The purpose of this theme is to support voluntary and community sector (VCS) groups which are trusted by their communities to provide support, referral and informal advocacy services, connecting residents to the services that might best meet their needs and provide wider intelligence on the needs of their community. We are seeking to fund activities that will enable community groups to act as a source of information and signposting and also activities that will help small organisations act as informed advocates on behalf of the communities they represent.

Tower Hamlets Council recognises the far reaching impact of the current Covid-19 pandemic in local communities. Organisations are actively encouraged to develop ideas for projects that respond to the specific needs identified as a result of this and that meet current Government guidelines. We’ll also ask you for a contingency plan for activities should current guidelines still be in place at the time of delivery.

Before applying for funding, please read the following guidance carefully.

What Funding is Available?

Grants of up to £5,000 are available for projects taking place for up to 12-months, with a potential extension for a second year. Extension funding will be awarded following a submission of monitoring and evaluation information and positive assessment of the project.

Who Can Apply?

The Access and Participation Theme will only support organisations which can show that at least 50% of their trustees/committee/board members are from BAME communities.

Organisations with an annual turnover in excess of £250,000 are not eligible to apply to this theme and priority will be given to organisations with a turnover of less than £50,000 per annum.

The fund is open to voluntary and community organisations. These are defined as;

- Registered charities
- Community groups
- Community associations
- Tenants and residents’ groups
- Green spaces friends’ groups
- Co-operatives and social enterprises
- School/parent groups which are independent of the schools they work with
- Faith organisations
• Sports, environmental, arts and heritage organisations
• Grant making trusts
• Housing associations
• Un-constituted groups of residents working together to make a difference in their local communities

*Un-constituted groups will need to identify a constituted organisation to act as their accountable body or ‘parent organisation’. For example, this could be a local charity, constituted TRA or housing association that is willing to hold the grant money on your behalf. The application form must be completed by the un-constituted group and you must have written agreement from the accountable body demonstrating they support you.

We cannot accept applications from;
• For-profit organisations
• Individuals seeking funding for personal benefit, or sole traders
• Organisations based outside the UK

If you are unclear whether your organisation is eligible to apply to the Tower Hamlets Council Small Grants Fund, please contact the EECF Grants Team on 020 7345 4444 or grants@eastendcf.org

What We Will Fund
You can apply for funding to cover project activities and staffing, running costs related to the project, as well as small-scale refurbishment and the purchase of any equipment you need. We can fund a mix of project activities, operating costs, organisational development and capital costs. However, the core aims, and outcomes of the project must link directly to the Access and Participation Theme.

What We Won’t Fund
• Expenditure or activities that have already taken place
• Religious or political activity (we are able to fund religious organisations if they are providing benefit for the wider community)
• Activities where a profit will be distributed for private gain or projects that have no charitable or community element
• Activity that replaces government funding or is a statutory responsibility, for example, we can only fund school activities that are additional to the curriculum
• Activities that benefit individuals, rather than a wider community
• Retrospective costs and loan repayments
• Foreign travel

What We Look for in Organisations We Support
We’re particularly interested in supporting organisations that demonstrate they are people-led, strengths-based and connected to Tower Hamlets communities or residents.

**People-led** - We’re looking for meaningful involvement of the people you’re working with in the development, design and delivery of your project. Tower Hamlets wants to make real its commitment to the co-production of services and projects with the people intended to benefit from those. As a
result, we want to hear how the people or community you’re working with has influenced your project and will continue to shape its delivery.

**Strengths based** - We want to hear how you’ll be making the most of, and building on, the skills and experiences of people and what already exists within our communities.

**Connected** – Tower Hamlets Council does not want to duplicate what already exists and we want to ensure you have a good understanding of what others are doing. We are keen to understand how your project is connected with other relevant organisations, how your idea complements what they are doing and how you have used these relationships to develop your project.

**How to Apply**

- To apply for a grant of up to £5,000 please [click here for the online application form](#).

If you would like a paper application form, please contact the EECF Grants Team on 020 7345 4444 or email [grants@eastendcf.org](mailto:grants@eastendcf.org).

**Supporting Documents**

To enable East End Community Foundation to consider your application you must attach the relevant supporting documents to your online application. Alternatively, you can send these by email to [grants@eastendcf.org](mailto:grants@eastendcf.org). All supporting documents must be submitted by the application deadline.

Please ensure you have the following documents ready to submit:

- Constitution or articles of association
- Approved accounts or a record of income and expenditure for the organisation
- One bank statement dated within the last 3 months
- Equality & Diversity Policy*
  - Safeguarding Policy *(If applicable)*
- A document detailing the names and addresses of the organisation’s management committee members.

