

Appendix 2: Destination City Partnership Fund – Funding Policy

Overview

Destination City is the growth strategy for the Square Mile. In the decade ahead, the City aims to be a globally attractive place for businesses, seeks to attract workers back to the office and be a place that people want to live, work, learn and explore. Its future success relies on being a welcoming and inclusive destination for all.

What we fund

The Destination City Partnership Fund encourages creative and innovative ideas that help to deliver the aims of the Destination City Programme. Through the fund the City Corporation aims to draw on the ideas and delivery expertise of all those who operate in or interact with the City.

Proposals must deliver one or more of the following defined **outcomes of Destination City**:

- 1) **Attracting current City workers back to the office.** With a particular focus on increasing worker footfall on Mondays & Fridays.
- 2) Making the City of London **a destination that people want to live, work, learn and explore.** With a particular focus on creating a lively ground floor experience, improving pedestrian connectivity between places and increasing visitor footfall on Fridays and weekends.
- 3) Ensuring that the City of London is **an inclusive and welcoming destination which attracts the next generation of talent.**

The scope of the Destination City Partnership Fund is deliberately wide and can fund both infrastructure, equipment and activities including events, workshops, celebrations, projects or anything else that attracts workers back to the office and makes the City a place that people want to live, work, learn and explore.

Sustainable interventions

The DCPF seeks to support sustainable interventions and welcomes proposals that seek to prove a concept, or pilot an approach that could be rolled out, if it proves to be successful.

Where we fund

- Grants issued through the Destination City Partnership Fund will be awarded to projects that are being delivered for the benefit of communities within the Square Mile. Projects which engage communities on the City's immediate boundaries will also be considered if they can demonstrate delivery of the Destination City objectives.
- Projects must have all benefits delivered within the City of London. Applicants may be based outside of the City of London, but it is anticipated that most applicant organisations will be City-based.

Value of Bids

The minimum grant that an organisation can apply for is £1,000 and the maximum grant is ~~£10,000~~ **£20,000**.

Who Can Apply

Applications are welcomed from:

- Constituted voluntary organisations and resident associations.
- Constituted business organisations and associations.
- UK registered charities.
- Registered community interest companies (CIC).
- Charitable companies (incorporated as not for profit).
- Registered charitable incorporated organisations.
- Exempt or excepted charities.
- Registered charitable industrial and provident society (IPS) or charitable community benefit society (BenCom).

The fund welcomes applications from both established organisations and new initiatives.

Applications cannot be accepted from individuals. Individuals who wish to apply for funding should do so through a City-based constituted organisation or group falling into the above definition.

Application Deadline

Applications are submitted online and are accepted on a continuous basis. Funding decisions are made through officer delegation. Decisions should normally be made within a maximum of ~~8 weeks~~ **12 weeks** from the receipt of a valid application.

Application Advice

The Central Funding and Charity Management Team provides pre-application advice and support to applicants. The Central Funding and Charity Management Team can also provide feedback to unsuccessful applicants. Requests for advice should be emailed to grants@cityoflondon.gov.uk. However, the Central Funding and Charity Management Team cannot provide assistance with project management or delivery of schemes funded through the Destination City Partnership Fund.

Assessment Criteria

- Applications should evidence of the feasibility, deliverability and sustainability of the project.
- **Co-funding:** Through the Destination City Partnership Fund the City Corporation is seeking to co-fund projects with partners. Proposals must set out what cash and in-kind contribution will be made to match-fund the cash contribution requested from the City Corporation.
- **Sustainability:** Grant funded projects are expected to become sustainable within the life-time of the Destination City Partnership Fund grant. Applications to extend a current Destination City Partnership funded project will be limited to the award of a maximum one further continuation funding grant. However, an applicant may apply for funding towards a new different project once their currently funded project has been completed.
- **Test and learn:** The Destination City Partnership Fund seeks to test-and-learn approaches that best deliver the Destination City outcomes. Applicants must submit a monitoring and evaluation framework specifying the activities (outputs) that will be delivered and the differences (outcomes) that will be achieved as a result of delivering the project with measurable targets that set out how the grantee will track progress against intended

outputs and outcomes and how the results will be used to further test and develop the initiative.

- Applications should set out clear timescales for delivery. Projects should be delivered by 1 April 2028 unless a grant extension is agreed.
- Applications for infrastructure projects should have obtained all necessary planning and other consents prior to the release of funding.
- Applications should not include expenditure for any spending commitments made before the date of grant awarded.
- Applicants should not apply to Destination City Partnership Fund for any part of a project that is already funded.
- Although applicants may apply to the Destination City Partnership Fund for a number of different projects, the total Destination City Partnership grant funding awarded to the same applicant cannot exceed ~~£20,000~~ £30,000 in any two year period measured from the application date of the first grant awarded.
- Applications that include a request for funding towards a post where the post holder will work more than 17.5 hours per week must submit a job description to outline the key roles and responsibilities of the post, the hours and the pay rate/salary.
- We are a Living Wage Friendly Funder. Any post paid for in full or part by a grant must be paid the London Living Wage as a minimum.

