**Create Your Docks Programme Application Questions & Guidance**

**Grants up to £15,000**

**THIS IS GUIDANCE ONLY. PLEASE COMPLETE A GRANT APPLICATION VIA THE PORTAL ON THE GROUNDWORK WEBSITE.**

The Create Your Docks Community Fund aims to support communities to get actively involved in the area’s regeneration.

Round two is designed to enable local community groups, organisations and people living or working in the Royal Docks, to help celebrate and activate the Royal Docks through the summer - helping to create a really welcoming, inclusive and vibrant sense of place; as well building opportunities for different communities to come together.

Create Your Docks will support community-led organisations and not for profit groups in the Royal Docks or Newham.

We expect projects to fall within three categories:

* **Place** - activating areas around the Royal Docks (such as Royal Victoria Gardens, Dockside Lawns and Royal Albert Dock). We welcome projects which are inspired by the people and places of the Royal Docks, including its incredible diversity, heritage and landscape
* **Connectivity** - building ‘social capital’ e.g., creating new relationships and bonds between different communities in the area, with a view to increasing community cohesion and celebrating the richness and diversity of the Royal Docks communities and wider area. We encourage cross-cultural and Interdisciplinary collaboration. Enhancing equal, accessible and fair cross-partnerships across the area.
* **Identity** - celebrating the Royal Docks rich heritage and history by showcasing a variety of stories and experiences from people of all backgrounds. We want to acknowledge a past, present, and future Royal Docks.

Funding applications must demonstrate how they meet at least one of the above priorities.

**Eligible to apply:**

You must:

* be a not-for-profit organisation or constituted community group
* have a registered address anywhere in Newham
* unconstituted groups and individuals can apply, but you must work with a constituted partner organisation to support your application and project delivery.

**Priority will go to:**

• organisations or groups that are majority of the team are based in Newham

• inclusive teams - whereby members and team-leads are from a Black, Asian and minority ethnic background, Deaf and disabled Londoners, LGBTQ+ Londoners, women or people from a lower socioeconomic background

• typically, we would expect that recipients will have a turnover of less than £500k per year.

• projects where majority of the delivery is based within and around the Royal Docks

• projects that involve career development, levelling-up and mentoring opportunities for emerging professionals and respond to economic and social inequalities.

• projects that offer free or heavily subsidised opportunities for Newham based residents.

**Before completing your application form, please make sure you are able to meet the following requirements:**

• You must provide your organisation’s UK bank account details and governing documents.

• You must have a UK bank account with at least two unrelated signatories and provide their details. If not, you must provide details of the organisation who will accept the funds on your behalf and attach a letter from your partner organisation to confirm they can hold and ring-fence the funds on your behalf.

• You will be responsible for all financial and legal aspects of your project. By the time of project delivery, all successful applicants must have relevant insurance, risk assessments, public liability insurance, employers liability and an up-to-date Safeguarding Policy (including digital safeguarding policies for any online delivery) if you are working with children, young people and adults at risk. You should tell us how you will meet these requirements in section 2 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.

**The deadline for submitting your Application form is 12pm on Friday 13th May 2022.**

Groundwork encourages applicants to contact us via phone or email if you have any questions about any stage of your application process. To get in touch with us you should either call or email on the details below:

Phone: 020 7239 1390

Email: [createyourdocks@groundwork.org.uk](mailto:createyourdocks@groundwork.org.uk)

**CREATE YOUR DOCKS FUND TIMELINE**

|  |  |
| --- | --- |
| Applications Open | 23rd March 2022 |
| Application Close | 13th of May 2022 |
| Grants Awarded | Early June 2022 |
| Project Delivery Phase | July – October 2022 |
| Final Monitoring and Evaluation Report | November 2022 |

See the Create Your Docks prospectus [here](https://www.groundwork.org.uk/wp-content/uploads/2022/03/Royal-Docks-Create-Your-Docks-Fund-Prospectus_FINAL.pdf) to check your eligibility. If you have any further questions, contact the Groundwork Team on Please email [CreateYourDocks@groundwork.org.uk](mailto:CreateYourDocks@groundwork.org.uk) or 020 7239 1390

The online application form is made up of six key sections, they include:

* section one - about you and your project
* section two – location, licensing and risk assessments
* section three – project timeline
* section four – finance
* section five - documents
* section six – monitoring, evaluation and declarations

**Guidance Information**

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 2 hours, you will automatically be logged out of our online system. Any work that you have not saved by then will be lost.

