Tower Hamlets Small Grants Fund: Cohesion Events Fund
(Theme 9)

Tower Hamlets Council has established the Cohesion Events Fund, to award small grants to support a programme of community events; held indoors, outdoors, or virtually. The Cohesion Events Fund focuses on community cohesion and re-connecting communities who have been most affected by the pandemic.

What Funding is Available?

There are two funding levels available:

- Grants of up to £500 for street party events or small scale events
- Grants of up to £3,000 for larger scale events

Cohesion Event Fund Priorities

All events should focus on community cohesion and reconnecting communities to:

- Address issues of loneliness and isolation and to improve the mental health and wellbeing of residents.
- Build relationships between residents to emphasise the commonalities between people. Events should seek to unite people, develop a sense of belonging, bridge social divides and bring otherwise separate communities closer together.
- Emphasise breaking down barriers between residents of different age groups. Inter-generational events should bring older and younger people together to promote engagement between the groups and help tackle the isolation experienced by both groups due to the pandemic.
- Recognise the importance of volunteers, unpaid carers and coordinating bodies as part of the vital work they have done in the last year in supporting the Tower Hamlets community.
- Help to address digital inclusion, bringing people together using technology to host online interactive events between different groups of people. For example, there could be an emphasis on building skills and confidence, with a focus on groups who are traditionally digitally excluded, such as older people, people with sensory impairments or socially excluded people with low incomes. These events could take the form of a virtual coffee gathering, an online arts class, phonics, stories for families, etc.

Geographic Spread & Diversity

Tower Hamlets Council aims to achieve a good geographical spread of events taking place across the borough, as well as the diversity of applicant organisation’s leadership team to ensure events and organisations are representative of local demographics. Applications will be prioritised based on achieving this geographic spread. It is important that events encourage all parts of the community in Tower Hamlets to participate.

Statutory Requirements & Outdoor Events

Applicants will need to have a team in place to deliver the events to a high standard, in accordance with all statutory requirements. For more information on holding events, including all statutory requirements, please click here. More detailed advice can be found here.
Tower Hamlets Council has over 200 parks and open spaces available for hire. If you want to hold an event in a Tower Hamlets park or open space (including street events) you will need to complete and submit a relevant request:

- To apply for a street closure you must submit the SP1 Application Form
- To apply to deliver an event in an open space you must submit the PH1 Application Form

These forms can be downloaded here: https://www.towerhamletsarts.org.uk/ (scroll down to the bottom of the web page).

Please note that each type of event will require different statutory obligations. Due to additional statutory requirements, please allow plenty of time to speak to the relevant teams if you are organising events in public outdoor spaces.

Applications must ensure that the following elements are covered, where applicable:

- Any provision complies with all COVID safety and social distancing guidelines which are in place at the time of delivery, including using NHS Track and Trace
- Any provision adheres to all licensing requirements
- They hold Public Liability Insurance
- They undertake and provide (if required) a risk assessment
- The appropriate permissions have been sought from the landowners
- There are appropriate alternative arrangements to be used in case of bad weather

**Communications**

You will need to acknowledge Tower Hamlets Council’s support by including its logo on all promotional material and communications relating to the event.

**Who Can Apply?**

Voluntary and Community Sector organisations as well as Tenants and Residents Associations are encouraged to apply and to incorporate the promotion and engagement of their own services to event attendees. This is intended to help establish relationships and to give attendees the chance to engage in community networks and get involved in more community activity in the future.

The fund is open to all 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 group 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, please contact the EECF Grants Team on 020 7345 4444 or grants@eastendcf.org. The Grants Team is happy to help in answering any questions and providing advice on applying for a grant.

What We Will Fund

The Cohesion Events Fund aims to support a variety of events, held indoors, outdoors, virtually or as part of a hybrid model e.g. with a mix of face to face and virtual participation.

Locations for events are flexible but could include community buildings, faith buildings (for non-faith-based events), parks, streets, or housing estates. Applications must ensure that they have factored in any costs which may be required to hold particular types of events or to use a particular location.

You can apply for funding to cover any and all costs related to delivering the event, as well as the purchase or hire of any equipment you need.

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 events 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
Supporting Documents

To enable us 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. 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
- Names and addresses of trustees/management committee members
- 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)
- Public Liability Insurance Certificate
- Risk Assessment (if relevant)

* Tower Hamlets Council and East End Community Foundation are committed to equality and equal opportunities for all, and we expect groups and organisations 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

The Cohesion Events Fund is open from the 14th March. The deadline for submitting an application for this funding round is Monday 20th June 2022 at 12 noon.

To apply for a grant please click here.

Event Monitoring & Reporting

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 of how many people attend the event, and their feelings around cohesion and inclusion. 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 attending events
- Feedback from the event e.g. feedback from participants on the event and their feelings of community cohesion and inclusion, feedback from staff and volunteers
- Photographs and videos of the event
- Some quotes from event attendees demonstrating the positive benefits

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