

# Go For It Grants

Bringing More Activities to Life.  
Get Involved in Newham

## Guidance Notes



Please read these guidance notes before completing the application form.

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# EVERYTHING YOU NEED TO KNOW

## Introduction

Go For It grants help people like you bring great ideas to life.

Newham's approach to transforming the lives of residents is unique. It is doing this through building personal, economic and community resilience. It is about recognising the overlapping and interconnected ways that different elements of people's lives and community affect their life chances. The council sees community activities as playing a major role in this transformation. Community activities are a vital way of bringing Newham's neighbourhoods to life. Go For It grants will help support that aspiration.

If you're passionate about an activity, project or interest, then we want to hear from you. Why? We have up to £2,000 waiting to help you and your neighbours or friends get your idea up and running in your local community. All you have to do is complete an application form and show us how you plan to do it. Go For It grants have previously funded in excess of 1800 projects benefiting loads of local residents. Why not so grab a pen, start planning and make your community even better with a Go For It grant.

Go For It grants have already helped all sorts of good ideas get off the ground, from local garden projects and dance activities to sports tournaments, activities for older people, children's facilities, community choirs, health promotion initiatives and much, much more.

Just take a moment to imagine what opportunities for participation could be promoted with a small grant in your area... Now get involved and start making your ideas a reality.

The Grants scheme continues to support the expansion of activities for borough residents. Together we want to contribute to the council vision of making Newham a place where people choose to live, work and stay.

Newham is a mixed community and everything we fund through Go For It should reflect that diversity, and encourage all residents to come together as neighbours with common interests to share in a vibrant and active borough.

## The purpose of Go For It grants

- Developing new activities in Newham, which inspire more residents to get involved with their community.
- Providing access to small-scale one-off grants (up to a maximum of £2,000) for groups of residents, community groups and voluntary organisations, with good ideas for their area.
- Providing one-off grants of £250 to schools for their extra-curricular projects.
- Encouraging more active participation, community engagement and resilience among Newham residents.

## Amount of grant on offer

Go For It grants are available up to a maximum of £2,000 for new activities that will continue and be sustainable after a grant has been spent.

For example in the application form we would expect applicants to have set out elements of a sustainable plan which would include at least; a small charging policy; a local fund raising plan and a statement of intent to apply for another small grant from a charitable trust or lottery funded programme such as 'Awards For All'. Applicants may also have other ideas about becoming sustainable and these should be put in the application form.

Projects that are less certain of their sustainability but worth supporting as pilots for new activities can be funded up to £1,000 initially.

You will need to research the costs of your project accurately to apply, and not simply provide general estimates.

Grants will not be made for retrospective funding, where the applicant has already incurred the costs or spent the money before the application was made, and before a grant was awarded.

## Who can apply for a grant?

Go For It grants are available to both informal groups of residents and 'formally constituted voluntary groups' and schools.

### **Newham residents**

Residents need to run their project with at least two other Newham residents, who will share responsibility for how the project is run and how finances are managed and accounted for.

### **Formally constituted voluntary groups**

A formally constituted voluntary group is one that has a constitution, explaining what the group is set up to do, its aims and objectives - and how a committee will run the group democratically on a not for profit basis.

Such groups can open a bank account and may apply for registration as a charity.

### **Schools**

All state schools and academies, both primary and secondary, are eligible to apply but must clearly demonstrate benefit for the whole community, not just their school population.

### **Go For It grants applicants must be Newham residents or voluntary groups that are able to meet the following criteria:**

- Be inclusive and open to the whole community, helping to unite different cultural groups across the borough
- Operate within the London Borough of Newham on a not-for-profit basis
- Can provide a clear statement of aims and objectives
- Can show their ability to manage and deliver the project or activity
- Can show how they will manage their finances and keep good financial records
- Accept the principle of equal opportunities and can demonstrate their commitment to inclusiveness within their project
- Provide all required monitoring information from previous grants before a new application can be considered
- Applicants may only apply for one Go For It Grant in each financial year
- Include a clear budget showing anticipated actual costs, rather than general estimates
- Include all required supporting information in order to be considered
- Avoid duplication of existing local activity within the voluntary and community sector, as well as that provided by the statutory sector, except where demand from residents requires additional activity programmes.

