GUIDANCE NOTES

Do you have an exciting creative idea you want to make a reality?

Thank you for your interest in applying for a Connecting People & Place project grant. This document explains the purpose of the fund and provides guidance notes for completing your proposal.

Sections

1. Introduction to Connecting People & Place Fund
2. Eligibility
3. Completing your Proposal
4. The Selection Criteria and Grant Conditions
5. Frequently Asked Questions

Please read this guidance before you start your proposal. It tells you what organisations and projects we will fund, what outcomes we are looking to support, and how your proposal will be assessed. By following the guidance, you will give your proposal the best chance of success.

There will be a large demand for this fund, so unfortunately not all proposals will be successful. These guidelines are intended to make sure you and your idea qualify.

For those who have not previously applied, we recommend you read the Frequently Asked Questions (Section 5) and/or contact an Arts & Culture Manager prior to making a proposal.

Please do not hesitate to get in touch if you would like assistance or advice with your proposal. Contact us on info@future.london or see futurelondonfoundation.org/connecting-people-place-fund.

1. Introduction to the Connecting People & Place Fund

Foundation for FutureLondon believes in the potential of place and people and is fundraising to expand grant-making opportunities for East Bank communities and partners and facilitating creative placemaking, to support local places, learning, training and employment through arts, education, culture and innovation. Our vision is for a vibrant inclusive and creative East Bank, creating authentic engagement and collaboration with local people of East London in the boroughs of Hackney, Newham, Tower Hamlets and Waltham Forest.
The Connecting People & Place grants will connect communities, the East Bank project and its globally renowned arts, innovation and cultural partners to ensure East Bank is London’s must-visit destination and becomes a resilient, thriving, world-class neighbourhood of local and global significance.

The Connecting People & Place Fund is made possible thanks to support from the City of London.

**Connecting People & Place Themes: projects must address at least one of the 4 Themes:**

- **Collaboration** Does the project expand engagement between local / organisations and our East Bank partners? Is it audience-led or seeking to develop models of co-design?

- **Innovation** Does the project pilot new ways of working, make use of digital technology and/or new cross disciplinary innovation?

- **Participation** Does the project provide impactful opportunities to learn (e.g. mentorships, creative learning) and develop engagement across local audiences?

- **Sustainability** Does the project deliver sustainable place-based activity that supports community resilience and the diverse mix of existing activity? Will the project create social, economic and environmental value to the local area?

**Connecting People & Place Priorities: projects should also address at least 2 of our key Priorities:**

- **Diverse, Inclusive and Accessible** Diverse, inclusive and accessible cultural activities that provide shared creative experiences and support people’s aspirations e.g. young people, intergenerational projects and/or hard to reach groups

- **Creative Place Based and Place Making** Creative place programming demonstrating local relevance, civic engagement, public spaces and opportunities via arts and culture for people from different generations and/or backgrounds to come together
2. Eligibility

Who can apply
This fund is intended for individuals and small/mid-sized organisations with specific and demonstrable experience working across arts and culture including unincorporated associations, not for profit organisations, Community Interest Companies (CIC), Charitable Incorporated Organisation (CIO), social enterprises, and limited companies.

For more information on the different types of community organisations, please see “Legal structures for community groups and not-for-profit organisations” guide.

Please note: faith groups are eligible where the project clearly benefits the wider community and does not promote a particular political or religious view.

You don’t have to be a formally constituted group. However, you should have a bank account with 2 signatories or nominate an organisation who can accept the funds on your behalf.

Guidance Notes — Connecting People & Place Fund
Please get in touch if you have any questions or are just setting up your group or organisation before applying.

Anyone that lives, works or studies in the borough can submit an idea that enables communities to use their collective ideas, skills and assets.

Please note: if you are applying as an individual, if you are offered a grant, you must provide 2 references that that vouch for your work in the local community. For example, these could be from a local councillor or MP, local authority employee, school, local charity or doctors' surgery. Please get in touch if you are unsure who to ask. We are unable to accept references from relations.

