



APPENDIX C: 'Join the Docks' flagship & small grant funding application form

Introduction

There are two main parts to your grant funding application. First, you must write a proposal about the activity in respect of which you are seeking funding. This is a very important part of the application process and we cannot assess your application without it. The proposal gives you the opportunity to demonstrate how your project will support the principals and criteria set out in our event summary.

As well as sending us your proposal (outlined in question 11), you must:

- fill in this application form. It asks for the details of your organization, contact details, information about your activity, and the monitoring information we require to monitor your use of any funding in the event it should be granted; and
- provide the supporting documentation listed in question 11(b) & (c).

NB: Please note that decisions to grant funding (if any) are subject to a formal decision making process. You must not place any reliance whatsoever on the support of the Royal Docks until formally notified in writing and your authorised signatories have executed and returned a funding agreement with which you will be provided by the Royal Docks should your application prove successful.

Accordingly, any expenditure that you incur and/or to which you commit (including that which you have incurred or committed to in relation to the preparation of your proposal for funding) prior to formal notification and execution and return of the funding agreement is incurred and/or committed entirely at your own risk.

We may also ask you to send more information.

If you have questions or you need advice about your application, you should speak to us before you apply. Please be ready to describe your activity clearly to us. This will help us to give you good advice and will save time.

We will assess your application using your proposal, this form and any other information we ask you to send. We also take account of the knowledge of our staff and any comments we receive from others.

Contacting us

To contact us, you should email jointhedocks@london.gov.uk

*[If you are disabled (or are affected by an impairment such as dyslexia) and require communication support to help you fill in your application, please contact team on jointhedocks@london.gov.uk to find out about how we can help.

This form

This application form gives us information about your organisation, what you are applying for and your budget.

Deadline

The deadline for your submission is **Friday 24 May 2019**.

Please do not remove any pages from the form.

In this application form you must answer all of the questions and you must also provide all of the details and supporting documentation. If you fail to do so we cannot assess your application.

The checklist in section G of this form tells you what to send in with your application. Send your complete application to:

Join the Docks Festival
Royal Docks Team
The Crystal
Royal Victoria Dock
Siemens Brothers Way
London E16 1GB

Or email your application to jointhedocks@london.gov.uk

This application form contains the following sections

Section A – About your Organisation

Section B – Contact with us

Section C – The Activity in respect of which you are applying for grant funding

Section D – Budget

Section E – Monitoring Information

Section F – Declaration

Section G – Checklist

Your contact information

Section A – About your Organisation

- 1 For the purposes of this application one named and suitable authorised individual must take the lead and have the main responsibility for managing the application and any grant. If you are the person taking the lead, please enter your name and contact details below.

Name of the main contact person

Position

Phone number, including area code:

Mobile number:

Email address

- 2 Tick one of the boxes below to describe your organisation's status.

☐

Company limited by guarantee

☐

Company limited by shares

☐

Community Interest Company (CIC))

☐

Partnership

☐

Local authority

☐

Trust or foundation

☐

Unincorporated group

☐

Other (Please give details below in no more than 10 words.)

-
- 3 Are you a registered charity?

☐

Yes

☐

No

If so, what is your charity number?

4. What is the full name of your organisation, its full registered address, full trading/operational address if different from the registered address, and registration number.

5. What are the principal purposes/objects of your organisation.

Section B – Contact with us

6 How did you hear about the availability of grant funding

7 If you have discussed your activity with any of our staff, please tell us their name (or names), if you know, and which team they work in.

8 Are you related to or do you have any contact with any of our staff and if so, please tell us about your relationship with them and their name (or names) and which team they work in.

Information about your activity

Section C – The activity in respect of which you are applying

We use the information in this section to assess your application. All the questions relate to the activity you are asking us to support.

9 What is the name or working title of the activity you are applying to do?

10 What Grant are you applying for? Small Funding Grant (up to £5,000) ☐
Flagship Event Funding (up to £50,000) ☐

11 (a) **To accompany this form, please fill out Appendix B: Activity Proposal Form, which sets out full details of**

- the activity you are asking us to support;
- how it aligns with the priorities and criteria of the Royal Docks
- which of the Royal Docks priorities and criteria it promotes;
- the perceived impact on the Royal Docks;
- the impact that any Royal Dock's grant funding would have on the activity and its outcomes;
- steps that you have taken/are taking to secure funding from other sources and funding received in this regard;
- the start and end dates of the activity **NB: (i) You must allow enough time for planning your activity and for us to process your application. If you do not give us enough time before your activity starts, we may not be able to assess your application. The start date for your activity should also include the planning and preparation time you need. We will not fund any goods or services that you bought or ordered before you execute and return a funding agreement (see introduction); and (ii) this funding is limited to the festival period (July to September).**

- (b) Please also enclose with your completed form (all that exist within your organisations) the documents listed below:
- a **signed** copy of your organisation's most recent **audited** accounts;
 - a statement of organisation's current turnover, profit and loss and cash flow position for the most recent full year of trading/operations (signed as correct by your Chief Financial Officer) where this information is not available in audited form;
 - a statement of organisation's cash flow forecast for the current year;
 - a statement of organisation's budget the current year;
 - copies of the organisation's public liability and employer's liability insurance policies; and
 - a copy of your organisation's financial regulations.