## Which projects will receive funding?

Fundamentally the Go For It grants programme is intended to extend the range of activities available to residents for their health, education, recreation and enjoyment.

Priority will be given to previously unfunded groups or projects. If more appropriate funding programmes exist applicants will be advised to pursue these instead.

### **Examples of eligible projects include:**

- Community based initiatives that offer opportunities for active participation
- Activities that engage residents from Newham's diverse community in shared interests
- Community projects or innovative activities that respond to local needs
- Civic Pride projects that improve the local environment and amenities through residents' cooperative efforts
- Other projects that reflect the programme objectives.

### **Go For It will NOT fund:**

- Projects providing for only one or particular specified communities – activity must be open to all
- Activities that duplicate what is already provided or commissioned by the council, unless demand cannot be met
- Social excursions outside Newham
- Activities taking place outside Newham that are or can easily be provided locally
- Any overseas activity
- Activities restricted solely to any group's existing membership – activities must be open to the public in general
- Marketing costs that exceed 10% of total project costs applied for
- Organisational or running costs not directly related to the specific project activities, as defined in the application
- Political or religious activities.

## How long will it take to process my application?

All applications will be considered and the outcome normally notified within eight weeks – as long as you've supplied all the information required.

Remember, if you are requesting funding for an activity scheduled to take place or begin on a particular date, you should ensure this date is in your application. You will need to allow yourself enough time, so you can carry out your planning and preparation after your application has been considered and you have been notified of the result.

## Assessment process

After we've received your application, we may need to contact you for further information about your project. Your project may also be discussed within the council to make sure it complements the local strategies of the council and its partners.

Council officers will discuss applications and make recommendations to the Grants Panel. The Grants Panel discussions will inform the decisions of the Head of Service.

Projects approved for funding will be sent a formal notification of grant. Some grant offers may include additional conditions, which you will need to meet in order to receive funding.

Unsuccessful applicants will be notified in writing that their application for funding has not been supported.

Decisions on grant allocations are final. There is no appeals process for unsuccessful applications, but we can offer feedback about your application, in line with the council's established procedures for grant aid.

## How are grant payments made?

Grants under £1,000 will be paid as a single payment within ten working days from the date of notification.

Grants exceeding £1,000 will be paid in two instalments, the second payment being subject to receipt of satisfactory monitoring reports on first stage activity and expenditure, and evidence of sustainability

All grant recipients must send a final monitoring and evaluation report on the project, including accounts and receipts, to the council when your funded activity is completed.

Where a successful application is from an informal group of residents without a project bank account, the applicant can receive their grant either through an approved voluntary organization or by direct payment. We will tell you how to access funding if your application is approved.

## Operation and management of the programme

The Go For It grants programme is run by Newham Council's Community Grants Team and is overseen by the relevant Head of Service within the Council's management structure.

The council may alter the conditions, priorities or other criteria during the life of the programme.

Successful applicants also help to develop the programme by monitoring their own project, evaluating its impact in the community and by supplying financial information to the council as required.

The Go For It Programme will complement other funding programmes operated by the Council, which may be developed from time to time to support other objectives and priorities. Where necessary such additional programmes may alter certain operational aspects of the Go For It Programme. Any changes will be publicised at [www.newham.gov.uk/communitygrants](http://www.newham.gov.uk/communitygrants)

# GUIDELINES FOR COMPLETING THE APPLICATION FORM

If you need help or advice with completing your application form, please call the Go For It grants line on 020 3373 6019 or email [communitygrants@newham.gov.uk](mailto:communitygrants@newham.gov.uk)

## PART A - ABOUT YOU, THE PERSON WE WILL CONTACT REGARDING THIS APPLICATION

The contact details you provide in this section (name, telephone number, email address, postal address etc) will be used for all communications in relation to your Go For It grant application.