Applicants from outside one of the 4 Olympic Host boroughs (Hackney, Newham, Tower Hamlets and Waltham Forest) will need to demonstrate they will be working in close/direct partnership with local artists*, schools, community groups or organisations and be able to provide evidence of this.

*We use the term ‘artist’ here to mean someone who makes art or explores issues through art, culture and innovation – whether professional or non-professional – across a wide range of mediums including; film, music, dance, photography, theatre, fashion, visual art, poetry, craft, creative writing, new media, public space or urban design, digital and live art.

Who cannot apply
We welcome proposals from any of the following as partners of projects, but NOT as the lead applicant:

- Schools or educational establishments
- Any statutory/local authority maintained organisation or departments
- Organisations with an annual turnover in excess of £500,000
- Commercial companies or profit-making organisations with projects for making a profit
- Individuals under the age of 18

Please note: we can only accept proposals from applicants that do not have outstanding project evaluations in relation to previous Foundation for FutureLondon grants.

What we will fund
Grants of up to £5,000 are available for individual projects, ideally starting Spring 2020.

The fund will support arts, cultural and innovation projects and activities including events, performances, workshops, exhibitions, craft and making.
activities, heritage projects, talks, walks, installations, festivals, carnivals, urban design of inclusive places, screenings and participatory projects, digital archiving, social history, R&D, partnership development, programme innovation, extracurricular initiatives in schools, and public realm/creative placemaking.

We aim to support an even spread of activity across the 4 Olympic host boroughs of Hackney, Newham, Tower Hamlets and Waltham Forest.

Activity will take place across a range of spaces from libraries and schools to community centres and arts spaces to ensure our grants reach a wider community audience e.g. Black, Asian and minority ethnic (BAME), disabled, learning disabled people, unemployed/low waged, people without qualifications, people in lower socioeconomic groups, homeless, Gypsies and Travellers, LGBTQI+, children and young people, older people, and people with mental health issues or long-term health issues.

As well responding to the overall Connecting People & Place Themes, projects should look to address at least 2 of the below Priorities to be eligible for funding:

- **Diverse, Inclusive and Accessible** Diverse, inclusive and accessible cultural activities that provide shared creative experiences and raise aspirations for residents e.g. young people, intergenerational projects and/or hard to reach groups

- **Creative Place Based and Place Making** Creative place programming demonstrating local relevance, civic engagement, inclusive public realm urban design, and opportunities via arts and culture for people from different generations and/or backgrounds to come together

- **Focus on Education, Employment Training** Provision of creative learning opportunities, employment and leadership development, training and lifelong skills development. We are particularly interested in proposals that harness the power of creative and cultural activity to prepare young Londoners for employment via development of Fusion Skills.

- **Public Engagement and Outreach** Public engagement and outreach that supports development of local audiences and participants who are not regular users or members to your organisation

- **Partnerships** Work in partnership with local artists/arts organisations, community groups and/or local schools with a focus on sustainable

Guidance Notes — Connecting People & Place Fund
networked growth e.g. partnership development, capacity building/audience development, risky artistic programming, applied research and development (R&D), and “scaling-out” existing activity

- **Wellbeing, Environment, and Improved Life Chances** Encourage engagement in arts, culture and innovation activity that supports resident’s health and well-being (e.g. social inclusion), environment and climate emergency, economic impact/opportunity or social mobility

All activities must be delivered in at least one of the four Olympic Host boroughs of (Hackney, Newham, Tower Hamlets and Waltham Forest) AND delivered within 12 months of being awarded funding.