The Royal Docks also reserves the right to require further information upon request

12 What location(s) will your activity take place?

- ☐ Crystal Gardens
- ☐ North Dock Walkway

<input type="checkbox"/>	Royal Albert Dock
<input type="checkbox"/>	Silvertown Quays
<input type="checkbox"/>	Thames Barrier Park
<input type="checkbox"/>	Other (Please give details below in no more than 10 words.)

- 13 How many people do you estimate will benefit from the activity? In the boxes below, please give an estimate for this activity. If possible, please also estimate how many people benefited from your activities in the last 12 months. If none applies, write 'Not applicable' or 'N/A'. 'Participants' means people doing the activity, including workshops. 'Audience' includes people going to an exhibition or performance, and people getting access to work that is printed, recorded, broadcast or available online.

(a) Numbers benefiting from this activity

Number

Participants

Audience (live)

(b) Numbers benefiting from your activities over the last 12 months

Number

Participants

Audience (live)

Audience (broadcast, online, in writing)

- 14 Is your activity directed at people who are unlikely to have taken part in this type of activity before?

☐ Yes

☐ No

15 Please give the expected results of your activity.

We understand that your activity may change through the planning stages. Please estimate what you think will happen because of your activity, based on your current plans. If none applies, write 'Not applicable' or 'N/A'.

16 What are the age ranges of the people who will benefit from your activity?

Tick all relevant boxes.

- ☐ All age ranges
- ☐ Children under five
- ☐ Children aged five to 11
- ☐ Young people aged 12 to 15
- ☐ Young people aged 16 to 19
- ☐ Young people aged 20 to 24
- ☐ Adults aged 25 to 64
- ☐ Adults aged 65 and over

17 Is the activity you are planning directed at, or particularly relevant to, any of the following groups of people?

Tick all relevant boxes.

- ☐ Disabled people
- ☐ People at risk of 'social exclusion' (not being able to fully take part in society because of, for example, poverty, prejudice or isolation)
- ☐ Asian or Asian British (includes Bangladeshi, Indian, Pakistani or any other Asian background)
- ☐ Black or Black British (includes African, Caribbean)
- ☐ Chinese
- ☐ Any other group (ethnic or otherwise)
(If other, please give details below in no more than 10 words.)

☐ Not specifically directed at any of the above groups (for so, please give details below in no more than [] words.)

Section D – Budget

We use the information in this section to assess your application.

The spending (expenditure) and income for your activity should match. Please use full pounds only and no pence (for example, '£1,167'). Please check your figures carefully. If you do not fill in this section correctly, we cannot assess your application.

18 Are you registered for VAT (value added tax)?

☐ Yes, (please state VAT number) GB _____

☐ No

19 Tick the category that most closely describes your organisation?

☐ Amateur or voluntary organisation

☐ Professional organisation

20 What year was your organisation formed?

Year _____

21 Please provide a copy of your organisation's set of audited accounts for the last financial year. If you are a new organisation please estimate your income for the first year, over the following headings.

Sources of Income	£
Fees and Charges	
Local Authority Funding	
Other Public Funding	

Other Income	
Total	

22 How much funding are you applying for from the Royal Docks?

23 Please set out a detailed breakdown of the **total** cost of the activity/project in respect of which funding is sought and sources of funding (from the Royal Docks and other sources). Note this must include the **total** cost of the activity and not just the element funded by the Royal Docks.

Activity Cost Breakdown

	Expenditure Funded by the Royal Docks	Expenditure Funded from Other Sources <i>(please specify sources in table below)</i>
	£	£
<i>Please state the activity area and the type of expenditure to be incurred.</i> For e.g. Activity/Project 1 Employees Publicity Activity/Project 2 Employees Marketing		
Total		

Other Sources of Income

Other Income Sources (please state the name of the organisation)	Amount £
Local Authority grant	
Other Public Sector	
Other Income	
TOTAL	

Please note that if your grant application is successful you will be asked to provide evidence of match funding before the award is confirmed.

Section E – Monitoring Information

In this section, you must fill in all the questions.

We may use this information to monitor the different backgrounds of people who receive grants. We will not use this information to assess your application. If you do not know some of the information or prefer not to provide it, you can tick the ‘Not known/ Prefer not to answer’ box.

24 How many employees are there in your organisation?

Total number _____

25 We define an organisation as being ‘Black and minority ethnic led’ if at least 51% of the senior managers, management committee, board, governing body or council define themselves as Black or minority ethnic. Please give the number of senior managers and members on your management committee, board, governing body or council who are from the following groups.

