

Croydon Loves You Creative Summer Wellbeing for Communities

Application Guidelines Summer 2024

Please fully read this document before you complete the application form.

Croydon Loves You

Following Croydon's year as the Mayor of London's London Borough of Culture, **This is Croydon**, Croydon Council wishes to build a strong legacy of Creative Wellbeing in the borough. This will be delivered across arts, heritage, libraries and leisure.

We initiated the **Croydon Loves You** programme in January 2024 as part of **This is Croydon** to encourage and enable community and voluntary organisations to run creative wellbeing focused events and projects. We were delighted to fund 12 projects between February and March 2024 which included things like Zine making for neurodiverse young people, gardening for older people, music sessions for refugee communities. **The ongoing programme aims to build on these early successes and in doing so, help to combat health inequalities.** Health inequalities are avoidable, unfair and systematic differences in health between different groups of people.

This second stage of the programme will celebrate the many good things and good people our borough is home to. It will support projects that:

- bring people together, forging connections,
- tackle loneliness and isolation,
- encourage people to get out into and enjoy the borough's green and urban spaces,
- give every child the best start in life, or ensure young people develop well,
- provide opportunities for people to age well,
- work with underrepresented and displaced communities,
- offer approaches to improving mental health,
- encourage people to stay active,
- provide opportunities to learn new things, remember old things,
- spotlight benefits of volunteering and giving,
- develop new audiences and participants,
- ensure people can take part in creative or heritage activities,
- develop and sustain healthy communities and places,

or

- tackle food insecurity.

Your project does not have to do all these things but should look to support at least one or two of these aims.

What are health inequalities?

You can read an excellent and detailed explanation of health inequalities on [The Kings Fund website](#).

We will be looking for projects that reach people on lower incomes, Global Majority communities, socially excluded groups, people with protected characteristics (such sex, ethnicity, disability). In particular we are looking for projects where these factors combine (intersectionality). We will also look for projects that support children and young people to obtain the best start in life or older people to age well.

You can look at the [Croydon Public Health Report 2022](#) for more local information. This is a long report but there is helpful information on page 13 on areas of deprivation, and the recommendations at the end of the report might provide some inspiration.

What are the five ways to wellbeing?

You can read an explanation of the five ways to wellbeing on [The NHS website](#)

Evidence suggests there are five ways you can improve your mental health:

1. Connect with other people
2. Be physically active
3. Learn new skills
4. Give to others
5. Pay attention to the present moment (mindfulness)

All our **Croydon Loves You** projects must have a creative, heritage or cultural emphasis as we are looking to take a balanced approach to tackling health inequalities across the council and are wishing to build an evidence base of how culture has supported/can support wellbeing in the borough.

At the end of your project you will be asked to evidence how your project made a difference to the people who took part in it. You can add funding for evaluation into your budget.

Introduction to Croydon Loves You Summer Grants

Applications are open to community and voluntary groups, arts and cultural organisations and creative freelancers. A maximum grant pot of £85,000 is available from which we are expecting to make around 25 – 30 applications. These funds are to encourage and enable Croydon faith, voluntary, and community and small arts organisations to explore the relationship between culture and wellbeing for those experiencing health inequalities – this could be anything from wellbeing walks in Croydon’s parks and green spaces, including accessible walks for people who are blind or have visual impairments, group art activities, cultural story-telling events, singing together to educational cooking and food-sharing projects. It can support **additional** elements for pre-existing events/activities – for example to support actions to develop new audiences from marginalised communities to attend existing events i.e. improved access for Deaf and disabled participants.

Applications from organisations can be for sums in the range of £250 to £4,999.

Applications from individuals can be made in the range of £250 - £1,250.

We will consider a limited number of grants up to £10,000 for truly excellent projects that demonstrate innovative ways to support communities experiencing health inequalities. Prior agreement is needed before organisations make such an application and the deadline for applying will be July 15th. At this level of funding we would be expecting a very detailed and robust evidence base to demonstrate how you reached the aims of this programme.

Projects must be completed by 23 September 2024.

We want you to have the best chance of getting a grant. These guidance notes have lots of examples of how to answer the questions in the form, and you can also talk to someone about your ideas, ask questions and to get help to fill in the form, email culture@croydon.gov.uk

This grant programme is not designed to provide ongoing support or core funding to community, cultural and voluntary organisations. Selected projects will form part of a curated programme that seeks to involve a wide range of people across the entire borough (priority will be for areas experiencing higher levels of deprivation). The final programme will present and include a variety of cultural outputs and communities.

What do we mean by ‘culture’?

