



QPCC Community Grants Programme

Guidelines, terms and conditions

Who is the fund intended for?	The fund is intended for voluntary or community organisations and individuals living, working or delivering services in Queen's Park Ward, Westminster, London.
How much can you apply for?	Constituted organisations can apply for any amount between £200 and £3500. Individuals and unconstituted groups can apply for any amount between £200 and £1000.
When can you apply?	The next deadline for applications is Wednesday 21st November 2018 11.59pm. The intention is that funds will be distributed by the end of December 2018.
Who should you contact?	Queen's Park Community Council officers: Lindsey Brown lindsey@queensparkcommunitycouncil.gov.uk Kevin Harris chiefofficer@queensparkcommunitycouncil.gov.uk
<p>Queen's Park Community Council</p> <p>Office 1, Beethoven Centre, Third Avenue, W10 4JL</p> <p>0208 960 5644 / 07776 683 760 / www.queensparkcommunitycouncil.gov.uk</p>	

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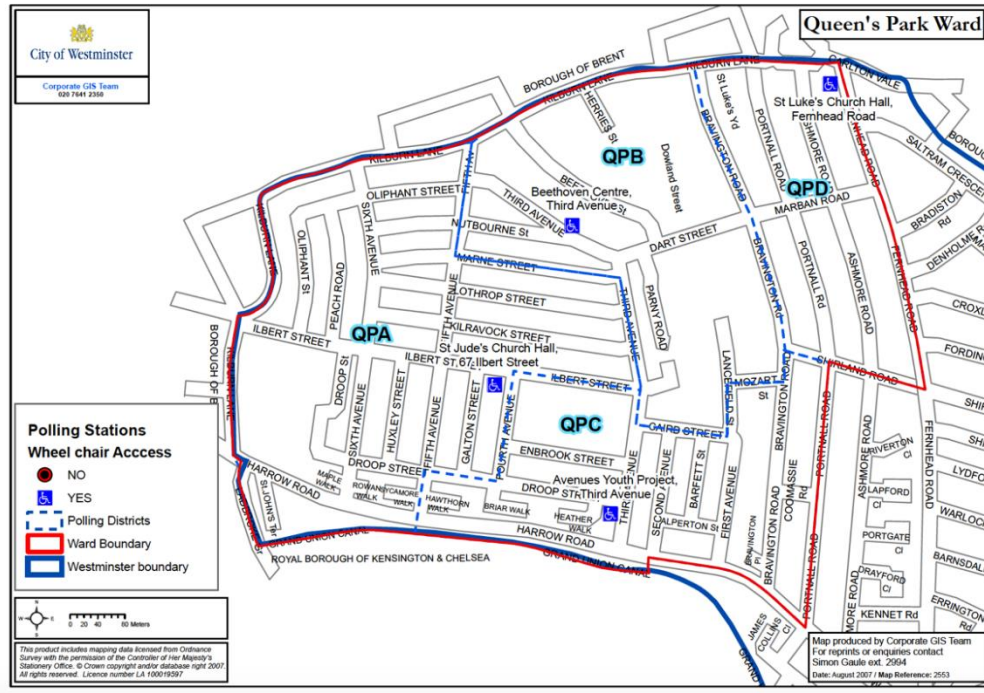


Did you know that QPCC also has a pop-up fund for smaller initiatives?

QPCC has set up a pop-up fund programme to give grants of up to £200, to help residents run events and mini-projects in Queen's Park, such as street parties, workshops, meetings or film screenings. QPCC welcomes proposals for not-for-profit projects and events that benefit the wellbeing of residents and / or promote community cohesion. Initiatives can be open to the entire community or be targeted at specific groups, e.g. children or older people. Residents or organisations with a base in Queen's Park can submit applications on a rolling basis throughout the year, but ideally at least 6-8 weeks in advance of the proposed project / event date so the council can approve in time. Please contact Community Officer, Lindsey Brown, for more information: lindsey@queensparkcommunitycouncil.gov.uk 0208 960 5644.

1. About the Community Grants programme

The QPCC Community Grants programme accepts applications ranging from £200 - £3,500 for projects, activities and one-off events that deliver demonstrable benefits to the residents of Queen's Park ward, Westminster. The map below shows the area covered by the programme.



Grant themes - what are we looking for?

QPCC will fund projects that are aligned with the Community Council's vision for Queen's Park, which is to improve the area and develop a more prosperous community. Your project will need to demonstrate positive outcomes under one or more of the following themes that fit the Council policies:

- Benefitting the health and well-being of local residents
- Supporting parents, children and young people
- Supporting adult learning (including for example ESOL costs)
- Improving quality of life for older residents
- Supporting individuals in becoming self-employed or in getting back into employment
- Improving environmental conditions in Queen's Park
- Supporting resident-led campaigns to address priority issues
- Promoting community cohesion.