**We strongly advise you use Internet Explorer or Mozilla Firefox, as other web browsers do not fully support the application form.**

**SECTION ONE: ABOUT YOU AND YOUR PROJECT**

**Applicant Details:**

**Lead applicant Full Name:**

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

* First Name:
* Last Name:
* Your Organisation or Group:
* Position held in organisation:
* Is your organisation based in Newham [dropdown menu, Yes/No]

**Main Contact Address:**If you are applying as an individual this must be your address. If you are applying as an organisation this must be your organisation's office address

* Address Line 1:
* Address Line 2:
* Address Line 3:
* Borough:
* Post Code:
* Contact telephone number:
* Organisation/group email address:

**Website/Social Media address:**If applicable

**Secondary Contact Details:**If you are an unconstituted group, you will need to partner with a constituted group and provide contact information for both organisations.

* First Name:
* Last Name:
* Position held in organisation:
* Contact telephone number:
* E-mail:

**Type of applicant/organisation *(please tick one from the options below)*.**Please note that we will ask you to provide evidence about the legal status of your organisation.

* Community Interest Company (CIC)
* Registered Charity
* Educational Establishment
* Religious Organisation
* Voluntary/Community Group
* Community Sports Club
* Professional Sports Club Community Scheme
* Social Enterprise
* Company Limited by Guarantee
* Other

If you have selected ‘Other’, please describe below the nature of your organisation

• If you are a Company, what is your Company Registration Number?

• If you are a Charity, what is your Charity Registration Number?

**Does your organisation/group have a bank account with at least two signatories?** [Dropdown menu, Yes/No]

If Yes, please provide the names of at least two signatories below

If No, please provide details of the organisation who will accept the funds on your behalf. Please provide their details below and the names of the two signatories.

**Please note: you will need to provide confirmation that your partner organisation is able to accept funds on your behalf.**

**If you are successful, you will need to provide a copy of a recent bank statement dated within the last 3 months showing your organisation’s bank details.**

**PROJECT DETAILS**

**Project title:**

**We expect projects to fall within one of the three Create Your Docks categories. Please select which category your project relates to the most?** [tick box]

* Place
* Connectivity
* Identity

**Project start date:**This must not be before 1 July 2022

**Project end date**This must be on or before 31 October 2022

**Tips: Please make sure you take into consideration:**

* time for us to process your application
* if your application is successful, time for us to make the first payment before your start date
* our scheduled capacity building sessions
* set monitoring and evaluating opportunities for your project

**Which target group is your project working alongside?** [Dropdown menu, select an option from the list below]

* People of Black, Asian and minority ethnic backgrounds
* Deaf and disabled people
* people from a lower socioeconomic background
* children and young adults
* homeless people or rough sleepers
* LGBTQIA people and/or communities
* older people (aged 66+)
* refugees and asylum seekers
* UK armed forces veterans
* No specific group
* Other *(please specify)*

**Tell us about you and your organisation (300 words max):**Include any relevant work and experience/projects you have delivered and any other relevant experience that showcases your ability to deliver this project

**Tell us more about your project and what you want it to achieve (300 words max)**Include how the project meets the Create Your Docks criteria, provide details of the projects key activities and participation involvement and details of project impact on community

**If relevant, tell us what type of activity, event, or platform your project could connect within the wider Royal Docks programme (150 words max)**  
e.g., Kids’ Summer Splash, Round the World Clipper Race, or Dido’s Bar

**Tell us how this funding will help develop you and your organisation (150 words max):**Include skills you may learn etc

**Give us an indication of the project legacy (150 words max):**Include any long-term project plans, future partnerships and collaborations

**Give us an indication of how you plan to evaluate your project (150 words max):**

**About Your Team and Partners**If your project involves working with artists, freelancers or contractors, please list them and tell us a bit more about them. Please include who they are, their role in the project and any other relevant information.

In addition, if your project involves working with other partners, please, list them and give us an indication of their recent experience in managing similar types of projects.

You can also include information of people who will help deliver or manage your project. You don’t need to include yourself. You can include up to 10 partners.

Tip: We advise, as best practice, you seek permission of any collaborators and partners prior including them within your application.

|  |  |  |
| --- | --- | --- |
| Name of partner, artist, freelancer,  contractor, producer or manager | Role and key responsibilities  (Please indicate if partner is Confirmed or Expected) | Short Bio and contact details  (100 words max) |
|  |  |  |

**Public Engagement**

**How does your project engage communities in and around the Royal Docks? (150 words max)**Include who are your participants and how they will engage in the design, planning and delivery and including any partners you will work alongside

**What measures have you implemented to ensure your project is accessible? (150 words max)**Include how you will overcome barriers such as language, disability, digital exclusion, access requirements for any physical events etc

**Estimated number of people your project will engage:**Please tell us how many people will benefit from this project?

**Volunteers\*, specialists, partners, artists/creatives:**Volunteers means the number of people working in or supporting the group unpaid. It is best practice to cover expenses for people volunteering on your project.

