



## Community Fund Guidelines

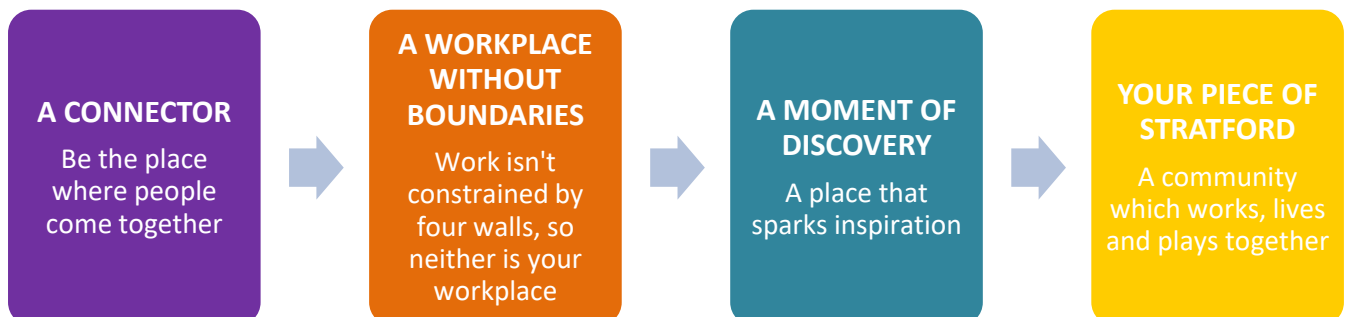
### About the Fund

The International Quarter London (IQL) Community Fund was established in April 2015 by Lendlease and LCR to support the local community around their development at Stratford City. Managed and administered by East End Community Foundation (EECF) the Fund aims to build on the strengths of local people, celebrate the rich cultural diversity of the area and support the people who are most at need in this time of change. It is hoped that the fund will become a permanent feature of the area and that over time, it will develop and grow with the community taking ownership in both decision making and fundraising.

Since 2015, the IQL Community Fund has distributed £50,000 to 17 organisations based in Stratford & New Town, West Ham, Forest Gate, Hackney Wick and Leyton to invest in the local community and promote neighbourhood cohesion. Over **1,600** people have been involved in a project supported by the IQL Community Fund to date and it is estimated that will increase to over **2,000** once all projects have been completed. Key outcomes of the completed projects to date are detailed further in Appendix A.

### The International Quarter London

The International Quarter London is a diverse community of homes, workplace and dynamic public spaces, where residents, visitors and those that work at IQL will discover new locations and share experiences. The goal is for the International Quarter London to be the connector that brings the wider area together, and the foundation of an inclusive and collaborative community. The IQL Place Pillars are:



## Grant Amount

The total value of the Fund is £25,000. Grants of between £500 and £5,000 are available for projects that support communities within the IQL area of benefit.

## Fund Theme – Inclusive Places

The priority of IQL Community Fund is to build inclusive places by supporting good quality projects that can demonstrate a measurable impact on creating a welcoming and diverse place to live, work, play and learn.

### Successful projects will work towards:

- Maximising the ability to strengthen community cohesion
- Building social capital by bringing together the existing and new community
- Engaging with the environment and public spaces through arts, culture and innovation

### Applications must meet the following criteria:

- Activities must be of benefit to people who live, work or study in the area of benefit (1.5 radius of the International Quarter London).
- Projects must meet a locally identified need. You will need to demonstrate activity is wanted and needed by communities who will benefit, e.g. through consultation or feedback.
- Applicants must demonstrate how the proposed work meets a gap in provision and complements existing services.

### Priority will be given to:

- Applicants that are based within the IQL primary area.
- Projects that are delivered within the primary area however, work to support communities in the secondary area.
- Projects that work with the most disadvantaged members of the community, in particular, those who are not currently accessing services.
- Projects that focus on young people engaging in the new place.
- Applications that **actively involve the communities** who will benefit from the grant in planning and project and making it happen.
- Projects that encourage and celebrate diversity.
- Projects that will have a measurable impact on the IQL community.
- Applicants that are working in partnership with other organisations.

