Grenfell Projects Fund

A brand new grants programme supporting communities affected by the Grenfell tragedy.

Guidance Notes

THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

Guidance Notes for the Grenfell Projects Fund

Please read these Guidance Notes before completing your Expression of Interest.

About the Fund

The Grenfell Projects Fund is a £600k fund which seeks to build on the wide-ranging community response to the Grenfell tragedy to support community-led recovery in the local area. The Fund will provide grants to local organisations to support those most affected by the Grenfell tragedy. It has been co-designed with residents, who have told us how the funds should be spent and how funding decisions should be made.

Residents have identified six key outcomes and each outcome has been allocated £100k.
The outcomes are:

1. Wellbeing for children, young people or adults
2. Educational opportunities to increase skills, knowledge, enterprise and qualifications
3. Social and cultural events that bring communities together and provide information to increase connections across the community including initiatives to reduce isolation for older people
4. Community safety that increases the safety of everyone
5. Activities for young people
6. Food growing/greening and food-based activities that increase communities coming together and enhances the local environment

The community also told us they want to be involved in making the decisions on who receives funding. To make sure we involve a large number of residents in the decisions, all applicants must be willing to present their projects at a 'Decision Day' event or submit a short pre-recorded film that clearly outlines the project you would like to receive grant funding. Up to 300 local residents will vote to allocate funding to the projects they feel best deliver the outcomes residents have told us they want to see. This is known as participatory budgeting. Electronic voting technology will be used to record all votes and the results will be shown immediately on a large screen.

Completing the Expression of Interest form

All interested local groups are being asked to complete an Expression of Interest document by **Sunday 10 November 2019**. We have prepared this detailed Guidance Note, which sets out the eligibility criteria for the fund and outlines the information and supporting evidence you will need to provide.

In addition to supplying the relevant documents you will also need to demonstrate how your project will meet the needs of the community. You will need to show:

- how you will ensure most project beneficiaries live in the Grenfell-affected area
- where your project will be delivered
- how you will contribute to delivering one of the six outcomes listed
- how you will evaluate the impact of your project
- how your project will be sustained beyond the period you are applying for grant funding
- what the legacy of your project will be

Your completed Expression of Interest form will help us to make sure that all applications meet the eligibility criteria and all the standard safeguarding and financial health checks. It will also help us to provide you with further support and additional skills through the Community Leadership Programme. We will also offer support to prepare you to present your project to local residents at the Decision Day event.

Sections on the form

You can get additional support with the form at one of the Information Days listed in the Guidance Notes.

1. About you

The name of the person completing the Expression of Interest must be the name of the main point of contact in your organisation who will take forward your project.

Full contact details must be completed. We need to know the registered address of your organisation along with the email address and telephone number of the person submitting the Application.

2. About your organisation

There are many small groups of people coming together to provide support and activities for those affected by the Grenfell tragedy. We want these small groups to continue their work and be supported to grow.

The Grenfell Projects Fund is open to:

- constituted residents' associations
- new 'collective groups' who have written support of an existing organisation to act as fundholder and 'sponsor' who will take responsibility for the delivery of the project
- new and existing community organisations with evidence of organisation history and status
- new start up enterprises with one employee

You cannot apply for funding if you are:

- a local authority, independent, faith or other school in receipt of mainstream core funding
- a private business established without charitable aims, community or social purpose
- a private individual seeking funds for any purpose including education, fees and equipment
- a statutory team, service or department operating as a direct or indirect function of government
- a major social enterprise organisation delivering key public services such as leisure, transport or waste

Small groups who are not formally registered can apply to the Fund if they are 'sponsored' by an existing organisation.

The sponsor is expected to:

- accept and hold the fund for you
- sign the Funding Agreement
- ensure the project is delivered
- ensure your project complies with all monitoring and evaluation requirements
- provide written confirmation that they are the Sponsor Organisation

Full contact details of your Sponsor must be provided with written confirmation that they agree to undertake the role of Sponsor and adhere to the points above.

Supporting documents

To be eligible to apply for a grant, all Expressions of Interests must provide evidence that will be used to verify and conduct due diligence on all organisations applying for The Grenfell Projects Fund:

You must provide all documents listed below:

- organisation Constitution with supporting Minutes and Annual General Meeting Notes
- charity, CIC or company Registration documents
- business Rate Statement
- proof of address dated within last 12 weeks

Residents' Associations need only provide organisation Constitution with minutes and Annual General Meeting notes for the current and/or previous year

You must also provide evidence of financial stability:

- bank account in the name of the organisation applying for funds, and
- one year's bank statements as evidence of financial stability to manage funds

If your project is sponsored by an existing organisation, you will need to show written proof that the sponsor organisation accepts the role of holding your funds and ensuring your project is delivered. You must also provide written documents described above for that organisation.

3. Your project outcome

The Grenfell Projects Fund is a chance for projects to make a real difference in the Community. The Outcomes have been defined by the community – these are the things that the community want to see changing and improving in the area.

You are asked to explain the impact your project will have – for example, a new food growing Project might increase the number of people accessing fresh fruit and vegetables and encourage healthy eating in families, or a new accredited IT Project might increase the skills and employability of people aged under 35 not currently in employment.

Your project must help to deliver one of the following outcomes.