**Participants:**Participants means the number of people who will take part in your project across the project from start to finish

**Number of in-person attendees:**

**Number of online attendees:**How many people will interact with the project online?

**Total:**Please click the calculator button to show your total estimated number of beneficiaries.

**Sub Total**Please write the total estimated number of beneficiaries as shown in the calculator.

**SECTION TWO: LOCATION, LICENSING AND RISK ASSESMENTS**

**Where will your project take place?**Please provide the full address and postcode for the location of your main activity/event.It is important for us to build an understanding of where our contribution reaches.

* Address Line 1:
* Address Line 2:
* Borough:
* Postcode:

**Location of any other activity/event (e.g., rehearsals, workshops, activities, consultancy):**Please provide the full address and include the borough and postcode.

**Any other locations:**Please provide the full address and include the borough and postcode.

**Licensing and Site Permission**

**If applicable, give us an indication of what licensing and site permission you may need for your project and what steps have you taken to make sure they are in place ahead of your project delivery? (150 words max)**

**Safeguarding and Risk Assessments**

You will be responsible for meeting all statutory regulations. This can include Health and Safety; protecting children, young people and vulnerable adults; and maintaining relevant insurance. If you are successful, we may request copies of documents before we release any funds to you.

**If applicable, give us an indication of what authorisations/insurance (such as public liability insurance, employers' liability, child safeguarding, DBS checks etc...) you need and what steps have you taken to make they are in place ahead of your project delivery? (150 words max)**

**What are the major health, safety and risks your project might encounter and what steps have you taken make they are in place ahead of your project delivery? (150 words max)**

Tip: You should consider what safeguarding procedures (including digital safeguarding) you put in place to ensure all participants and vulnerable people are protected.

**Free risk assessment templates for charities and community groups available** [**here**](https://www.bhibinsurance.co.uk/free-risk-assessment-templates-charities-community-groups/)

**SECTION THREE: PROJECT TIMELINE**

**Please provide a project timeline of your planned activities.**

A concise outline of multiple events or activities could be combined in one field (e.g., 10 public activities starting 24th July 2022, ending 5th August 2022). Please include any workshops, training, events, online activities, promotional milestones and consultancy sessions etc...

|  |  |  |
| --- | --- | --- |
| **Description of activity or/and task** | **Start Date** | **End Date** |
|  |  |  |
|  |  |  |
|  |  |  |

**SECTION FOUR: FINANCE**

**Have you received funding from the Greater London Authority (GLA) before?**If yes, please provide details of the fund name, how much you received, and the more detail of awarded project (150 words max)

**Amount Requested  
  
How much funding are you requesting from Create Your Docks?** [Yes/No]

**Tell us the total amount of any access costs**Personal Access costs could include any cost which enable you to successfully deliver your project (e.g., BSL interpreters, translators, personal assistants, etc...)

**How much of this request is for your personal access costs?**Personal Access costs could include any cost which enable you to successfully deliver your project (e.g., BSL interpreters, translators, personal assistants, etc...)

**Financial Breakdown - Income**

The Create Your Dock fund could be used as a stand-alone grant contribution or align with other match-funding. Match funding is not a requirement of these grants.

See prospectus for more information [HERE](https://www.groundwork.org.uk/wp-content/uploads/2022/03/Royal-Docks-Create-Your-Docks-Fund-Prospectus_FINAL.pdf).

Enter all your cash income in this section below. This could be support in-kind, other grants, donations or other sponsorship.

Use the description field to describe how you calculated any figures, for example, Ticket event (3 days @ 50% of 100 capacity x £5 per ticket) total £250.

|  |  |  |  |
| --- | --- | --- | --- |
| **Income heading** | **Description** | **Amount** | **Expected or Confirmed** |
|  |  |  |  |
|  |  |  |  |

**Income Total**Please click the calculator button to show your total income amount.

**Total Income**Please write the total income amount as shown in the calculator.

**Financial Breakdown - Expenditure**

Please enter all your cash expenditure for your project in this section. Any support-in-kind and any other funding must be added in the previous section above.

Use the description field to describe how you calculated any figures, for example:

Expenditure Item: Performers

Description: Artist fee @ £150 per day x 3 days.

Amount Requested: £450.

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| --- | --- | --- |
| **Expenditure** | **Description** | **Amount** |
|  |  |  |
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**Total**Please click the calculator button to show your total budget cost.

**Total Expenditure Costs**Please write the total expenditure costs as shown in the calculator.This should be the same as the requested Create York Docks grant amount above.

**Give us an outline of any in-kind support received. Include a breakdown of subsidised or free room hire, volunteers time and any awarded consultancy support (150 words max)**

**Explain how you will manage your budget, and outline any previous experience in managing similar budgets (150 words max)**

**SECTION FIVE: DOCUMENTS**

We accept up to 5 documents and a selection of web links that give us a sense of your work and provide evidence of any confirmed partners and collaborators, if you have them.