Supporting Documents

The following supporting documents are required in relation to all applications:

- A copy of the applicant's most recent signed financial statements for the organisation.
- If the most recent signed financial statements are not for the organisation's last complete accounting year, then also a draft set of financial statements, or a forecast outturn, for the organisation's last complete accounting year should be provided.
- A current year budget and, if nearing the current year-end, a current year-end forecast.
- A copy of the organisation's constitution (or another governing document if the applicant is a business).
- If the applicant is a newly constituted organisation (established in the last 18 months) they should submit management accounts and a financial forecast for the first 12 months of operation.
- A budget breakdown for the application identifying the full project costs, other income and hence grant funds required – to including all in-kind and cash contributions.
- If the organisation works with children or vulnerable adults, a copy of the organisation's safeguarding policy.

Eligibility Criteria

- Applicants can only hold one Destination City Partnership Fund grant at any one time.
- Applicant organisations should have a clear set of governing rules and governing document appropriate to their legal status.
- Applicant organisations should have a minimum of three unrelated members on their governing body.
- Established applicant organisations (operating for 18 months or more) are required to provide at least one year's signed, audited or independently examined accounts for the organisation.

- Newly constituted organisation (established in the last 18 months) must submit management accounts and a financial forecast for the first 12 months of operation.
- Applicants should have robust financial procedures in place to ensure that funds are used appropriately. The applicant must have an ordinary business bank account and all cheques from the bank account must be signed by at least two individual representatives of the organisation who are not related to one another and who do not live at the same address.
- Applications will not be accepted from political parties or organisations involved in political lobbying.
- Applications will not be accepted from City Corporation teams or divisions.
- Applicant organisations should have a safeguarding policy that ensures the organisation provides a safe and trusted environment which safeguards anyone who comes into contact with it, including beneficiaries, staff and volunteers. Applicants seeking funding for activities with or for young people and vulnerable adults must have a robust safeguarding policy in place which outlines procedures, training, incident reporting and safeguarding risks.
- Applicants in receipt of a rejected application cannot reapply to the Destination City Partnership Fund for 4 months from the submission date of the rejected application.
- Applicants who withdraw their application during the assessment process may reapply to the Destination City Partnership Fund at any time.
- Applications must be endorsed by a referee who knows the work of the organisation but is independent of it. This could be a local councillor, another funder or an officer of the applicant's local Council for Voluntary Services, Volunteer Bureau, local authority or umbrella body. It should not be a member of the applicant's Committee, someone who uses the applicant's services or a member of the applicant's family.

Assessment

Once we have received an online application and supporting documents the application will be allocated to a Funding Manager who will lead the review of the proposal. As part of this assessment process, we will undertake a number of due diligence checks in relation to the organisation's governance, history, safeguarding and finance. As part of the assessment process the Funding Manager will arrange an assessment discussion with the applicant to talk in more detail about any questions that may have arisen and to find out more details about the project.

Awards Process

Proposals will be reviewed and approved by officers from the City Corporation under delegated authority, with decisions being reported to the Policy & Resources Committee.

Where a grant has been awarded for either revenue or capital expenditure, applicants have up to one year from the date of the grant letter in which to begin to draw down funds. The grant offer may be revoked where the grant is not drawn down as outlined above unless an alternative timescale has been agreed in writing. The City Corporation will monitor delivery of projects, including taking action to ensure that projects are delivered on time, or seek to recover funds if projects do not proceed within agreed parameters.

Governance Process

The City Corporation's Destination City Partnership Fund will be allocated following the assessment of eligible applications that meet the assessment criteria for infrastructure projects or

activities that take place within the City of London and which best meet the Destination City outcomes. The determination of these applications will rest with the City Corporation.

Complaints Process

Any applicant wishing to complain or express dissatisfaction about the conduct, standard of service, actions or lack of action by the Central Funding and Charity Management Team during the assessment of their application should follow the City of London's simple three-stage procedure outlined on the Corporation's website at: [Feedback - City of London](#). At Stage 1 complainants should contact grants@cityoflondon.gov.uk upon which their complaint review will be undertaken by the Head of Central Funding and Charity Management Team. A full response should be provided within ten working days. At Stage 2 a complaint review will be undertaken by the Chief Officer of the Department or a nominated Senior Officer (Deputy Town Clerk). A full response should be provided within ten working days or the complainant will be advised of any delay. At Stage 3 complainants should contact complaints@cityoflondon.gov.uk upon which a complaint review will be undertaken by the Town Clerk & Chief Executive or a Senior Officer acting on his/her behalf. A full response should be provided within ten working days or the complainant will be advised of any delay.