1. Wellbeing for children, young people or adults
2. Educational opportunities to increase skills, knowledge, enterprise and qualifications
3. Social and cultural events that bring communities together and provide information to increase connections across the community including initiatives to reduce isolation for older people
4. Community safety that increases the safety of everyone
5. Activities for young people
6. Food growing/greening and food-based activities that increase communities coming together and enhances the local environment

Your project can contribute to more than one outcome but you must select one main outcome:

4. About your project

In this short description of your project please be clear and succinct in explaining your project. It will help us to understand the project if you include:

- what is the name of your project?
- what will the project do – training, skills, activities, etc?
- where it will be delivered?*
- who is the project aimed at (age, specific group etc)?
- how many people will the project be open to?
- how will your project target and benefit Grenfell affected residents?

*We need to know where your project will be delivered to make sure that the newly funded projects are spread across the local area and can be accessed easily by people living in the Grenfell affected communities. Your project must be located where people can access it in the local area and the location must be a suitable venue that is accessible to wheelchair users and people who may have additional needs. If you have not identified a venue to deliver your project, then please state this and we can support you to work with other local organisations who have venues in the area.

If there is already a project like this delivered in the local area, tell us why you think this project is needed, and how it will compliment existing initiatives

- what evidence of need do you have?
- how do you know local people want more of this?
- what is different about your project and how will it complement existing initiatives?

You can submit supporting documentation such as project plans or marketing and communications plans.

Your project beneficiaries

It is most important that the people who access your project are those most affected by the Grenfell Tragedy. Many project beneficiaries will live in the North Kensington area. It is important that your project serves the communities affected by the tragedy and the project must be accessed by those most affected.

You need to explain how you will demonstrate that project beneficiaries are from the Grenfell affected communities.

You must demonstrate that your project is inclusive and can be accessed by people with a range of needs.

Monitoring and evaluating your project

The Grenfell Projects Fund is an opportunity for a range of projects to be delivered and provide valuable lessons on what makes a difference to Grenfell affected communities. It is very important that you monitor your project from the start and be prepared to evaluate the effectiveness of your project right at the start.

There are many ways of monitoring and evaluating projects, and you are advised to attend the Impact Measurements course that is available through the Grenfell Community Leadership Programme. We do expect all projects to maintain attendance registers and undertake project evaluation by participants. We also expect your evaluation to consider the wider impact and progression made by your project participants.

All projects will be monitored by RBKC and the monitoring process will be used to evaluate the Grenfell Projects Fund and Community Leadership Programme. All funded projects will be actively encouraged to take part in the monitoring process and share lessons and experiences with other funded projects.

5. About your funding

The funding thresholds set have been created in response to the community's view that residents associations and new organisations should be included. These thresholds will also make sure that smaller groups take on a level of manageable level of responsibility. By having different funding thresholds, different organisations can bid for different amounts of grant funding.

The funding limits are:

- up to £10k for residents' associations
- up to £10k for new collectives who have the support of an existing organisation who will support you to deliver, monitor and evaluate your project.
- up to £20k for new organisations (less than three years)
- up to £50k for new organisations with five members of staff or more
- over £50k for existing organisations with a strong track record of delivering services and managing large commissioned activities for more than three years. Only one bid can be submitted for any organisation seeking over £50k.

All eligible applicants can submit up to two bids to the maximum amount you are eligible to apply for, unless you are applying for £50k or more. Only one bid can be submitted for above £50k for any organisation. Funds allocated must be spent by 31 March 2021 to give groups time to prepare and deliver their projects. Funds will be released by the end of December 2019.

Your funding breakdown

At this first stage we are not asking for detailed project cost breakdown, but you are asked to provide the main costs that you intend to apply for. You will be asked to provide a detailed breakdown of costs before your project is presented at the Decision Day event.

Please include costs for the following:

- staffing – per hour/day/week
- venue Hire
- material
- professional Fees
- course costs
- travel and subsistence
- marketing and promotion

6. Information Events

There will be information events to explain the Grenfell Projects Fund and to demonstrate how participatory budgeting works in practice. You are strongly advised to attend one of the events:

- Monday 7 October, 6pm to 8pm at The Curve Community Centre, Bard Road, W10 6TH
- Saturday 26 October, 10am to 12pm at Latymer Community Church, 116 Bramley Road, W10 6SU
- Saturday 9 November, 10am to 12pm at Latymer Community Church, 116 Bramley Road, W10 6SU

This event will be a participatory session to prepare you to present your project at the Decision Day event.

7. Decision Day event Saturday 16 November

The Decision Day event will be a participatory day where local residents will vote to decide which projects will be funded. The Participatory Budgeting event puts residents in control of the £600k Grenfell Projects Fund.

Applicants who are not residents of north Kensington will NOT be allowed to vote. There will be a registration process for residents to attend the Decision Day event, and proof of address will be required.

Applicants are required to present their projects to residents. You must confirm if you will present your project in person or will submit a short film. You will be allocated five minutes to present your project. If you prefer to submit a film then you film must not be longer than five minutes.

All films must be submitted by **Sunday 10 November**.

The Decision Day event will be a full day event and refreshments and creche will be provided.

Further details of the Decision Day registration process will be available in October.

8. Confirmation of information supplied

You need to confirm that you have supplied accurate information and will submit all the required supporting documentation.

Submission

You can submit your Expression of Interest by downloading it from **www.rbkc.gov.uk** (search for Grenfell Projects Fund) and emailing it to **NKengagement@rbkc.gov.uk** or you can address it to Lorna Hughes in a sealed envelope and post or drop it off at Kensington Town Hall, Hornton Street, W87NX. You can also hand it in inside a sealed envelope to Kensington and Chelsea Social Council, 111-117 Lancaster Road, W11 1QT

Once this Expression of Interest has been received a member of the Community Engagement Team will arrange to meet with you to see the documentary evidence required to progress your submission. Please ensure that you have all documents ready.

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