We are keen to support smaller organisations, projects that are starting up, and/or initiatives that may not readily attract funding elsewhere. Whilst larger organisations are welcome to apply, we may take your organisation's income into consideration as part of our overall decision.

The Grants Panel will review your application against the following criteria:

- Does the project have a realistic aim which will bring genuine benefits to the community?
- If the aim is realistic, are the proposed actions also realistic, and clearly linked to the aim?
- Will there be a sufficient impact as a result of the activity? This could apply to a large number of people, or making a big difference for a small number of people.
- Does the application give convincing detail about how the project will be delivered, showing that it has been properly thought through?
- Is the project likely to demonstrate value for money?



Evidence of need

We can't just fund an idea on a hunch, however good that hunch is – so please think about how you can claim that there is a need for what you'd like to do. Is there some information that demonstrates a problem (e.g. traffic data, census data)? Has your group carried out a survey or an evaluation that identifies a gap? Perhaps the people you are hoping to work with have some views on the need for the project? Please contact us if you would like advice on how to gather and organise this evidence.

We encourage applicants to think about the sustainability of their project. Whilst successful applicants may be invited to reapply, we would like to see the programme benefit a diverse range of projects and funding is not guaranteed. Please tell us about how you will make your project sustainable, if appropriate, in your application.

Statement of principles

- Council's intention is that the fund allocated in the annual budget should be spent on local initiatives for the benefit of Queen's Park residents.
- The primary interest is in locally-driven initiatives that empower the local groups that carry them out while also bringing benefits to residents. As a lesser priority, Council may also fund initiatives led by agencies from outside Queen's Park where the need and benefit to residents are clear.
- The support of officers and councillors is available to help ensure that applications of sufficient quality are received, so that whenever possible the whole grant fund is spent for the stated purpose.

2. Who can apply?

You can apply to the community grant fund if you represent a voluntary, not-for-profit or community organisation which is based and / or operates in Queen's Park, including:

- Community groups (unconstituted or constituted)
- Registered charities
- Community interest companies (CICs)
- Social enterprises.

You can also apply as an individual living or working in the Queen's Park ward, if you have an idea for a project or activity that addresses the fund themes. Certain criteria apply with regard to receiving funds (see section 4 below).

As part of your application, you will be asked to describe your connection with the Queen's Park community.

A community grant cannot be approved for:

- the running costs of a statutory body. However, a statutory body can apply for funding for a one-off project.
- an organisation established for political or religious purposes.
- an organisation whose purpose is to generate profits primarily for private distribution.

3. What can you spend the money on?

Below are some examples of what we can fund:	These are examples of what the programme cannot fund:
<ul style="list-style-type: none">• Volunteer expenses• Staff costs• Hall hire• Small capital projects• Transport• One-off events• Equipment• Outdoor event licenses, e.g. to host an activity in Queen's Park Gardens or a street party• Refreshments• Insurance• Utilities / running costs• Training costs.	<ul style="list-style-type: none">• Individual domestic costs• Loan repayments• Political campaigning or religious activities• Overseas travel• Double funding revenue costs already funded either by QPCC or others• Activities that have already taken place.