**What we will not fund**
We have limited funding available to distribute and we therefore cannot fund some very good work. Below are some areas of work we are unlikely to support:

- Projects that are for private gain or whose sole purpose is financial profit.
- Activities focused on the promotion of a particular political or religious view
- Activities which have already taken place, or will commence prior to the proposal selection date
- Projects that don’t have a strong cultural component
- Activities placed in a formal education setting as part of the core curriculum
- Recurring projects with no development, such as regular workshops, annual festivals/events
- Projects where activities are considered not to be open for all to engage with
- Core running costs or overheads, for example utilities, stationery or rent (although up to 10% of your budget can include costs for overheads specific to your proposal).
- Individuals under the age of 18 years old
- Other: Existing website maintenance, study/training fees, capital costs, loan/debt repayments, budget deficits, general charity appeals.

**How much you can apply for**

- Grants of up to £5,000 are available for projects being delivered by organisations
- Individuals are eligible to apply for grants up to a maximum of £3,000

We encourage applicants to explore other avenues of funding to match our funding and enhance the proposal outputs. Organisations looking for higher levels of funding should ensure at least 25% of the total project Guidance Notes — Connecting People & Place Fund
income comes from sources other than the Connecting People & Place Grant not including the cost of your time in-kind.

Please Note: we expect to be fund approximately 10-15 project between December 2019 and March 2020 with an average individual project grant of £3,500.

We want to make awards to as many projects as possible so projects requesting higher levels of funding will need to demonstrate strong alignment to a minimum of 4 of the Connecting People & Place funding Priorities and display opportunities for collaboration with our East Bank partners.

3. Completing your Proposal

Proposals are welcome at any time before 31 March 2020.

Applicants should submit proposals by email to info@future.london with the subject heading: Connecting People & Place Proposal - <Insert Your Name/Organisation>

Be sure to allow plenty of time to go through the grants process ahead of the dates below.

Proposals submission should be no more than 2 pages (A4).

This should include:
- The need for the project and/or evidence gap that exists
- A top-level outline of the proposal activity, what outputs would be achieved and how the funding would enable you to deliver this change
- Intended audience(s) for the project and level of engagement/participation

Applicants should also attach a clear balanced project budget separated into two sections: income and expenditure.

Budget should detail how you have arrived at your figures, for example:
- the number of days you will be employing an artist
- the number of tickets you expect to sell and at what price

Please include the value of any in-kind support, showing this in both the income and expenditure columns to ensure that your budget balances.

Reasonable supporting docs/images can also be submitted to support your proposals. The total file size should not exceed 5MB.

Guidance Notes — Connecting People & Place Fund
To support us with the development of our grants funding programme, we will also require you submit a short ‘Grant Monitoring Form’ alongside your proposal. We are not able to process your proposal without receiving this form.

4. Selection Criteria and Grant Conditions

All proposals will be reviewed on a rolling basis. We will endeavour to make funding decisions as quickly as possible however please be sure to allow a minimum of 6-8 weeks between submitting your proposal and the start date of your project. If you have any further questions on project timelines please contact us.

The panel will select successful proposals based against the key Connecting People & Place Themes and Priorities as described above.

Additionally, we will access all proposals against the following criteria:

- **Cost** - Project budget is feasible and delivers value for money
- **Relevance** - Proposal demonstrates project is needed with audience-led outputs
- **Delivery** - Project is manageable and demonstrates clear planning
- **Engagement** - Clear ideas regarding target audiences/participants and how to reach them

We are looking for a fair geographical spread of projects across the 4 Olympic Host boroughs (Hackney, Newham, Tower Hamlets and Waltham Forest). To enable events to be accessible to all residents we are particularly keen to encourage proposals for activities that work across boroughs. The geographical location of projects and events will therefore also be taken into account during the assessment process to make sure that the grants contribute to a varied and balanced programme of activity.

Successful organisations will be advised by email comprising of an offer letter confirming the level of funding awarded and whether there are conditions on this allocation, the terms and conditions of the grant, payment instructions and marketing guidelines.

Please note: a lower grant may be offered if the assessment panel find that budgeted items can be provided at a lower cost, sourced or provided in-kind or if they are not considered core to the delivery of the activity applied for. We will always ensure that the grant awarded is enough to enable the activity to go ahead.

