

# TOWER HAMLETS COUNCIL SMALL GRANTS FUND

## Programme Guidelines

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The Tower Hamlets Council's Small Grants Fund is managed by East End Community Foundation (EECF) and is designed to support voluntary and community sector activity across the London borough of Tower Hamlets that will make a positive difference to the lives of local residents.

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

### What Funding is Available?

The Small Grants Fund will award grants of up to £5,000 for projects running a maximum of 12-months. Larger grants of up to £20,000 are also available through the community cohesion theme. Projects which show they are successful may be eligible to apply for funding for a second year.

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.

Tower Hamlets Council would welcome applications related to equalities. This might include, for example, projects that contribute to tackling inequalities faced by a particular group, bringing people from different groups together to increase awareness and understanding or events celebrating diversity or relating to a particular group. For example, events around Chinese New Year, World Aids Day, World Mental Health Day, International Day for the Elimination of Violence against Women or projects to increase inter-faith understanding or to share accessibility information for disabled people.

When we say equalities, we are referring to any of the following groups of people:

- People from particular age groups
- Disabled people or people with particular disabilities
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race including people of a particular race
- Religion or belief including particular religions/beliefs and inter-faith work (though we would not fund religious activity or events directly)
- Sex (Male, Female etc)
- Sexual Orientation

## Small Grants Fund Priorities

There are five themes to this new fund and organisations must apply under one of these. It is important to read through the theme guidance fully to make sure you are selecting the right theme for your project, and there is a clear connection between the outcomes of your project, and the outcomes in the theme guidance.

For three of the five themes there is specific eligibility criteria that prioritises applications from organisations with a turnover of less than £30,000 per annum or priority for new organisations and groups which have not previously been funded by the Council.

Please click on each theme below for full details;

### **Theme 1: Innovation**

To encourage innovation or pilot something new, especially where there is a gap in provision.

### **Theme 2: Prevention**

To promote grassroots activity to reduce the need for statutory services

### **Theme 3: Neighbourhood Action**

To promote local neighbourhood initiatives

### **Theme 4: Community Cohesion**

To develop community resilience, promote cultural opportunities and reduce social isolation

### **Theme 5: Partnership**

Making the sector more effective through closer partnership working within the sector and across sectors

In addition, there are two cross cutting themes which all applications will be assessed against. These are:

- **Community Cohesion**  
Developing community resilience, promoting cultural opportunities and reducing social isolation in the context of the theme
- **Equality and Diversity**  
Demonstrating how people with protected equalities characteristics will be included

## Who Can Apply?

**Organisations with an annual turnover in excess of £250,000 are not eligible to apply to this fund.**

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 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 LBTH Small Grants Fund, please contact the EECF Grants Team on 020 7345 4444 or [grants@eastendcf.org](mailto: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 one of the LBTH Small Grants Fund themes.

## 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 £1,000 please [click here for the online application form](#)
- To apply for a grant of up to £5,000 please [click here for the online application form](#)
- If you would like to make an application for over £5,000 under the community cohesion theme, please e-mail the EECF Grants Team at [grants@eastendcf.org](mailto:grants@eastendcf.org) to discuss your proposal. You will then need to fill in an application form, which will be sent to you if appropriate

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

Applications can be submitted at any time and will be considered after each deadline. Applications and supporting documents must be submitted online by the following deadlines:

- **12 noon on Monday 20<sup>th</sup> June**

If your application to this deadline is successful, your project should not start until 01<sup>st</sup> October.

## 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 LBTH Small Grants Fund priorities and have a measurable positive impact on local residents
- have a contingency plan should social distancing measures still be in place at the time of delivery.
- have measurable and demonstrable outcomes related to the LBTH Small Grants Fund themes

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.

## Theme 1: Innovation

**To encourage innovation or pilot something new, especially where there is a gap.**

This theme focuses on **start-up or seed projects that may be scaled up** or provide a model which can be replicated.

Projects funded under this theme do not have to be entirely new or innovative overall. However, applications should demonstrate there is a different way of doing things for your organisation and that your organisation is trying out new approaches, methods or working with new client groups.

### Theme Priorities

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

- Trialling new ways of working with young people and helping them make their voices heard
- Developing better family support networks and good parenting
- Social business start-up support
- Reducing isolation in ageing communities
- Providing peer group support
- Mentoring for young people
- Delivering community involvement events and community champions

### Theme Outcomes

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

1. **Greater reach** to community groups and organisations working in priority areas of activity which do not already receive public funds
2. **Reduce gaps** in service in priority areas of activity to meet unmet needs
3. **Sharing practice and expertise** to increase joint working and sharing good practice to develop new and innovative solutions

### Project Examples

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

- Installing a composting toilet on an allotment site to make this activity more accessible to older and less mobile people
- A guided cycling project to encourage greater participation in cycle riding
- Trialling extended opening hours for a youth club so that young dads can stay on or drop in for tailored support sessions

### Eligibility

This theme will give priority to organisations with a turnover of less than £30,000 per annum and to new organisations and groups which have not previously been funded by the Council.