4. Terms and conditions of funding

- a. **Organisations** - an organisation in receipt of funding must be either non-profit or charitable. Applications will not be considered from private organisations operated as profit-making businesses.
- b. **Individuals and unconstituted groups** - QPCC does not give welfare grants to individuals in need. However, the Council does not wish to exclude suitable community projects *proposed by individual residents*. Where a project is led by an individual or an unconstituted group the activities can be funded in certain circumstances up to a limit of £1,000. Any funds in advance would have to go to a 'sponsoring organisation' or 'banker' – a nominated body with a bank account, for example a constituted organisation or registered charity, that will receive and disburse the funds for the project by agreement. If necessary and appropriate, the Council will consider acting as banker for certain projects, in which case we will pay individuals against agreed receipts, but we cannot pay this in advance. We encourage individuals seeking funding for project ideas to align with or form a community group. The Council officers are willing to advise on this.
- c. **Administration of grant** - the administration of and accounting for any grant will be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council on request. Funds must be spent within 12 months from the time the money is transferred, unless otherwise agreed by the Council. Any grant can only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a variation. Any unspent portion of the grant must be returned to the Council within six months of the end of the financial year in which it was awarded.
- d. **Timing and frequency** - Grants will not be made retrospectively. Only one application for a grant will be considered from any organisation or individual in any one financial year. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year. If you wish to make a subsequent application, we will need to ensure that monitoring information for the first project has been submitted.
- e. **Part-funding** - We are happy to part-fund your project but will need to be satisfied that you have all the necessary funding to allow the project to take place, before releasing our grant.
- f. **Payments for project workers' time** – the Council appreciates that many community projects cannot take place without some of the workers' time being paid for. Grant payments can include appropriate time spent working on a project, but this needs to be fully explained and properly costed. *Such payments cannot be made for projects run by individuals or unconstituted groups*. Further, where a **councillor** leads on or plays a role in a funded project, they cannot be paid for any of their time spent working on it.
- g. **Charging for activities** - Whilst it is legitimate to charge participants for proposed activities (for example a small entry fee) the project / event must be not-for-profit and the proposed charges will be taken into consideration by the Grants Panel with a view to their affordability and appropriateness. All proposed charges must be made clear in the proposed budget.
- h. **Monitoring and evaluation** – all funded projects will be required to accommodate at least one monitoring visit from an officer or councillor. In addition, they will be required to collect some monitoring or evaluation data, by agreement with the officers, and submit this within six months of project completion. In discussion with each project we will seek to ensure that the collection

and processing of this data is appropriate, mutually beneficial and not onerous: but some level of data collection is a condition of funding unless specifically waived by the Council. Compliance with data protection legislation is the responsibility of the funded project, not the Community Council. If you need advice on what information to collect or on data protection, please contact the QPCC officers.

- i. **Publicity** - all publicity for the project will need to acknowledge support from Queen's Park Community Council and feature the Council's current logo.
- j. **Special conditions** - the Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or in conflict with the Council's objectives. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
- k. Nothing contained in these conditions of funding shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

5. How do I apply?

You can download an application form online (www.queensparkcommunitycouncil.gov.uk) or, by request pick up a hard copy from Office 1, Beethoven Centre, Third Avenue, W10 4JL. Applications can then be returned via email to grants@queensparkcommunitycouncil.gov.uk or to the office.

Applications sent by email should receive an automated response confirming receipt. If you hand in a hard copy to the office, we will confirm receipt via email or by phone. If you do not hear back from us within five working days, please contact the officers.

Incomplete forms may be rejected. Forms submitted after the deadline cannot be accepted: in such cases we may contact you to ask if you wish your application to be considered in the subsequent funding cycle.

If you have any questions about your eligibility or how to present your project, please contact the officers for an informal conversation. We may be able to help you shape your ideas, align them with the objectives of the Community Council, or advise how they can be turned into a practical project.

6. What happens next?

All grant applications will be reviewed by the QPCC Grants Panel, which is made up of community councillors and residents. The panel will make recommendations to the Community Council at the next council meeting. If the Grants Panel is unsure about any aspect of your application, they may ask QPCC Officers to seek clarification. The council has the final vote on which projects are funded.

Applicants will then receive an email or letter from QPCC officers informing the applicant whether they have been successful or not. After answering any outstanding questions, successful applicants will be asked to confirm that they accept the funding and conditions of funding. Grant funds will then be paid, usually in one instalment.

We expect this process to take 6-8 weeks from the application deadline. Therefore, we recommend that your project start no sooner than 12 weeks after the deadline submission day so that you have enough time to plan and promote it.

Following disbursement of the funds, QPCC will be in touch to discuss monitoring and evaluation, including arranging project visits.

The Community Council would also like to build up a portfolio of public case-studies to inspire new grant beneficiaries to apply. If your project is funded, we will speak with you about the most appropriate way to do this throughout the project.



Thank you for taking an interest in our community grant programme – and good luck with your application!

Checklist

	<i>Items</i>	<i>Tick</i>
1	Read the information in this pack, and give yourself enough time to prepare and complete your application.	
2	Make sure your project benefits the residents of Queen’s Park ward, Westminster (see map on page 3).	
3	Check whether your project fits under one or more of the grant themes (see page 3).	
4	Think about how to show that your project has support from the wider community.	
5	Check that you or your organisation meet the eligibility criteria, and that we are able to fund your project and its planned activities.	
6	Make sure to include a detailed budget breakdown; that everything adds up; and that you highlight where costs are known and where they are speculative.	
7	Sign and date the declaration.	
8	If you are applying as an organisation, make sure you provide a copy of your constitution, and your most recent annual accounts if your organisation is over 15 months old. If you are applying as a registered charity, please provide your registered charity number.	