Please provide the details of any special communication requirements you may have.

## PART B - ABOUT YOUR IDEA

**Your answers in this section should provide clear details on what your project will provide and achieve if funded.**

### PROJECT DETAILS

The people assessing your application will need to have a clear understanding about your project.

The project name should reflect the particular purpose for which you are applying for funding.

The description of your proposed activity should include information about:

- The nature of the activity
- Where and when the activity will take place
- Whether you are targeting a particular age group, section of the community or locality.

Please provide the venue and full address of where your project will take place. If you are unsure of the exact address, please provide as much detail as possible.

Please indicate the proposed start date of your activity programme. If the exact date has not yet been determined, please provide the month and year e.g. January 2018.

If your project involves children or vulnerable adults you may need to arrange Enhanced Disclosure & Barring Service (EDBS) checks for your staff, volunteers and committee members and you will need to sign a declaration (see Appendix one).

Remember to be realistic in your planning – you are unlikely to hear the decision on your application until eight weeks after we receive it.

### BENEFITS OF YOUR PROJECT

Please explain the benefits of your project, and the effects it will have. You may be required to provide additional supporting information.

For example what difference will the project make to residents and the local area? You need to be sure you can demonstrate that these results have been achieved when the project is in operation.

Think also about how your activity will be sustained in the longer term.

### RESEARCH AND MARKETING

Please explain how you know, or why you think, your project is needed. For example, it may be based on the results of your research or consultation, or arising from something else.

Please tell us how local people will find out about your project. How will you publicise what you will be offering and attract people to your activity? How will you ensure your activity will attract residents from throughout Newham's diverse community?

### MONITORING

Please explain how you will measure the success of your project. What records will you keep

How will your service users be involved in evaluation? How will you be able to show your activity programme is successful?

## PART C - DETAILS OF YOUR BUDGET

**Your answers in this section should provide clear details on the costs of your project, including a detailed cost breakdown.**

### PROJECT COSTS

The maximum grant you can apply for, per application, is £2,000, although grants in excess of £1,000 will be exceptional. If the cost of your project will be more than this, please give the full cost, and say how much of the balance you have already raised and how you will raise the rest of the money you need. Applications from schools are limited to £250 maximum

You will need to mention all other grant applications you are making for this project and say whether the funding has been secured or, if not, when you will know the outcome of your application(s).

If you will be charging people, please include the amount(s) you will be charging. If you are going to charge a sessional fee, give the full price and details of any concessionary prices, if applicable.

### PROJECT COST BREAKDOWN

Please remember these are small-scale one-off grants usually made to fund specific activity or other project costs. They are not intended to fund ongoing running costs for your organisation: you'll need to have other plans if you think you'll need to meet such costs.

Also bear in mind that grants may not cover your entire project costs, and that they cannot cover expenditure already made, or that to which you are already committed.

So in this section, please list how you plan to spend your Go For It grant. Your list could include such items as sessional staff, Volunteer expenses (no more than £10 per day for each volunteer), venue and equipment hire, transport costs, materials or equipment purchase, publicity and other costs.

You should enclose estimates, or quotes, from your suppliers, with a clear breakdown of costs, for any expenditure item in your budget costing more than £150, whether these are equipment items, staffing costs, or other services or costs, such as venue hire.

You will probably need to approach suppliers for estimates so you can include accurate costs. To make things clear, please explain how you have calculated items like travel costs, volunteer costs, sessional staffing costs etc. You can do this on separate sheets and attach them to your application form, if necessary.