## Grants Available

Under the innovation theme the following grants are available;

- £200 - £1,000 for one off projects, events or activities
- £1,001 - £5,000 for projects up to one year, with a potential extension for a second year

## Monitoring Requirements

An end of grant report will be required for all funded projects. An interim or progress report may also be required which will be agreed at the grant award stage.

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 innovation theme.

## Tower Hamlets Plan & Strategic Plan Priorities

The innovation theme contributes towards the following Tower Hamlets Strategic Plan Priorities;

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

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

## Theme 2: Prevention

### **Promoting grassroots activity to reduce the need for statutory services.**

This theme has a particular focus on activities organised at a local level that address issues affecting residents and communities before they become serious problems.

Activities supported in this theme should aim to build on the skills, experience and other resources that already exist in local communities to make them more resilient and less likely to need to rely on statutory services to meet their needs.

## Theme Priorities

### **All applications must contribute to at least one of the following themes;**

- Helping people care for one another's health and wellbeing
- Helping older people maintain their physical health
- Social prescribing (particularly for mental health)
- Supporting individuals and families affected by welfare reforms
- Reducing extremist behaviour
- Mentoring for young people
- More activities or awareness of what youth is

## Theme Outcomes

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

1. **Reduce the demand for public services**
2. **Improved health and wellbeing** by increasing the proportion of people who feel their health and welfare needs can be met within the community

## Project Examples

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

- Peer support group for fathers to improve their parenting skills and enhance relationships with children
- Gateway advice services organised by and for a particular community
- Chair aerobics classes for older people

## Eligibility

This theme will give priority to organisations with a turnover of less than £30,000 per annum and to new organisations and groups which have not previously been funded by the Council.

## Grants Available

Under the prevention theme the following grants are available;

- £200 - £1,000 for one off projects, events or activities
- £1,001 - £5,000 for projects up to one year, with a potential extension for a second year

## Monitoring Requirements

An end of grant report will be required for all funded projects. An interim or progress report may also be required which will be agreed at the grant award stage.

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 prevention theme.

## Tower Hamlets Plan & Strategic Plan Priorities

The prevention theme contributes towards the following Tower Hamlets Strategic Plan Priorities;

C1	Strong, resilient and safe communities
C2	Better health and wellbeing
C3	Good jobs and employment
C4	A better deal for young people – aspiration, education and skills
S1	People are aspirational, independent and have equal access to opportunities
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## Theme 3: Neighbourhood Action

### Promoting local neighbourhood initiatives.

This theme focuses on supporting local people to get together, get organised and get things done in their local neighbourhoods. This may be physical such as some sort of neighbourhood improvement or it may be to promote the interests of the local neighbourhood through a campaign on a specific issue of local concern or group to promote the interests of the local area.

Projects seeking funds in this theme will focus on a geographic locality, will be inclusive and open to anyone in that area and managed by local people. In this theme the Council is particularly keen to hear from local groups which may not be fully constituted yet but either intend to become formal organisations or are working in partnership with an established voluntary organisation.

### Theme Priorities

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

- Supporting neighbourhood events
- Creating social spaces for a cross-section of the community
- Local 'clean-ups' and environmental improvements
- Alternative to crime reduction and reducing ASB
- Promoting local opportunities for volunteering and community action

### Theme Outcomes

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

1. **Increased resident voice and participation** to increase the proportion of residents who feel their views are heard by policy makers
2. **More active citizens** to increase the proportion of local residents who participate in local community activities
3. **Increased neighbourhood resilience**
4. **Improved safety/sense of security** to increase the proportion of local residents who feel their community is a safe and secure place to live

### Project Examples

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

- Restoration of a local amenity by the community
- Food growing and skills sharing on 'landlocked' or unused plots
- Project to increase public participation in the development of a new community facility
- Volunteer speed dating in local areas to increase participation
- Community notice boards are updated as well as online resources

## Eligibility

This theme will give priority to organisations with a turnover of less than £30,000 per annum and to new organisations and groups which have not previously been funded by the Council.

## Grants Available

Under the neighbourhood action theme, the following grants are available;

- £200 - £1,000 for one off projects, events or activities
- £1,001 - £5,000 for projects up to one year, with a potential extension for a second year

## Monitoring Requirements

An end of grant report will be required for all funded projects. An interim or progress report may also be required which will be agreed at the grant award stage.

