

Inspiring Communities Fund Application Guidance Notes

Section 1 – About you

1. Tell us where your application is coming from: are you applying as a recognised Tenants and Residents Association, a community group or as an individual resident?

Please note that an individual resident will need a partner group to administer the grant.

2. If you are applying as a Tenants and Residents Association or community group, please provide a copy of your signed Constitution.
3. Complete the contact details of the person organising the project.

Section 2 – About the Project

4. Please give us a short title for the project or activity. Try to make it unique to your project.
5. Provide specific information about the project or activity. Include as much detail as you can to help the panel make an informed decision.
6. Provide evidence for why the project is needed, such as the results of any consultation with other residents or observations about the lack of current opportunities for certain groups.
7. Outline the expected results or changes to where you live, your neighbourhood or the community. Please be specific: *for example, 20 more children aged 9-12 years old from Bethnal Green will have improved reading/English as a result of attending after school classes for 6 months.*
8. It is important that we know THH residents will benefit from the funding. Please estimate the number of THH residents who will take part.
9. When do you hope to start the project and how long do you think it will last? Your project must take place within the same financial year (April-March) as the funding was received.
10. How will you let us know how well it went? THH has a project evaluation form which you will be required to complete. A case study is required so you are advised to identify someone early on. You must also provide receipts for the entirety of the project and give details about participants.

Please make sure you are liaising with a Community Partnerships Officer (community.partnerships@thh.org.uk) who can go through the evaluation form with you if you are awarded a grant.

11. Please tick all of the groups that will benefit from the project.

Section 3 – About the Funding

12. What is the budgeted cost of delivering the project? Please provide a breakdown of the full cost of the project and how much funding you require.

The following is an example of a budgeted item:

Entertainment: 20 acts @ £50 each per set = £1,000

13. Have you got any funding from elsewhere? Please give details.

If the total cost exceeds £5,000, please highlight what item(s) you require the Inspiring Communities Fund to pay for.

IMPORTANT:

- For volunteer costs, THH will only fund travel and food expenses where necessary. If all volunteers are local to the estate and the event or activity does not span a period of more than 4 hours, volunteer costs may not be funded.
- THH will not pay staffing costs, apart from if hiring a trained professional for, e.g. an exercise class. The trained professional must not be the applicant or part of the applicant group.
- THH will only fund up to £500 for fun days or other one day events.
- THH will not fund football clubs unless they are meeting a specific need not met by any other local teams. Instead, applicants may be able to access LBTH council funding, such as through Mayor's Cup grants.

Section 4 – Additional Information and Declaration

14. Is there anything else you would like to say about your project?

15. Whether you are an individual or a community group, you will need to provide details of at least three THH residents who can support your application and who will be actively involved in the project.

16. Please provide the correct bank details of a formally constituted group and sign and date the form. Without this information, the application form cannot be processed.

17-19. If you are an individual resident applying for this funding, then you will need to provide the details of a recognised Tower Hamlets Homes Tenant and Residents' Associations / local Community group which will support your application.

They will need to agree to act as a sponsor organisation for your project and agree to receive the funding on your behalf, helping you to spend and account for the money as required by Tower Hamlets Homes using their own financial and monitoring systems.

If you require help in finding a sponsor organisation then we will be happy to help. Please contact community.partnerships@thh.org.uk.

20. Please sign and date the application.

Risk Assessment

In order to ensure the health and safety of people taking part in events or activities we require groups to complete and submit a risk assessment which tells us that you are committed to Tower Hamlets Homes recommended safe working guidelines. This also includes matters related to child protection: a condition of funding is that volunteers working with children or vulnerable people must have an up to date DBS check. It is your organisation's responsibility to arrange and manage these checks.

Groups have an obligation to ensure participants and workers are in a safe environment. The types of safety measures your group should have will be dependent on the type of people you engage with, the types of activities that you do and so forth. For example, checking the venue is safe and has a food hygiene certificate, making sure that you have a first aid kit at your event, etc. Please explain what safety measures are in place for all people involved in your project in your risk assessment.

The risk attachment attached to the application is an example form. You can attach your own risk assessment form if you wish.

Think about the potential risks in running the project, what their potential outcomes might be, and how likely they are to happen. Then consider what could be done to reduce this risk. For example:

Potential risk	Potential outcome	Assessment of risk	Actions to reduce risk
Not attracting participants	Low attendance; project will not meet aim of bringing people together	Low risk	Resident consultation on activities, widespread publicity

CHECKLIST items

The items in the checklist must be submitted with your application. Failure to include any document will cause your application to be incomplete. These are:

- Latest available audited accounts
- Constitution, Terms of reference, Memorandum of Association
- A signed declaration form
- A risk assessment for your project
- A signed application declaration and bank details

Support with your application

We hope that this guidance note will help you complete your application. However, if you need any additional help or have any questions please contact us:

Tel: 020 7364 5015

Email: community.partnerships@thh.org.uk