

Tower Hamlets  
Communities Driving Change

# SMALL GRANTS GUIDANCE FOR APPLICANTS



# Overview



Communities Driving Change Small Grants is part of the Tower Hamlets Communities Driving Change (CDC) programme funded by Tower Hamlets Council. We support local people to design and lead projects for their community.

CDC Small Grants are available to support local people, groups and organisations to get their community projects off the ground.

## We support:

- Residents who have great ideas or want to solve problems in their community
- Small and informal community organisations that find it harder to access funding
- Organisations and businesses based in North-west Tower Hamlets that work to improve health and wellbeing (for example a school or youth club)

## Priority will be given to projects and ideas that:

- Are designed, planned and run by local people
- Involve a diverse range of people
- Take a creative approach to supporting people during Covid-19
- Align with CDC's core areas of work: community safety, opportunities for young people, support for parents and families, access to community spaces, and digital skills and inclusion
- Are based in North West Tower Hamlets on or near the Chicksand estate (Banglatown), Collingwood estate (near Whitechapel), Columbia Road (Shoreditch), and surrounding area- see the maps to the left which show these areas

# Funding



## How much funding is available?

- You can apply for a grant between £500 and £5,000
- You don't need to have any other funding in place already for your project.
- We will prioritise projects where our funding will make a big difference to small projects.

## What can I get a CDC Small Grant for?

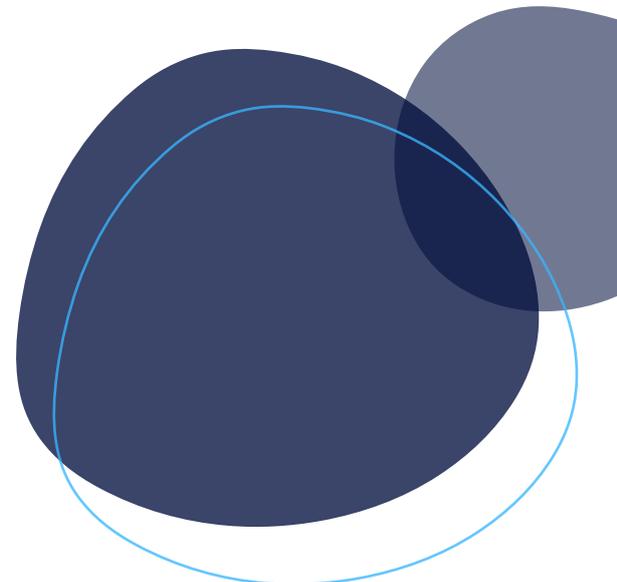
This funding is for community projects and activities taking place in North West Tower Hamlets primarily on the Chicksand estate, Collingwood estate, Columbia Road, and the surrounding area. Projects should bring local communities together to create new ideas, grow a project that is already happening, or solve a problem together. You can apply for project costs. These could be things like training, buying or hiring resources or equipment, translation, marketing and so on.

## For example, your project might focus on:

- Food sharing
- Supporting and connecting your neighbours
- Gardening
- Arts and crafts
- Sharing culture
- Mental/physical health and wellbeing
- Sports and recreation
- Learning and sharing skills
- Digital skills
- Activities for young people
- Mothers and babies

## What we won't pay for?

- Activities that have already taken place
- General overheads not related to the delivery of your project
- Profit making activity that isn't reinvested in further community-based activity
- Fundraising activities or challenges (e.g. cost of a skydive)
- Support for tuition fees or activity linked to an individual's formal studies such as a degree or an apprenticeship
- Personal expenses which are not related to the project





# Support

## What support will we provide?

We offer one to one tailored support to anyone who is considering applying to the fund and who would like to get involved in CDC.

### The support that we can provide includes:



- **Flexible support with applying to the scheme:** different ways to apply including a form, a phone call, or submitting a video over WhatsApp.



- **Access needs:** CDC is open to everyone. All our materials are available in an easy-read font and we are ready to meet any access needs you or your group may have.



- **Language support:** We speak Sylheti, Urdu, Hindi, Arabic, Spanish and French as a team. If you have other language needs, please get in touch.



- **Developing your idea:** we'll support you to develop your idea before you apply.



- **Training & support for successful applicants:** Online training and access to resources to support you in developing your idea and group.



- **Check ins:** available regularly with a member of the CDC team to support with any questions or issues and help you to work towards your objectives.



- **Evaluation support:** an opportunity to help you reflect and learn from your experience, including using a case study to show how you've used the funding



- **Next steps:** support to plan how to continue your project beyond the grant scheme



