



Appendix 2

Stronger Communities

1. Types of projects and activity to be supported

The Stronger Communities Theme is divided into three sub themes

- Developing strong neighbourhoods and communities

The activities supported in this sub theme support local community projects within the City of London and its Housing estates across London. It is expected that the projects should enable more people to become involved in their communities and encourage a broader understanding of the diverse needs and a higher take up of existing and new opportunities available for those communities.

- To promote community health and wellbeing

The activities supported in this sub theme should contribute to the health and wellbeing of communities within the City of London. It is expected that projects should demonstrate achievements in addressing the Health and Wellbeing priorities set out in the Joint Health and Wellbeing Strategy as set by the Health and Wellbeing Board.

- For the Relief of Poverty

The activities supported in this sub theme should help the relief of need, by reason of poverty, old-age, ill-health, accident or infirmity, of those who live in the City of London.

This theme is encouraging of individuals with proposals for projects which will benefit the community under any of the three sub themes. However, please note that as an individual you will need to apply for funding through a City-based group or organisation, residents association or a charity who will support and countersign your application and thus have “ownership” of the project.

2. Who can apply for a City of London Corporation Grant?

Grants issued through the ‘Stronger Communities’ theme will be awarded to projects or services that are being delivered strictly for the benefit of communities or beneficiaries within the City of London and its Housing Estates across London.

Organisations applying for a grant should be able to demonstrate that they are already operating or delivering similar services in the area where the intended project or service is to be delivered.

One annual grant round will be established per year, the opening and closing date for which will be confirmed at a later date.

The minimum grant award permitted will be £500, and the maximum £10,000.



The City of London Corporation Central Grants Programme is open to organisations that fall into one of the following categories:

- Registered charity
- Registered Community Interest Company
- Registered Charitable Incorporated Organisation
- Charitable company (incorporated as a not-for-profit)
- Exempt or excepted charity
- Registered charitable industrial and provident society or charitable Cooperative (Becom)
- Constituted voluntary organisation

Overview:

Minimum and maximum grant allowed	Opening dates for applications	Closing dates for applications	Decision timeframe
	2016-2018	2016-2018	
£500 min £10,000 max	TBD	TBD	12 weeks from closing date

3. How do you apply for a grant?

To apply for a City of London Corporation grant you will need to complete an online application form by the corresponding deadline and submit this electronically with your supporting documents to the City of London Corporation Central Grants Unit. We do not consider draft applications or proposals, including by email.

We do advise that you send your application to us well before the stated deadline to allow us to process your application in time. We will only consider one application from your organisation at any one time.

All application forms are required to be completed through the online City of London Corporation grants web portal. Only in exceptional circumstances would a hard copy application be made available to applicants.

Application forms in large print, Braille or audio tape would be offered to applicants by special request.

4. How are applications assessed?

Once the City of London Corporation has received your online application and all supporting documents it will be passed to one of the City Corporation's Grant Officers for assessment. As part of this process a Grants Officer may contact you for more information.



We will acknowledge receipt of your application within 10 working days of it being received. If your application is not complete it will be returned to you and you will have a further 10 working days to send us the missing information.

A Grants Officer may also arrange to visit your organisation as part of the assessment process. Once a full assessment has been completed your request will be referred to an appropriate Committee or Senior Manager (depending on the level of grant requested).

The timescale to process your application will vary; however, we will endeavour to ensure your application is assessed within 12 weeks of the closing date. You should take account of this when planning your project.

5. How do we monitor and evaluate grant recipients once an award has been made?

If we fund your project we will need you to complete an end of grant monitoring report to confirm how the grant has been spent and what you achieved. Please make sure that you keep receipts for all the items or services you buy with the grant and that you keep them somewhere safe as we may ask you to provide them.

We may also visit you to check how the grant has been spent.

Please keep us up to date if your project or any of your contact details change at any stage during the period of your grant.

6. If your grant application is successful

If your application is successful, an initial offer letter detailing the level of grant awarded will be issued. This may contain special conditions relating to the grant award or pre-agreement grant conditions.

Grant acceptance terms and conditions will be subsequently issued which should be signed and returned within 20 working days.

Once all documentation has been received and approved you would be asked to formally request payment of your grant award.

Note: You cannot start your project until we have received, checked and approved all information that we have requested.

7. If your grant application is unsuccessful

Due to the limited budget available and the number of applications for funding we receive, the City of London Corporation unfortunately cannot provide funding to every applicant that applies for a grant. Grants are therefore issued on a discretionary basis, there is no appeal process and the decision of the City of London Corporation is final.

8. Support with your application



We urge all applicants that are unsure about whether to submit an application to read all available eligibility criteria on our website and attend one of our Grant Officer led workshops; dates for which will be publicised on our website throughout the year.

If you have an enquiry that is not covered within the online guidance, please contact the City of London Grants Unit directly, who will be able provide answers to general queries regarding the application process.

9. Can you reapply for funding?

You may reapply for funding to deliver the same project only if the deliverables and project beneficiaries are significantly different from your previous grant, but this is no guarantee that funding will be granted.

Organisations cannot hold more than one of our grants at any one time (this includes grants issued from City Bridge Trust).

If you are a current grant holder, you will need to have satisfactorily met all our grant monitoring requirements before applying again.

10. What do we not fund?

Some things we are unable to pay for are shown below.

- projects that cannot be completed by 31 March 2018
- projects that take place outside of the City of London.
- activities that have already taken place or start before we confirm our grant
- any costs you incur when putting together your application
- any expenditure incurred or committed before we confirm our grant (including deposits)
- day-to-day running costs of your organisation (for example, utility bills, council tax, rent, insurance)
- contingency costs
- existing activities and repeat or regular events, including those we have funded before
- fundraising activities for your organisation or others
- items that are purchased on behalf of another organisation
- loans or interest payments
- on-going staff costs (including salaries of permanent or fixed term staff)
- political or religious activities
- projects where it is considered that assistance may have been received from a third party for their own commercial benefit
- projects or activities that the state has a legal obligation to provide
- projects that you cannot maintain because of high on-going costs or the need for specialist skills
- purchase of alcohol
- routine repairs and maintenance
- used vehicles
- VAT that you can recover



11. Do we require that your project or service be sustainable?

Depending on the nature of the project seeking funding, the City of London Corporation is keen to ensure that you have given due consideration to how you will continue to fund and deliver your proposed project in the future, when your funding award has come to an end. Although this is not a grant requirement, it will place your application in good stead if you can demonstrate a high level of project sustainability.

You may demonstrate this through the establishment of long term sustainable partnerships and networks, the development of on-going fund raising events, corporate sponsorships or income generation through alternative funding bodies.

Being able to demonstrate a track record of working with the City of London Corporation or having previously delivered successful projects or services within the Square Mile would be advantageous to your application.

Providing match funding as part of your application is not compulsory, however, this would demonstrate to us your commitment to the project and lessen concerns that we are the sole supporters of a project.

Match funding can be cash (including donations, sponsorship, other grants or income from charges) or 'in-kind' for e.g. donated professional time. Match funding must be related to the project or service seeking funding.

12. Further information

If you have questions about how to apply or about the status of an application, you can contact us on 020 7332 3710, email us at grants@cityoflondon.gov.uk.