Upon receiving a signed copy of the offer letter confirming agreement to the award and the grants terms and conditions, we will arrange a BACS payment of 80% of the award within 30 days. We may ask for further Guidance Notes — Connecting People & Place Fund
information before we release any funds. This might include your constitution, confirmation of partnerships, insurance documents, safeguarding polices, risk assessments and so on.

All successful individuals will be asked to provide two professional references before any grant agreement can be signed or funds released.

Projects must be completed within 12 months of the offer letter.

Upon completion of the project monitoring report, the final 20% of the grant will be paid within 30 days.

**Acknowledging the grant**

1. Successful applicants are required to acknowledge the Connecting People & Place grant by using our logo and our funding partner City of London’s logos on all project publicity materials, including printed and online media.

2. If the size of advertising space does not allow you to include our logo in a size that is legible, use the words: ‘Supported by Foundation for FutureLondon and City of London through the Connecting People & Place Fund’. We will send you the logos, guidance on its use as part of your confirmation agreement. Please ensure to provide two working days for approval before going to print with any publicity materials.

3. Successful applicants should also ensure to connect with our social media platforms and ensure cross posting of promotional media both during and after your project. To support the promotion of your project and the Connecting People & Place Fund, we will require a minimum of 5 high quality images of your project including photographer credit info, confirmation of consent and permission of people featured in the images.

4. Further details to be provided to successful applicants as part of your grant agreement.

**Please do not hesitate to get in touch if you would like assistance or advice with your proposal.** Contact us on [info@future.london](mailto:info@future.london) or see [futurelondonfoundation.org/connecting-people-place-fund](http://futurelondonfoundation.org/connecting-people-place-fund).

**5. Frequently Asked Questions**

**Am I eligible for a grant?**
If you have any further details on eligibility after reading this document please contact an Arts & Culture manager before submitting your proposal.
As an individual or non-registered group requesting a grant, I don't yet have a partner organisation to receive the award on my behalf, if my application is successful?

If you are applying as an individual or non-registered group you must ensure to reference on your proposal your relevant experience. Furthermore, you must provide 2 professional reference that that vouch for your work. We can provide advice and/or help in matching your project with a local voluntary or community organisation.

What are the Proposal criteria?

We are able to support a wide range activities awarding grants to support project costs, core costs or capital costs. If you have any further details on eligibility after reading this document please contact an Arts & Culture manager before submitting your proposal.

When is the Proposal deadline?

Funding decisions are made throughout the year so we accept proposals at any time following the launch of the Connecting People & Place scheme in December 2019 until 31 March 2020.

Please note: we will only assess one application at a time from any individual or organisation. Be sure to allow plenty of time to allow your proposal to go through the selection process especially if funding is required by a specific date.

When will I know if my proposal is successful?

Proposals to be reviewed on a rolling basis.

We will endeavour to make funding decisions as quickly as possible however please be sure to allow a minimum of 6-8 week between submitting your application and the start date of your project. If you have any further questions on application timelines please contact an Arts & Culture manager before submitting your proposal.

Please note: in some cases, applicants will be asked to provide further information ahead of the panel's selection meeting which may delay the final decision.

How much can I apply for?

Grants of up to £5,000 are available for projects being delivered by organisations whilst individuals are eligible to apply for grants up to £3,000.

What sorts of projects will be funded?

Connecting People & Place grants will support inclusive arts, cultural projects and activities developed by individuals or local organisations in
response to local needs and aspirations. Funded activity should be aligned with the Connecting People & Place *Themes and Priorities*.

Including events, performances, workshops, exhibitions, craft and making activities, heritage projects, talks, walks, installations, festivals, carnivals, screenings and participatory projects, digital archiving, social history, R&D (research and development), partnership development, programme innovation, and public realm/placemaking. This list is not exhaustive.

Please keep an eye on our website and social media as we will be updating with a range of case studies highlighted the projects that have been awarded Connecting People & Place grants.