We may use this information to monitor the different backgrounds of employees of organisations that receive grants. We will not use this information to assess your application. Give numbers for each group in the boxes below.

White	Number
British	
Irish	
Any other white background	

Asian or Asian British	
Asian Bangladeshi	
Asian Indian	
Asian Pakistani	
Any other Asian background	

Black or Black British

Black African

Black Caribbean

Any other Black background

Number

Chinese

Asian and white

Black African and white

Black Caribbean and white

Chinese and white

Any other background from more than one ethnic group

Any other ethnic group (Please give details below.)

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Not known/Prefer not to answer

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- 26 We define an organisation as being 'disabled led' if at least 51% of the senior managers, management committee, board, governing body or council consider themselves to be disabled. Please give the number of senior managers and members of your management committee, board, governing body or council who consider themselves to be disabled and the number who consider themselves not to be disabled.

We may use this information to report to the Government or to monitor the different backgrounds of employees of organisations that receive grants. We will not use this information to assess your application.

Disabled

Non-disabled

Not known/Prefer not to answer

Number

27 We define an organisation as being 'lesbian, gay, bisexual and/or transgender led' if at least 51% of the senior managers, management committee, board or governing body or council identify themselves as lesbian, gay, bisexual and/or transgendered. Please give the number of senior managers and members of your management committee, board, governing body or council who identify themselves as having the following sexualities.

- Bisexual
- Gay
- Heterosexual
- Lesbian
- Transgender
- Not known/Prefer not to answer

Number

28 Please give the number of senior managers and members on your management committee, board, governing body or council who are from the following groups.

- Male
- Female
- Not known/Prefer not to answer

Number

We may use the information requested in questions 25 and 26 to report to the Government or to monitor the different backgrounds of employees of organisations that receive grants. We will not use this information to assess your application.

Section F – Declaration

Data protection and freedom of information

As a public organisation we have to follow the Data Protection Act 1998 and the Freedom of Information Act 2000. We have a data protection policy, which is available from our website at www.london.gov.uk

We also have a Freedom of Information policy which is also available from our website at www.london.gov.uk

By signing this application form, you agree to the following

1) We will use this application form and the other information you give us, including any personal information, for the following purposes.

- To decide whether to give you a grant.
- To provide copies to other individuals or organisations who are helping us assess and monitor grants, including local authorities, other lottery distributors and organisations that award grants. After we reach a decision, we may also tell them the outcome of your application and, if appropriate, why we did not offer you a grant.
- To hold in our database and use for statistical purposes.
- If we offer you a grant, we will publish information about you relating to the activity we have funded, including the amount of the grant and the activity it was for. This information may appear in our press releases, in our print and online publications and in the publications or websites of any partner organisations who have funded the activity with us.

2) You have read the GLA data protection and freedom of information policies and accept how we generally plan to treat your application and other related information if someone asks to see it under the Freedom of Information Act 2000.

☐ Tick this box if you consider that we should treat your proposal as confidential information.

☐ Tick this box if you consider that we should treat your financial information, such

☐ as your budget and any business plan, as confidential information.

☐ Tick this box if there is any other information you have provided that you consider to be confidential information. You must tell us what that information is and give us your reasons below or in a separate letter. If you are sending us a separate letter, please write 'Letter included' below.

If we offer you a grant and you have ticked any of the boxes above, we would generally treat that information as confidential until your activity ends (according to the date you gave us in this application).

☐ Tick this box if you consider that we should treat that information as confidential after your activity ends. You must tell us what that information is and give us your reasons below or in a separate letter. If you are sending us a separate letter, please write 'Letter included' below.

3) You agree that we can keep you informed of our work and pass your contact details to organisers of marketing activities, conferences and training events.

☐ Tick this box if you do not want us to keep you informed of our work.

☐ Tick this box if you do not want us to pass your contact details to organisers of arts marketing activities, conferences and training events.

Section G - Checklist

We can only assess complete applications. If your application is not complete, we will not assess it. Before you sign your application and send it to us, please check the following to make sure your application is complete.

☐ Have you answered all of the questions in the application form?

☐ Have you appended your proposal including all of the details noted at question 11(a)?

☐ Have you enclosed copies of all the supporting documentation listed at question 11(b)?

☐ Have you kept a copy of your application for your records?

Remember to sign and date this form.

I confirm that the organisation named on this application has given me the authority to sign this application on their behalf.

I confirm that the activity in the application falls within the powers of the organisation's constitution or memorandum and articles of association (the legal document setting out the rules governing the organisation).

I confirm that, as far as I know, the information in this application is true and correct.

Your signature _____

Name
(Use capital letters)

Day / Month / Year

Date / /

Please send your application by **Friday 24 May 2019** to: jointhedocks@london.gov.uk