### Example of Project Costs Breakdown

Please state the purpose you are seeking funding giving a detailed breakdown of your expenditure?		
Item	Details	Cost
Volunteer expenses (1 volunteer)	Travel x 4 days @ £5 per day Lunch x 4 days @ £5 per day	£20 £20
Premise costs	Hall 4 days x 5 hours @£30/hour Kitchen 4 days @ £10	£600 £40
Sessional workers	Dance teacher x 4 sessions @ £30 per hour	£120
Publicity	Design Leaflets x 500 at 5p a copy Advertising through: Newham Recorder	£25 £25 £50
Catering	Food Drinks Plates, napkins, cutlery (paper or plastic)	£100 £50 £25
Transport	Minibus hire £40 x 4 days Petrol Driver £25 x 4 days	£160 £60 £100
	Total operating costs	£1775

### GRANT PAYMENT ARRANGEMENTS FOR SUCCESSFUL APPLICATIONS

Grants awarded to projects will be paid through an approved local voluntary organization with a bank account. If you know of an organisation that will assist in this way, please provide the details requested. If not, the grant can be paid direct to the applicant's bank account when necessary.

## PART D - ABOUT YOUR GROUP

**Informal groups of residents and schools do not need to complete parts D and E and should go on to parts F and G.**

**To be completed by constituted voluntary groups and organisations only.**

Your answers should give us information about what your group is already doing, the services you currently provide, the needs you are meeting and the sections of the community that are benefiting from your activities.

It is important that you tell us what you are actually doing to give equal opportunities to all people in Newham who may wish to participate in your project and the ways in which your service users influence and contribute to the work of the group.

Please tell us when your group was first set up and in which particular part(s) of Newham you provide your activities or services.

Your group does not have to be a registered charity or company to be eligible for a grant but please provide details if you are registered in either or both of these ways.

## PART E – FINANCIAL INFORMATION OF YOUR GROUP

**To be completed by constituted voluntary groups and organisations only**

### GROUP'S FINANCES

Your constitution will require you to produce annual accounts at the end of each financial year. These accounts should be audited (or at least independently examined) as appropriate.

You will need to enclose a copy of your latest accounts. These will include a statement of your reserves at the end of the financial year, in other words the amount of money you have left at that time.

Some of this reserve may be 'restricted' meaning that it must be reserved for a particular purpose. This is often a condition set by the funder or provider of that money. Such restriction will normally be included in the notes attached to your annual accounts. Any amount of your reserve not subject to such restriction should be included in the 'unrestricted' sum on the application form.

If your group has received any funding from any part of Newham Council in the last three years please provide details of year of funding, amount from each section, department or programme that applies and the service or activity that was funded.

## PART F – COMPLETION OF APPLICATION

**By completing this section, you:**

- Certify the information contained in your application is true and correct and in accordance with the best information available to you at the time of this application; and
- Agree to provide additional information (where required) to Newham Council to consider or verify your application
- Confirm the application is authorised by your fellow organisers or your trustees or management committee
- Additionally if your application is successful in full or part, you will comply with the small grants programme conditions of grant aid (see appendix two).

## PART G - CHECKLIST

The checklists indicate the information and documents that need to be included with your application, depending on which kind of applicant you are.

Enclose all the relevant documentation requested or explain why you are unable to do so or that certain documents have been previously submitted.

**Please note that if all the applicable requested documents are not enclosed, the assessment of your application will be delayed.**

## **BANK/BUILDING SOCIETY ACCOUNT DETAILS**

You will need to supply your group's bank account details in order to be paid.

Your bank account mandate will specify (usually three) signatories who can sign cheques on behalf of your group. Please list these and include each person's role in your group e.g. treasurer, chair, etc.

If your group does not have a bank account, and your application is successful, we will arrange payment through an approved organisation to give your group access to the funding, or we will pay the named applicant direct.

**Please provide the details below on letter-headed paper, showing your organisation name and official address as registered with your bank.**

To Newham Council .....

Please find below bank details for payment to be made to: (name of organisation) .....

### **Bank/building society account details**

Name of account: .....

Sort code: .....

Account number: .....

N.B. If a grant is awarded, payment will be made in this name. Please make sure it is the correct name, otherwise your bank may not accept the payment.

Bank/building society name: .....

Bank/building society address: .....

..... Postcode: .....

### **Who are the authorised signatories for your bank/building society account and what is their position in your group?**

Signatory's name: .....

Position in group: .....

Signatory's name: .....

Position in group: .....

Signatory's name: .....

Position in group: .....