## Who can apply?

Not-for-profit organisations can apply for funding including; community groups, registered charities, tenants and residents' associations, companies limited by guarantee, social enterprises or community interest companies.

Your organisation will need to have the following elements in place prior to an application;

- A governing document (e.g. constitution or articles of association)

- An active management committee of at least three people are not related
- A bank account in the name of the group, with at least two unrelated signatories
- Recent financial accounts (unless the group is new) and sound plans for managing your money
- A safeguarding policy for working with children and young people (under 18) and/or vulnerable adults, if relevant

## What cannot be funded?

Grants will not be provided to:

- Projects primarily benefiting people who do not live, work or study in the IQL area of benefit
- Statutory organisations such as Local Authorities, NHS organisations and schools\*
- Individuals
- Expenditure already incurred
- Commercial or profit-making organisations and projects
- Activities that are primarily religious or political in nature
- Contributions to major capital or 'bricks and mortar' projects

\* Friends of schools or parent teacher associations may apply; however, projects should be open to and be of benefit to the wider community, not just for children at the school.

## How do I apply for funding?

Please contact the EECF Grants Team to discuss your proposal. You will then need to complete an application form, which will be sent to you if your project idea is suitable.

EECF's Grants Team can be contacted via **020 7345 4444** or you can email a brief description of your project to [grants@eastendcf.org](mailto:grants@eastendcf.org)

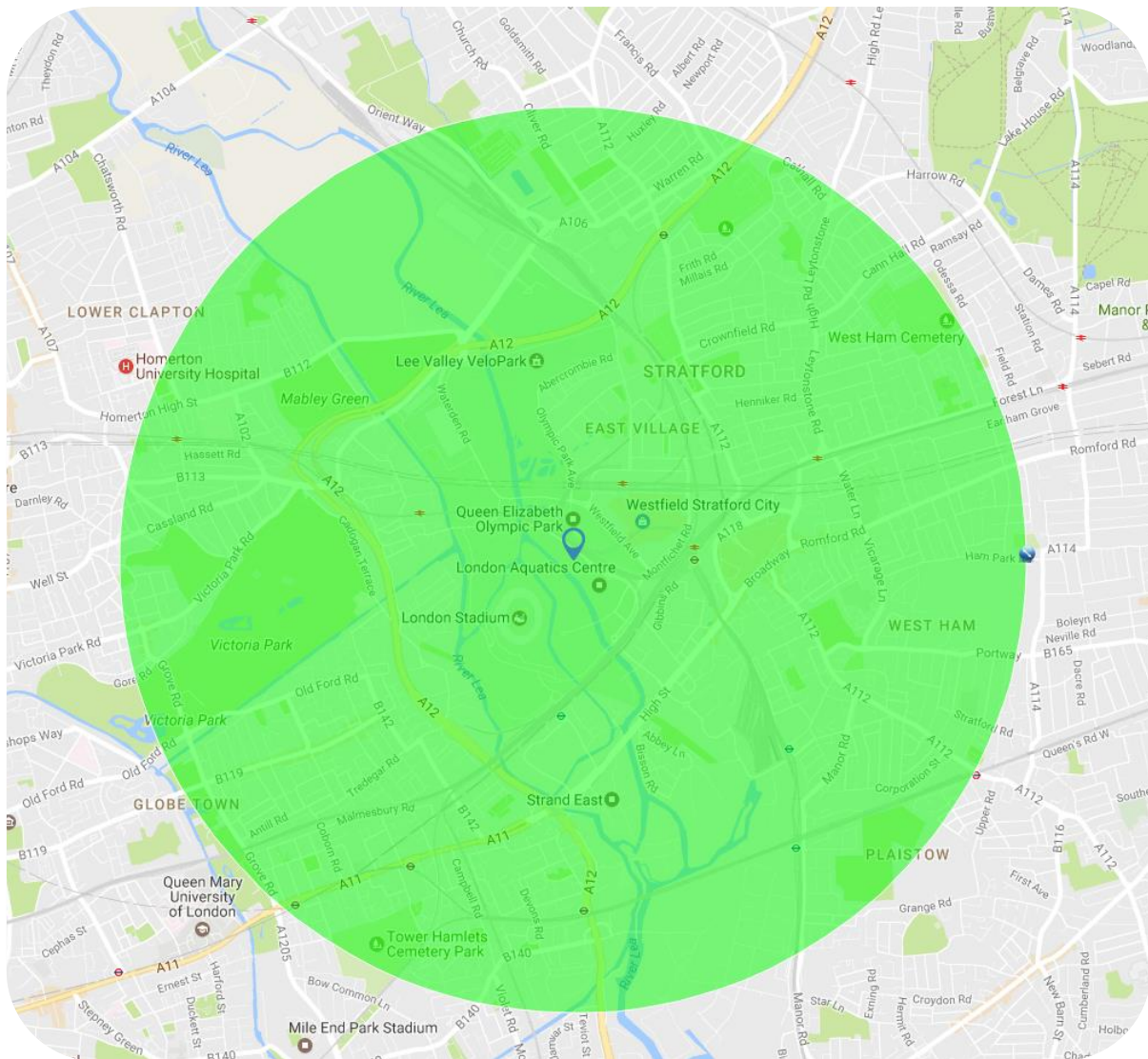
## What is the application process?