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 neighbourhood action theme.

## Tower Hamlets Plan & Strategic Plan Priorities

The neighbourhood action theme contributes towards the following Tower Hamlets Strategic Plan Priorities;

C1	Strong, resilient and safe communities
C2	Better health and wellbeing
C3	Good jobs and employment
C4	A better deal for young people – aspiration, education and skills
S1	People are aspirational, independent and have equal access to opportunities
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## Theme 4: Community Cohesion

### **Developing community resilience, promoting cultural opportunities and reducing social isolation.**

This theme provides funding for projects and activities that will help make Tower Hamlets a place where people feel they belong, where diversity and difference is appreciated, where there are strong relationships between people and those from different backgrounds have similar opportunities.

### Theme Priorities

#### **All applications must contribute to at least one of the following themes;**

- Encouraging local pride and belonging
- Encouraging volunteering through celebrating the history and culture of the borough
- Bringing together families and isolated adults to share experiences
- Providing opportunities for different communities and groups to come together
- Raising awareness and encouraging the reporting of hate crime
- Delivering intergenerational activities
- Delivering community events
- Developing new ways of engaging with diverse communities

### Theme Outcomes

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

1. **Increased participation** by funding and taking up more opportunities to play a role in the local community and by volunteering
2. **More social connections** by bringing diverse people together to overcome divisions e.g. intergenerational, racial, gender or sexual orientation
3. **Better understanding of each other** by improved understanding and tolerance of difference and acknowledging shared values
4. **Increased knowledge and skills** e.g. equalities, rights, language, communication and leadership

### Project Examples

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

- Food festival
- Intergenerational project supporting young people to work with older people to improve ICT skills
- Photography project to document and celebrate the history and culture of a community
- Regular monthly 'open-door' community events

### Eligibility

There are no additional eligibility restrictions on this theme

### Grants Available

Under the community cohesion theme the following grants are available;

- £200 - £1,000 for one off projects, events or activities
- £1,001 - £5,000 for projects up to one year, with a potential extension for a second year
- £5,001 - £20,000 for projects up to one year, with a potential extension for a second year

### Monitoring Requirements

An end of grant report will be required for all funded projects. An interim or progress report may also be required which will be agreed at the grant award stage.

For grants over £5,000 a progress report and project visit will be required in addition to an end of grant report.

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 community cohesion theme.

### Tower Hamlets Plan & Strategic Plan Priorities

The community cohesion theme contributes towards the following Tower Hamlets Strategic Plan Priorities;

C1	Strong, resilient and safe communities
C2	Better health and wellbeing
C3	Good jobs and employment
C4	A better deal for young people – aspiration, education and skills
S1	People are aspirational, independent and have equal access to opportunities
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## Theme 5: Partnership

**Making the sector more effective through closer partnership working within the sector and across sectors.**

This theme provides funding for organisations to come together to form networks and partnership arrangements which will,

1. Help give VCS organisations a stronger voice in borough wide discussions with other sectors particularly through the Tower Hamlets Partnership, the local strategic partnership which brings together the public, voluntary and private sectors to achieve the objectives of the Tower Hamlets Plan, and/or
2. Bring organisations together where they share a common purpose or deliver complementary services to share best practice or contribute in other ways to increase the effectiveness and impact of each other's work in the community.

### Theme Priorities

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

- Improving effectiveness through peer group support, mentoring and networking
- Cross-sector working and supporting the local strategic partnership
- Partnerships in back office support and procurement

### Theme Outcomes

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

1. **Greater meaningful engagement with strategic structure**
2. **Reduce the duplication of services**
3. **Consolidate within the sector** to reduce costs and improve sustainability
4. **Improved cooperation** within the sector and between sectors
5. **Successful and sustainable partnerships** (and other collaborative arrangements) are developed between a range of organisations

### Project Examples

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

- Support for a network of community organisations to work with the local strategic partnership
- Creation and adoption of partnership related agreements
- Mediation and facilitation for partnership meetings and/or disputes
- Set-up costs for a peer group support network to share best practice and improve effectiveness across a specific service area
- 'Speed dating' to improve co-operation between providers

## Eligibility

There are no additional eligibility restrictions on this theme

## Grants Available

Under the partnership theme the following grants are available;

- £200 - £1,000 for one off projects, events or activities
- £1,001 - £5,000 for projects up to one year, with a potential extension for a second year

## Monitoring Requirements

An end of grant report will be required for all funded projects. An interim or progress report may also be required which will be agreed at the grant award stage.

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 partnership theme.

## Tower Hamlets Plan & Strategic Plan Priorities

The partnership theme contributes towards the following Tower Hamlets Strategic Plan Priorities;

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