* Tower Hamlets Council and East End Community Foundation are 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 are required to submit their Equality and Diversity Policy with their application.

**Application Timetable**

Please submit your application by the following deadline.

**12 noon on Monday 20th June 2022**

If your application to this deadline is successful, your project should not start until 01st October 2022.
Project Delivery and Monitoring

If your application is successful funded projects must:

- take place over a period of no more than **12-months**
- demonstrate how the proposed activities will address the Access and Participation Theme priorities and have a measurable positive impact on local residents
- have a contingency plan should social distancing measures return at the time of delivery.
- have demonstrable outcomes related to the Access and Participation Theme

You will need to keep financial records of how the grant is spent including receipts and invoices for expenditure. You will also be required to keep records how many people benefit, and the difference the project has made to them. This information must be submitted in an end of grant report.

You will need to keep and provide the following:

- Financial records of how the grant is spent, including receipts and invoices
- Records and evidence of the identified outputs e.g. number of people benefiting, number of sessions, audience numbers, records of attendance etc.
- Records of the identified outcomes e.g. the difference the project has made to participants, participant feedback, staff observations, external reports from partners
- Anything that your organisation has learned from delivering the activities
- Photographs and videos of the project activities (if appropriate)
- A case story from at least one participant

The contribution of the Tower Hamlets Council Small Grants 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. We reserve the right to use any photographs or details of the project in any future literature and/or promotion.

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**Theme 7: Access and Participation**

Establishing access and participation schemes to provide referral gateways for people from BAME communities.

The purpose of this theme is to support voluntary and community sector (VCS) groups which are trusted by their communities to provide referral, support and informal advocacy services, connecting residents to the services that might best meet their needs and provide wider intelligence on the needs of their community. We are seeking to fund activities that will enable community groups to act as a source of information and signposting and also activities that will help small organisations act as informed advocates on behalf of the communities they represent.
## Theme Priorities

All applications must contribute to at least one of the following themes:

- Developing pathways for residents from smaller minority communities to gain access to public services to meet their needs
- Developing trusting relationships between public service providers and local residents

## Theme Outcomes

All applications must evidence how the proposed activities will achieve at least one of the following outcomes:

1. **Greater access to public services.** By providing support within the community vulnerable and ‘hard to reach’ residents have pathways to gain access to public services that meet their needs.
2. **Increased community resilience.** Community organisations are better able to support local residents and represent their needs.

## Project Examples

These examples are provided to give you an idea of the types of activities that might be supported under this theme:

- Volunteer based information, signposting and advocacy services
- A programme of community forum meetings
- Partnership work with a service provider to deliver targeted outreach activities or sessions

## Eligibility

The Access and Participation Theme will only support organisations which can show that at least 50% of their trustees/committee/board members are from BAME communities.

Organisations with an annual turnover in excess of £250,000 are not eligible to apply and the theme will give priority to organisations with a turnover of less than £50,000 per annum.

## Grants Available

Under the Access and Participation Theme grants of up to £5,000 are available.
## Monitoring Requirements

An end of grant report will be required for all funded projects. An interim or progress report may also be required six months into the project.

You will need to keep financial records of how the grant is spent including receipts and invoices for expenditure. You will be required to keep records how many people benefit, and the difference the project has made to them. You will also be required to monitor how your project has contributed to the outcomes identified for the access and participation theme.

### Tower Hamlets Plan & Strategic Plan Priorities

The Access and Participation theme contributes towards the following Tower Hamlets Strategic Plan Priorities:

<table>
<thead>
<tr>
<th>C1</th>
<th>Strong, resilient and safe communities</th>
</tr>
</thead>
<tbody>
<tr>
<td>C2</td>
<td>Better health and wellbeing</td>
</tr>
<tr>
<td>C3</td>
<td>Good jobs and employment</td>
</tr>
<tr>
<td>C4</td>
<td>A better deal for young people – aspiration, education and skills</td>
</tr>
<tr>
<td>S1</td>
<td>People are aspirational, independent and have equal access to opportunities</td>
</tr>
<tr>
<td>S2</td>
<td>A borough that our residents are proud of and love to live in</td>
</tr>
<tr>
<td>S3</td>
<td>A dynamic outcomes-based Council using digital innovation and partnership working to respond to the changing needs of our borough</td>
</tr>
</tbody>
</table>

Download your application form at [www.eastendcf.org](http://www.eastendcf.org) or speak to the EECF Grants Team on 020 7345 4444