**Do I need matched funding to apply?**
We encourage applicants to explore other avenues of funding to match our funding and enhance the proposal outputs, but it is not essential for our funding scheme.

Applicants looking for higher levels of funding should ensure at least 25% of the total project income comes from sources other than the Connecting People & Place Grant, not including the cost of your time as in-kind.

To learn more about in-kind support, see Arts Council England's resource document for their Project Grant scheme.

**Are there any kinds of work that you don’t support?**
We are unable to fund: projects that do not have a shared benefit, specifically religious and/or political activities, one off events such as events, conferences, seminars without a clear wider community engagement plan, counselling and psychotherapy services, retrospective funding for work already taken place, medical research/treatment e.g. drug rehabilitation, capital developments and purchase of items of equipment, distributions of grants/funding.

The above is not an exhaustive list. Please contact us if you have any further questions on eligibility before submitting your proposal.

**What happens if my application is unsuccessful?**
We’re expecting high demand for Connecting People & Place grants. As a result, we won’t be able to support all projects that apply for funding. If your application is not successful, you will receive email notification informing you of the decision and the reason why within four weeks of the decision.

You can get in touch if you want to talk through your application and get more detailed feedback.
How soon can I apply again?
We will only consider one application at a time from any organisation during a 12-month period for the Connecting People & Place grants programme.

If you have received funding from us in the past, we will require your end of grant monitoring evaluation/progress report before you are eligible to apply again.

To be considered for further funding, new proposals for the same or a significantly similar funded project must demonstrate developments from the original project and the reason for its continuation.

Please note: Connecting People & Place funding aims to reach individuals and organisations that have not received public funding before. This means that a second proposals may be less likely to succeed. It is advised that you speak with us before submitting a second proposal.

How do I report on the project?
At the end of your project, you will need to fill out an evaluation/progress report.

To do this, you'll need to monitor the projects:
- Income and expenditure
- Outputs e.g. impact, learnings, new partnerships etc
- Information on your beneficiaries e.g. demographics, testimonies etc

If you do not complete the final activity report form you will not receive your final payment and you may be asked to repay any money already paid to you.

For some projects, we'll arrange to talk face-to-face with the people involved in the project.

Please note: you must tell us of any changes to you/your organisation that would affect your ability to complete your project. We will visit as many projects as possible to see our funding in action. Please keep us informed of any changes to dates and/or venues.

Repayment of a grant
Under certain circumstances, we may ask for a grant to be repaid, either whole or in part. These circumstances will vary but may include the following:
- The applicant ceases to operate, is declared bankrupt, placed into liquidation, receivership or similar

Guidance Notes — Connecting People & Place Fund
• The applicant fails to use the grant for the purpose for which it was obtained, or fails to complete the project within 12 months of a grant being awarded.
• The applicant fails to comply with the conditions of the grant.
• The proposal was made fraudulently, incorrectly or misleadingly.

Please do not hesitate to get in touch if you would like assistance or advice with your proposal. Contact us on info@future.london or see futurelondonfoundation.org/connecting-people-place-fund.

About Foundation for FutureLondon
Foundation for FutureLondon is an independent charity created to connect communities, the new East Bank and its globally renowned arts, innovation and cultural partners to ensure East Bank is London’s must-visit destination and becomes a resilient, thriving, world-class neighbourhood of local and global significance.

We're fundraising to expand grant-making opportunities for East Bank communities and partners and facilitating creative placemaking, to support local places, learning, training and employment through arts, education, culture and innovation. Our vision is for a vibrant and inclusive creative East Bank, creating authentic engagement and collaboration with local people of East London in the boroughs of Hackney, Newham, Tower Hamlets and Waltham Forest.

Connecting People & Place Grant Funding is supported by the City of London

Twitter @fdnfuturelondon
Facebook @foundationfuturelondon
Instagram @foundationforfuturelondon
LinkedIn @foundation-for-futurelondon

Sign up to our newsletter http://eepurl.com/gF6X3z