

# WESTFIELD | EAST BANK **CREATIVE** FUTURES FUND | **LARGE GRANT SCHEME**

## Large Grant Scheme Guidelines

[Foundation for Future London](#), through funding from Westfield Stratford City, has created the Westfield East Bank Creative Futures Fund to support local organisations and individuals to provide new jobs, accelerate new project ideas, support start-up enterprises and increase education, training and skills development opportunities for the local community.

The Westfield East Bank Creative Futures Fund is an ambitious five-year programme that aims to invest £10 million into the local communities of Newham, Tower Hamlets, Hackney and Waltham Forest.

This flagship project will provide new jobs, learning, training and educational programmes through the means of arts, culture, innovation, public realm and creative placemaking.

The programme aims to transform and catalyse the lives and careers of people in East London by putting funding, resources and support straight into local people's hands.

The Large Grant Scheme is designed to fund projects that will support residents across the four Olympic boroughs to access education, skills & training development, lifelong learning and employment opportunities.

The Foundation for Future London is looking for projects that demonstrate the listed outcomes and work across arts & culture, heritage & communities, research & innovation, technology, education, and/or creative placemaking

Applications for the Large Grant Scheme will only be accepted from partnerships and/or consortiums or projects that show a true and equitable partnership and co-designed approach and/or are cross borough projects.

This flagship Fund is being administered by East End Community Foundation (EECF). Before applying, please read the following guidelines carefully and you can contact the EECF Grants Team on [grants@eastendcf.org](mailto:grants@eastendcf.org) if you have any questions or want more information on the Fund.

## Available Funding

Grants of between **£15,000 and £50,000** are available for projects and activities running for a maximum of 18-months across the four Olympic host boroughs of Hackney, Newham, Tower Hamlets and Waltham Forest. ***Year one of the programme has a controlled funding budget allocation. As we expect competition to be particularly strong for these grants, we encourage careful consideration of all projects, ensuring they have a very strong alignment to the below outcomes.***

Priority will be given to organisations with an annual turnover of under £1.5 million who are locally based and have a strong track record of working with the local community. This does not apply to schools, the 4 Olympic Borough Local Authorities or East Bank Partners within the four Olympic boroughs; however, projects must show strong evidence for the partnership and collaborative approach stipulated.

Priority will be given to partnership projects with an equitable split of activities and outcomes and projects that can demonstrate a true collaborative, co-designed, cross-sector, cross-learning and/or cross-borough approach.

## Aims & Objectives

We seek projects that aim to use arts & culture, heritage & communities, research & innovation, technology, education, and/or creative placemaking as the facilitator to bring about access to education, skills & training development, lifelong learning and employment opportunities.

Project aims must be achieved through partnership, consortium or co-designed means and when possible seek to be cross-borough.

The key outcomes of funded projects will include:

- Enabling local residents to gain a qualification, build new skills or access training and work experience that leads to sustainable employment
- Partnerships that maximise the skills development and lifelong learning for local residents, including meaningful and engaged support and shared learning
- Supporting young people into apprenticeships, paid internships, paid work experience or employment
- Bespoke career and higher education support including self-employment, freelance, innovation and entrepreneurship and social enterprise activities
- Business set up and capacity building support
- Demonstration of growth or development of community assets that connect communities
- Demonstration of shared learning and access to knowledge banks
- Demonstration of cross borough activity

We understand that organisations have had to respond and adapt quickly to changing community needs and Government guidelines throughout the covid-19 pandemic. Organisations that are delivering adapted activities as a result of the pandemic, that aim to achieve the above outcomes, are welcomed.

In your application we need to understand what the need is for your project, how this has been identified and how local people have been involved in the planning and development of the proposed activities. You or your organisation should be able to demonstrate that you have good links and networks in the community to deliver the activities and we welcome the involvement of volunteers.

Activities should take place across a range of local spaces to ensure grants reach a wide community audience e.g. Black, Asian and minority ethnic residents, people with disabilities, learning disabled people, unemployed and/or low waged residents, people without qualifications, homeless people, Gypsies and Travellers, LGBTQIA+ residents, children and young people, older people and people with mental health issues or long-term health issues.

## Who Can Apply

Not-for-profit organisations are eligible to apply. Priority will be given to organisations with an annual turnover of under £1.5 million who are locally based and have a strong track record of working with the local community. This does not apply to schools, Local Authorities or East Bank Partners within the four Olympic boroughs; however, projects must show strong evidence for the partnership and collaborative approach stipulated.

We welcome proposals from partnerships or consortiums but require all such applications to identify a lead organisation to manage the grant, project delivery, evaluation etc.

Please Note – organisations can be included as partners in partnership/consortium applications on multiple applications but please contact us to discuss further in cases where you may be called upon to be a lead applicant for multiple applications.

If you have applied for, or received funding from the Small Grant Scheme, you are welcome to apply for a Large Grant for a different programme of activities.

Applicants must:

- Be a not-for-profit organisation that is formally constituted i.e. has a signed governing document in the group's name. This includes unincorporated associations and community groups, registered charities, social enterprises, schools, Community Interest Companies (CIC), Charitable Incorporated Organisations (CIO), companies limited by guarantee and faith groups where the project clearly does not promote a particular religious or political view
- Be connected with and have a track record of meeting the needs of the local communities in the London Boroughs of Hackney, Newham, Tower Hamlets and Waltham Forest
- Have good financial management procedures, including a record of income and expenditure
- Have a bank account in the name of the organisation, with at least two unrelated cheque signatories
- Have a comprehensive safeguarding policy in place if working with children and young people under the age of 18 or vulnerable adults
- Have a commitment to, or are working towards, London Living Wage where possible

Foundation for Future London actively encourages applications from individuals or organisations led by and for Black, Asian and minority ethnic residents, LGBTQIA+ residents, disability communities and organisations that are representative of the diverse communities we support.

## What We Will and Won't Fund

You can apply for funding to cover project activities and staffing, running costs related to the project and the purchase of equipment you need to deliver your activities. We can fund a mix of project activities, operating costs and organisational development but all costs must directly relate to the proposed activities.

The Westfield East Bank Creative Futures Fund will not 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 to the wider community)
- Services that are a statutory responsibility (i.e. are the responsibility of the Council, Government or Health Authorities)
- Projects or activities that have no community or charitable element
- One-off events
- Capital costs
- Foreign travel

## How to Apply

The Fund opens on the 7<sup>th</sup> October 2020, and the deadline for applications is **12 noon on Monday 30<sup>th</sup> November 2020.**

If you would like to apply for a Large Grant please contact the EECF Grants Team on [grants@eastendcf.org](mailto:grants@eastendcf.org) to arrange a call to discuss your proposal before an application form can be completed.

## Supporting Documents

To enable us to consider your application you must attach relevant supporting documents to your application. Alternatively, you can send these by email to [grants@eastendcf.org](mailto:grants@eastendcf.org). All documents must be submitted before the application deadline and your application may not be considered if supporting documents are missing.

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 evidencing the organisation's account details
- Equality & Diversity Policy
- Safeguarding Policy
- Partnership agreement/structure (if relevant)

## Monitoring & Evaluation

If your application is successful you must be able to spend the funds within 18-months of the grant being awarded.

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

It is important to gather information throughout the duration of your activities. These pieces of information must be submitted in an end of grant report.

The contribution of Foundation for Future London/Westfield East Bank Creative Futures 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.