes a consultation questionnaire that will enable us to collect feedback on some very focussed questions. (see APPENDIX D: consultation tools)

If you cannot attend the briefing but are interested in applying, please email us on royaldocks@london.gov.uk and we will arrange for someone to respond.

Please note, you don't have to be a formally constituted group. However, you should have a bank account with two signatories or nominate an organisation who can accept the funds on your behalf. You must also provide two referees who can vouch for your work in your local community.

Who can't apply?

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

- businesses and 'for' profit organisations
- local offices of larger regional or national organisations/charities
- people under the age of 18

See [Appendix C, Application Form](#), for further information on eligibility and information we require to be able to assess your application.

Timetable

Activity	Timeline
Briefing Session	Thursday 4 July 6pm – 8pm The Good Hotel Western Gateway, Royal Victoria Dock London, E16 1FA
Application Opens	Thursday 4 July 2019
Deadline for submissions	12 noon Monday 22nd July 2019
Confirm awards	Wednesday 24 July 2019
Timescale for delivery	August – September 2019

Funding Criteria

For activity proposals to be successful they will need to:

- Be held in the Royal Docks OAPF area.
- Take place between August and September.
- Be free for audiences and attendees
- Be inclusive and accessible
- Involve groups who are seldom heard e.g. young people
- Be delivered by local grassroots organisations and individuals active in the OAPF area
- Prioritise shared activities which bring local communities together
- Ensure consultation responses and outputs are effectively captured
- Ensure results of consultation are shared with the Royal Docks Team
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How will we decide which projects to fund?

We will consider several factors, including:

- Ability to meet our priorities

How well your proposed activity meets our criteria

- 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 who are less seldom heard. 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 your experience of running similar projects. We will consider how well planned the activity and budgets are.

- Where your activity happens

We want to fund activity that gives us good reach across the entire Royal Docks and Beckton OAPF area. That means we may prioritise applications on the basis of geographic spread.

How can I apply?

You will need to complete the Royal Docks Small Grants Application Form (see APPENDIX C). Please note we will only accept one application at a time from any individual or organisation.

- We will ask you a few questions about you, your organisation, the project and the people involved. We aim to make swift decisions to get money where it is most needed quickly.
- You will need to be able to tell us about your regular activities and provide information on your proposed activity.
- You must provide your UK bank account details (with two unrelated signatories if you're an organisation) or nominate another organisation to accept funds on your behalf.
- You'll need to give us two reference letters that vouch for your work in your local community. These could be from a local councillor or MP, local authority employee, school, local charity or doctors' surgery, for example. Please get in touch if you are unsure who to ask. We cannot accept references from anyone related to you.

- You will be responsible for all financial and legal aspects of your project. This may include insurance, risk assessments, and having an up-to-date Safeguarding Policy if you are working with Children, Young People and Vulnerable Adults.

Please note we will 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 so please make sure your information is correct as otherwise your it could delay your application or payment.

Can I talk to somebody, before I apply?

Of course. Contact us on: royaldocks@london.gov.uk and we will arrange a suitable time to call.

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

We will send you a formal award letter with the full terms and conditions of your grant. You will need to accept this offer immediately, so we can ensure that funds are released in time.

You will be required to use the Royal Docks EZ and partner logos on all publicity materials, if you produce them, and reports. We'll send you the logos and details of how to use them if you're successful.

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 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. At the end of your project, you will need to tell us what happened during your project by filling out a final report form. To do this, you'll need to monitor:

- your income and expenditure
- your outputs (number of workshops, participants, volunteers, etc.)
- information on your participants, audiences, volunteers, etc.

We will visit as many projects as possible to see our funding in action. Please keep us informed of any changes to dates and/or venues. We will provide a template so you can monitor and report back the relevant information to us.

What happens if my application is not successful?

We're expecting high demand for the grants. 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.

For more information on the Royal Docks

Please visit [our new website](#) to find out more about events, people and stories from this area of Newham - get in touch if you'd like to contribute something of your own! You can also follow our social media channels on [Twitter](#), [Instagram](#) and [Facebook](#) for live updates, or sign up to our newsletter at the bottom of our website.

We look forward to celebrating the history of Royal Docks, and creating its future, with you.

Appendices

Appendix A – Map of area
Appendix B – Guidance notes
Appendix C- Application form
Appendix D – Consultation toolkit

Deadline for application forms: Monday 22nd July.

We look forward to receiving your proposals.