For example, this could include a link to video, a link to an online portfolio, an attachment with references or confirmation of collaboration, an attachment with a copy of your governing documents (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).

Please note: You must write web links in the box provided, videos and media cannot be uploaded with the attachment buttons.

**Please write the web links for any supporting materials or videos here:**

**SECTION SIX: PRIVACY, MONITORING, EVALUATION AND DECLATAIONS**

**Privacy Information**

Who we are: Groundwork is the data processor and contract holder (ICO registration number Z6601182) for personal data about Create Your Docks 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 GIFTS grant management system to store your personal data in order for us to administer your grant. GIFTS 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 Greater London Authority (GLA), the London Borough of Newham, LEAP and Royal Docks Team (the funding bodies).

We need to keep the details of financial transactions for 7 years, in the event of a tax or banking enquiry.

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

**Freedom of Information:**

As a UK public authority, the GLA is subject to the provisions of the Freedom of Information Act (2000) (FoIA or ‘the Act’) which gives the public the right to request access to information held by the GLA. The information submitted as part of your application will constitute information held for the purpose of the Act.

None of the provisions under FoIA permit the GLA to withhold applications in their entirety. We do however recognise that your application might contain some sensitive information which is not suitable for disclosure.

If your application includes other information which you believe is not suitable for publication, please supply a supporting letter with this application form to provide details about:

(a) what information your consider to be sensitive or not suitable for publication, and

(b) the reasons why you believe this to be the case.

We will only redact or remove information where we would have valid grounds for withholding that information if it was subject to a Freedom of Information Act request.

For more information about the exemption provisions for withholding information under FoIA, please refer to the guidance published by the Information Commissioner’s Office. If your application is subject to a request under FoIA, the GLA will consult you to obtain your view about its release. The final decision about what is to be published and what can be published/released rests with the GLA.

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

**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 and Evaluation:**

If you are successful in being awarded a grant, you will need to complete some basic monitoring to allow assessment of the success of your project and of the wider programme. 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 and the Royal Docks team 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: info@groundwork.org.uk

Phone: 0121 236 8565

Post: Groundwork UK, Lockside, 5 Scotland Street, Birmingham, B1 2RR

**I understand that I have to provide monitoring and evaluation information as a requirement of the grant/commission.**Please tick the box to confirm you are happy for Groundwork to contact you with details of future opportunities and information on other areas of Groundwork’s programmes.

**Please tick the box to confirm you are happy for the Royal Docks team to contact you with details of future opportunities and information on other areas of the Royal Docks team.**

**Monitoring Information**

This information is used solely to monitor the different backgrounds of grant applicants and recipients. This information is not part of the assessment. We define BAME-led as at least 51% of the senior managers, management committee, board, governing body or council are BAME. The same percentage is used to define disabled-led and LGBTQ+-led organisations.

This information will not be used identify any individual and is only used for the purpose of equality monitoring. To the extent that this information relates to an identifiable individual (as defined under Article 4 of the General Data Protection Regulation (GDPR)), it will be processed in accordance with section 8, Schedule 1, of the Data Protection Act 2018 - the purpose of identifying or keeping under review the existence or absence of equality of opportunity.

**Ethnicity** [Dropdown menu]

* Asian/Asian British (Indian, Pakistani, Bangladeshi, Chinese, Any other Asian background)
* Black (Black British, Caribbean, African, Any other background)
* Mixed/Multiple ethnic group (White and Black Caribbean, White and Black African, White and Asian, Any other mixed ethnic background)
* White (English, Welsh, Scottish, Northern Irish, British, Irish, Gypsy or Irish Traveler, Roma, Any other White background)
* Other ethnic group (Arab, Any other ethnic group)

**Age Group** [Dropdown menu]

* 18-29 years
* 30-39 years
* 40-49 years
* 50 -59 years
* 60-69 years
* 70+ years

**Do you identify as a deaf or disabled person, or have a long-term health condition?**Please Select Yes/No

**Is your gender identity different to that which it was assumed to be at birth?**Please Select Yes/No

**Please tick the description which best describes your sexual orientation:** [Dropdown menu]

* Heterosexual/Straight
* Gay/Lesbian
* Bisexual
* Other
* Prefer not to say

**Declaration**

**What Happens Next**

Once we receive your Application form we will complete checks to determine if you are potentially eligible to apply for funding for your project.

Failure to complete this form fully will delay any consideration of your project.

Please sign by ticking the box and completing the name and position information below once you are satisfied that you have completed the form correctly.

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.

**Print name**

**Position in organisation/group**

**Date**