Applicants must submit their application form and supporting documents before the application deadline date. The applications will be reviewed by the EECF Grants Team for compliance with these guidelines and then assessed by the IQL Community Fund grants panel and EECF Grants Committee.

## Area of Benefit

**Primary Area:** The primary area of benefit is within a 1.5 mile radius around the International Quarter London. This includes:

- Newham (wards: Canning Town North, Plaistow North, West Ham, Stratford & New Town, Forest Gate South and Forest Gate North)
- Waltham Forest (wards: Cann Hall, Cathall and Leyton)
- Hackney (wards: Kings Park and Wick)
- Tower Hamlets (wards: Bromley by Bow, Mile End East, Bow West and Bow East)



**Secondary Area:** The secondary area of benefit will be the London borough of Newham. This area has been identified to ensure the Fund is open to applications from the most deprived parts of the borough.



## Monitoring

If your application is successful, you must be able to spend the money within 12 months of the grant being awarded. You will need to keep financial records of how the grant is spent including receipts and invoices. These must be submitted to East End Community Foundation in accordance with the monitoring timetable indicated within the grant offer letter.

You will also be required to keep records of the identified outputs e.g. number of people benefiting from the project and the identified outcomes e.g. the difference the project has made to them. East End Community Foundation will also request a case study from one participant so it is important to gather information throughout the duration of the activities. These pieces of information must be submitted in an end of grant report form.

The contribution of the IQL Community Fund must be acknowledged in any promotional literature or annual report issued on your behalf within twelve months of receiving the grant or any instalment of the grant. Copies of such material must be supplied to East End Community Foundation free of charge. We reserve the right to use any photographs or details of the project in any future literature and/or promotion.

### **Equal Opportunities**

Lendlease and East End Community Foundation is committed to equal opportunities for all, and we expect groups and organisations applying for grants to show that they are aware of equal opportunities, and can demonstrate commitment to them. Accordingly, organisations applying for grants for the first time are required to submit their Equal Opportunities Statement with their application.

### **Timetable**

Please check the EECF website [www.eastendcf.org](http://www.eastendcf.org) for details of the upcoming deadlines. EECF will notify organisations of the outcome of their application normally within 10 to 12 weeks of the application deadline.

## Appendix A: IQL Community Fund Impact

### The IQL Community Fund helped people to feel healthier and happier...



**458** people took part in activities to promote a healthier lifestyle

**107** people got involved in their community for the first time



Over **100** hours of sport, exercise and leisure activities were delivered

**144** people said they felt happier and healthier



### The IQL Community Fund improved people's skills and employability...



Over **1,000** hours of education and training was delivered

**208** people learned new skills



**50** people gained an accredited qualification or got work experience

**3** people were supported directly into work



### The IQL Community Fund enabled more people to get involved in the arts and learn creative skills...



**689** people took part in arts based activities

**150** people felt more creative



**222** people learned new creative skills including performing and singing