## **HOW TO CONTACT US**

You can contact the Go For It grants staff by:

Phone: 020 3373 6019 or

Email: [communitygrants@newham.gov.uk](mailto:communitygrants@newham.gov.uk)

Alternatively you can also visit our website [www.newham.gov.uk/grants](http://www.newham.gov.uk/grants)

## **APPENDIX ONE**

### **Protection of children, young people and vulnerable adults**

If your project will involve working with:

- Children
- Young people
- Vulnerable adults

You will need to comply with the best practice relating to Enhanced Disclosure and Barring Service (EDBS) and Child Protection Policy.

#### **Enhanced Disclosure and Barring Service (EDBS) checks**

You must be aware that all staff or volunteers working directly with these groups of people are required to have an EDBS check.

If funding is allocated for your project it will be conditional on the council receiving a signed declaration from you that all relevant people involved in the project have been cleared through this process.

#### **Child Protection Policy**

It is also good practice for groups working with young people to develop and adopt a Child Protection Policy. This is a requirement for any facility that requires registration by OFSTED.

For further information regarding EDBS disclosures or child protection policies, please see [www.gov.uk/dbs](http://www.gov.uk/dbs)

## APPENDIX TWO

### Conditions of Grant Aid: Go For It Grants

Thank you for reading through our conditions of Grant. If you would like any further information, please contact us: [communitygrants@newham.gov.uk](mailto:communitygrants@newham.gov.uk)

This is a formal contract between the grant applicant and the London Borough of Newham. It should be read thoroughly and kept safely for future reference

#### Conditions of Grant Aid

1. The grant applicant, whether an informal residents' group or formal voluntary organisation must provide a clear statement of aims and objectives (either within the application form or as a separate document), and be not-for-profit
2. The applicant group (excluding schools) should ensure there is a minimum of three lead members in the group before funding can be considered
3. The project activity or event must be targeted on Newham and bring direct benefit to residents of Newham
4. Funds granted must only be used for the purposes set out in the application form or approval correspondence, unless changes are agreed by the council in writing
5. The project or event organisers shall not use any part of the council's grant to support any political party or to engage in publicity, which could reasonably be regarded as designed to affect support for a political party
6. Funds may not be used to promote any religion or for religious activity
7. Funds may not be used for the purchase of alcohol
8. Any allocation from this programme must be spent and accounted for, within 8 weeks of completion of the project activity, or completion of grant expenditure, and submitted with other required project monitoring information
9. Failure to submit required monitoring information, including the required accounting details for expenditure of the grant, will necessitate repayment of all or part of the grant
10. Individual items of equipment purchased with Council funding with a value exceeding £500 must be insured and shall become the property of Newham Council if the project or group folds within two years of receiving the award
11. Equipment purchased with council funding should not be stored in an individual's home
12. The grant cannot be used for expenditure made before the date of your grant offer notification
13. Appropriate financial and accounting records must be maintained and can be requested by the council
14. If the applicant owes an outstanding debt to the council, which is unrelated to the grant, the council will not pay grant funding until such time as the entire debt has been cleared
15. If the applicant has failed to submit the required monitoring information from previous council funding, the council will not consider any new application until this has been rectified
16. Council support should be acknowledged on project literature, as appropriate
17. A council officer will be assigned to the funded project to provide liaison as necessary. This officer must be kept informed of the progress of the project
18. Monitoring information must be provided as specified in the grant offer notification and access given to the project at all reasonable times in order that council officers may provide development support and carry out monitoring and evaluation duties as appropriate
19. The project must be inclusive of all sections of Newham's diverse community and ensure it operates good practice in equal opportunities
20. The project organisers must comply with all legal requirements in relation to employment, insurance, health and safety, child and vulnerable adult protection, delivery of service, use of premises and other relevant matters
21. No applicant or member of the organising group or voluntary organisation management committee shall receive payment for services from this grant
22. Grants may not be used to subsidise fundraising activities
23. Funded projects will be expected to share information on their activities, outcomes and achievements, as and when required by the Council.