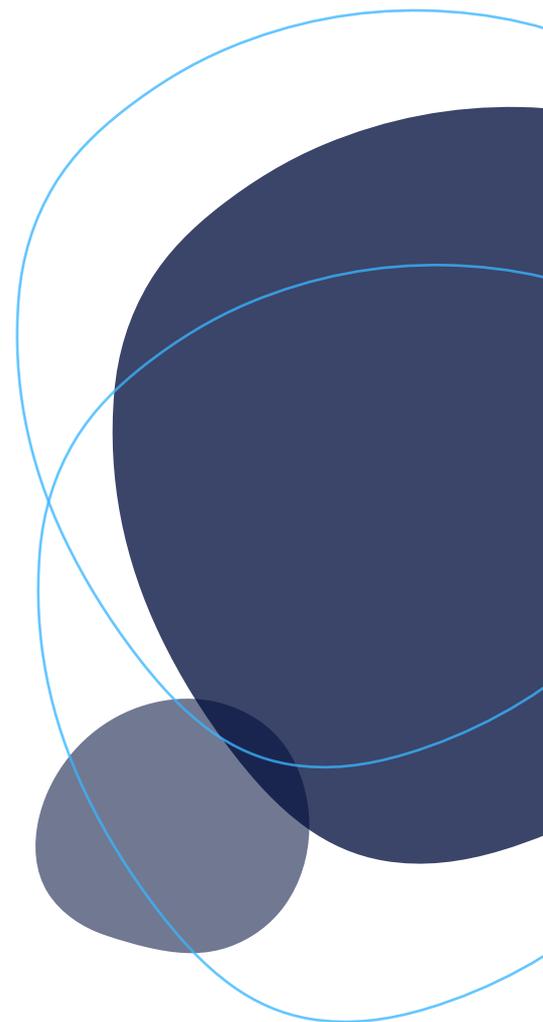
# Social Distancing

## Unsure of how to lead a project whilst social distancing?

It may take some creativity, but your community might need your project now more than ever!

### Here are some ideas for projects that community members have led during lockdown:

- **Online support groups** to encourage conversations around mental health
- Creating **health packages** made up of natural products, herbal teas and self-care tips
- Running a **30-day campaign** and resource pack on how not to be bored at home
- **Creating videos** about how you and your community have coped with the pandemic
- Sending **indoor gardening packages** to people who don't have access to a garden
- Delivering play resources and **activity packs** to do with your kids to keep them busy
- **Creating resources** about building positive relationships with police that can be sent to schools
- Positive **messages** displayed around the local community to make people smile
- Writing **letters** or **phoning** people who might be lonely, isolated or shielding





# Applications

## How do I apply?

To make it as easy as possible to apply you've got three options, choose one of the following:

- 1. Fill in the application form and email it to us**
- 2. Submit a WhatsApp video answering the questions on the application form**
- 3. Have a phone call with us and we'll fill out the application form together**

## Can I talk to someone about my application before I apply?

Of course. You can contact us on:

 **Phone** [07956308313](tel:07956308313)

 **Email** [CDCCGrants@youngfoundation.org](mailto:CDCCGrants@youngfoundation.org)

 **What's App** [07956308313](https://api.whatsapp.com/send?phone=07956308313)

## How do we decide who to fund?

Our independent steering group is made up of professionals and community members active in the local area.

## They will look at the applications and select who we fund based on:

- How well your project meets one or more of the CDC Small Grants core area of work (described at the beginning of this guidance)
- How strong your idea is and whether it meets local need
- How well planned your delivery and finances are
- How inclusive and diverse the involvement of local people in designing, planning and running the project is
- How you communicate the impact you expect your project to have in your local community

We will carry out what we call 'due diligence' checks to make sure that you are who you say you are and that your intentions are sound.

## What dates and deadlines do you need to be aware of?



Please apply by **11:59pm, Sunday 22nd November**. We'll let people know if they've been successful by early December.

If you are successful we'll work with you on the delivery of your project idea as needed up until July 2021. Any money you receive through the grant must be spent by July 2021 and we'll be working on the evaluation during July and August 2021.

# Next Steps

## What happen if your application is successful?

### We'll get in touch with welcome pack which will include:

- the full terms and conditions of your grant
- our policies and guidelines which you need to follow
- the logo's to use on any publicity you make
- an offer letter to be signed and returned within two weeks
- details on how we'll send the funding to you, for larger projects we may do this in phases

### From you we'll need:

- a copy of your identity documentation
- a scan of a bank statement
- a confirmation call with you and the other account signatories (if there are any)
- an independent reference who is not a family member

You must use your grant for the project/activities/equipment you apply for. We'll be in touch with you every couple of months to check that you are on track and give you support. We'll visit as many projects as possible, this might happen over Zoom or WhatsApp currently, to ensure everyone's safety.

You'll get support from us as part of the grant offer. We'll be running a virtual kick-off session to meet the other people we've funded, and we'll discuss what other training and skills you might need as we go.

## How will we need to report?

We'd like you to tell us about what happened during your project, share photos, connect and tag us on social media. This will help us to capture the stories of what the CDC small grants scheme has achieved.

We are keeping the reporting light as we want to make sure that most of your time is spent on developing and delivering your project. One of our team will touch base with you every couple of months to see how you are getting on and if you need any support. At the end of the project (and no later than August 2021) we'd like you to report back and tell us about what you've achieved with the funding, we want to make this as easy as possible so you can either:

- send us a short (1-3 minute) video
- write a short (250 words) summary with some pictures

### Please note:

You need to get consent from the people in your photos to share them. Our team can support you to complete the necessary paperwork for this.

If we are worried about the delivery of your project for any reason we may ask for more details about how you are managing your project budget, the activity (number of workshops, participants, volunteers etc.), information about your participants, volunteers etc

## What happens if my application is not successful?

If your application doesn't succeed, we'll email you to let you know and give you a brief explanation. You can get in touch if you want to talk through your application and get more detailed feedback. If we open any further funding rounds we'll be in touch to let you know.

## Will a CDC grant affect the benefits I receive?

If you are awarded a grant as an individual, this may affect your benefits or tax liabilities. You should contact HMRC, DWP or your work advisor at the job centre to make sure you understand the impact.

