

## **DERWENT LONDON COMMUNITY FUND GUIDELINES: FITZROVIA YEAR FOUR - 2016**

### **A) Fitzrovia Community Fund Background**

Following a research exercise in 2012 ('Understanding Fitzrovia'), London property investor, Derwent London plc, launched a Community Fund in Fitzrovia in 2013 with £250,000 over three years. Camden Council officers and the Bloomsbury ward councillors were closely involved in developing the community investment strategy to ensure coherence with their aspirations for Fitzrovia and to understand the local context. The Community Fund is intended to make funding, as well as investments in kind, available for local groups.

Up to of £150,000 is being invested in Fitzrovia from 2016 for three years, including management fees and for any contingency.

Derwent London will also make investments in kind through staff contributing their time and offering their skills to community projects, if relevant. Details of this are available in the 'Derwent London Corporate Volunteering Programme' available on the website.

This document describes the guidelines for applying for funding.

### **Timetable**

20 January 2016	Fitzrovia Community Fund 2016 details announced
16 March 2016	Deadline for receipt of applications 5pm
End April 2016	Community Workshop – shortlisted applicants will be invited to present
31 May 2016 (latest)	Announcement of fund recipients

### **B) Fund criteria**

#### **1. Introduction**

In Year 4 of the Fund, up to £50,000 will be allocated to community projects in Fitzrovia. Community groups and registered charities can apply for funding for a project of a value between **£50 - £15,000**. Individual applicants or non-registered groups can apply for a maximum of £2,000.

The aim of the fund is to support projects that will bring benefits to the local area and community.

The projects must take place within the target area shown on the map in Section G, or sit just outside it, and fall within at least one of the following categories. The below investment areas were identified during the 'Understanding Fitzrovia' research exercise.

- Enhancement of street environment and public space
- Greening the streets (e.g. plant pot gardens, tree planting)
- Community gardening
- Supporting community programmes or activities (e.g. with young people, the elderly and/or hard to reach groups)
- Activities around arts and culture
- Educational initiatives
- Local community events

#### **2. Applicants must be able to demonstrate that:**

- The project will have a positive impact on the community
- The project will involve local people in its activities
- The work is adding value to a space, facility or programme
- They have considered maintenance requirements, where applicable (particularly for projects involving gardening or planting activities and/or interventions in public spaces)

- They have discussed the project with relevant council officers and have necessary permissions where applicable. Useful Camden Council contact details are listed below:  
Parks & Open Spaces Team: Peter Stewart, 020 7974 4466, Peter.Stewart@camden.gov.uk  
Trees Team - Al Smith, 020 7974 2097, Alistair.Smith@camden.gov.uk  
Highways Team - 020 7974 5960, highwaysmanagement@camden.gov.uk  
Communities & Third Sector - www.camden.gov.uk/vcs

### **3. Who can apply?**

- Local community, voluntary or charitable groups, local business owners and local residents. We have already invited all contacts on our Community Fund database. If there are any groups or individuals that you think should be invited please contact us.
- Applicants can collaborate with national or non-local organisations if these organisations are providing complementary services or supporting the project.

### **4. Registered groups applying for funding must:**

- Be a not-for profit organisation
- Be established and active for a minimum of 12 months prior to the application
- Have a signed governing document in the group's name – e.g. a constitution or a set of rules
- Have at least 2 un-related management committee members if they are an un-incorporated organisation or voluntary group
- Have good financial management procedures, including a record of income and expenditure
- Have a bank account in the name of the group, with at least 2 unrelated cheque signatories
- Have a safeguarding policy in place if working with young people and children (under 18s) or vulnerable adults
- Have the relevant insurances in place, where applicable, prior to the delivery of any events or activities.

### **5. Individuals or non-registered groups applying for funding must:**

- Deliver a non-commercial and non-profitable project
- Have provable relevant experience
- Have proof of residential or business address in the local area
- Name of professional referee relevant to the project
- Have a safeguarding policy in place if working with young people and children (under 18s) or vulnerable adults
- Have the relevant insurances in place, where applicable, prior to the delivery of any events or activities.

### **6. What/who cannot be funded through this programme?**

- Commercial ventures – grants are intended to fund not for profit and community focused projects
- The core funding of your group (i.e. the general administration costs of your business)
- Projects taking place outside the target area. If the proposed project is taking place just outside the area but is still benefiting residents within it, please contact Derwent London to discuss whether or not it is eligible
- Political activities and campaigns
- Projects promoting religious activities
- Activities where people are excluded on grounds of religious beliefs, ethnicity, gender, sexual orientation or disability

### **7. The fund will cover the following costs:**

We would expect the funding to cover costs such as: project team fees, materials for the project, maintenance, equipment hire, transport of materials and equipment, printing and publicity, volunteer travel expenses and subsistence, refreshments, fees for external collaborators and insurance.

The majority of the funding should be allocated towards costs for the delivery of the key objectives of the project rather than preparation works and research.

We suggest that you draw on skills and expertise of your group and the local community, as well as from the Derwent London Corporate Volunteering programme.

### **C) The application process**

To apply for funding please complete the application form enclosed/attached and return this to Derwent London by email or post to be received by **5pm on Wednesday 16 March 2016**.

Your application will be reviewed and, if you meet the fund criteria, you will be invited to present your proposal at a community workshop in **April 2016** (date to be confirmed).

The purpose of the community workshop is to understand the level of community support for the various proposals and gain better understanding of the project deliverables. The level of support and robustness of the projects will inform Derwent London's final decision when awarding the funding.

There will be a facilitated community workshop which will be attended by local stakeholders and fellow bidders. Camden Council officers and the Bloomsbury ward councillors will also be invited. A representative from each of the bidding groups will be asked to give a short presentation in front of their peers which will be followed by a Q&A session.

The project presentation will need to include the following:

- A brief description of the project explaining the project objectives, main activities involved and key deliverables
- How local people will benefit from the project
- The project team
- Project timescales

If a representative from your group is unable to attend the community workshop but you would still like to apply for the funding, please contact Derwent London to discuss what alternative arrangements can be made.

After the workshop, we aim to contact all applicants within 4 weeks to inform them of the funding decision. As part of the decision-making process, applicants may be contacted where further information is required.

Once the funding has been allocated, we will meet with grantees for successful project applications for over £5,000 to agree terms and monitor project progress. This will not be required for successful applications for less than £5,000.

### **D) The decision making process**

The allocation of the funding is dependent on:

- Meeting the fund criteria as described above
- The robustness of the project
- Value for money
- The feedback received at the community workshop (where applicable)
- The final decision will rest with Derwent London

### **E) Project evaluation and reporting**

The groups or individuals awarded the funding will be expected to keep a record of the project progress and produce a short report outlining how you met your objectives and what the project outcomes were. We ask that you provide photographs of your events and activities which are copyright-cleared with any model-release consents in place, for potential publication by