Culture can mean different things to different people and we aim to be flexible, you can tell us what your creative cultural well-being project or event is. It could include traditional customs like special festivals or food, or traditional cultural activities like storytelling, dance, or costume. It could be researching and telling the story of someone from the past who is important to the community/city. Or making sure that you capture the stories and memories of your community elders or people who have lived on your estate/on your street for a long-time. You may want to teach people to cook and bring them together for a summer picnic. Maybe you want to run a creative workshop project that helps people feel less isolated? Or maybe you want to find a new way to connect people to nature? Maybe you want to teach a group of older people how to make films on a smart phone? Maybe you want to find ways to ensure more vulnerable people can take part in your activities? All of these things, and many more, will be appropriate for this scheme.

Remember, your project must support the wellbeing of people with health inequalities and/or work to tackle health inequalities.

The application process

This guide has been designed to help you apply for funding. It will help you decide if your group and project are eligible for funding and there are also notes to help you complete the application form.

The application process:

- Complete and submit your application by email*
- We assess your application
- We tell you our decision
- Successful applicants return their signed grant agreement
- Start your project
- Finish your project before Monday 23rd September 2024
- Return the evaluation form before 31st October 2024.

*We prefer to receive applications and supporting documents electronically. If you are not able to do this please contact us for a paper application pack, allowing an additional five days for the forms to reach you.

The grant process opens on 10th June 2024, the first decision will be announced on 5th July 2024. You should submit your application at least 12pm on the deadline day that you are aiming for. If you don't, we cannot guarantee that it will make that round's panel meeting and it may get carried over to the next, delaying your project. The panel meeting dates are on: Wednesday 3rd July; Friday 19th July; Thursday 8th August.

Please make sure your start date is at least one week after the decision date of the round you are aiming for.

We cannot accept late applications. You may be contacted during the assessment period if we need more information to assess your application.

All successful applicants will be required to:

- Carry and adhere to the Croydon Council brand guidelines on any marketing materials (a pack will be sent to successful grant applicants);
- Acknowledge Croydon Council funding on any marketing materials including social media;
- Complete monitoring and evaluation forms. Projects will have 5% of funding retained by Croydon Council until these forms have been completed and submitted (remember to cash flow accordingly);
- Supply, along with all appropriate permissions, photos of their event to Croydon Council (these will be used by Croydon Council).

Croydon Loves You Fund Criteria

Priorities for funding

Croydon Loves You is designed to help faith, voluntary, culture and community groups as well as small arts organisations and creative practitioners, to deliver creative cultural wellbeing projects, events, and activities, that are for, and have a positive impact on members of the Croydon community experiencing or at risk of health inequalities.

All projects applying to this scheme are expected to involve Croydon communities in their activities, this could be in workshops, as participants, as volunteers, or as audiences.

All projects applying to this scheme must help us reach our **This is Croydon** objective of 'Bringing a positive impact for Croydonians' health and wellbeing'.

All projects must meet these three criteria:

- Promotes or is focused on an element of wellbeing.** For example, you might want to organise a series of two or three accessible nature walks that help people to feel less isolated; encouraging people to stay

active, getting people outdoors, promoting good mental health and learning about the natural landscape.

B. Focuses on culture and/or creativity. Culture means different things to different people. For example, you might want to create an event around a particular element of culture, such as a particular cuisine culinary tradition, or cultural dress. Or it might be a drawing or photography workshop.

C. Must be for people experiencing health inequalities or at risk of health inequality.

We understand that these are small grants and the timeframe is very short, we are not expecting to see applications for large-scale programmes or projects that are complicated to deliver. Applicants are not expected to provide solutions to health inequalities, rather we wish them to provide creative opportunities to boost the wellbeing of communities in this category. Small interventions and opportunities can make big differences.

Please try to ensure that the impact of your event/project on the environment is minimised. We want you to make conscious choices and consider all elements of your event to help achieve this goal.

Who can apply?

- Priority is given to small volunteer-led community groups, community faith groups, or not-for-profit organisations, for example: Resident Associations, or uniformed/hobby groups, churches, voluntary arts groups.
- Cultural and arts organisations - so long as they are working with communities experiencing health inequalities.
- Social enterprises for additional projects outside of their core business.
- Religious groups for community activities.
- Groups should have a constitution or set of objectives and an organisation/business bank account.
- Any groups working with children or vulnerable adults must have suitable safeguarding policies and procedures (copies of your policies should be submitted with the application).

Applications are **not** accepted from statutory agencies, such as the police, health, other local authorities or other Croydon Council departments.

Organisations or individuals that have already received funding from the London Borough of Culture may apply, but if your grant was for £1,000+, we will need to have received your project evaluation before we will consider making another award.

What can be funded?

Funding is for projects and events which engage/support communities experiencing health inequalities through creative/cultural activity which boosts wellbeing. Within the delivery of your project or event, we can fund:

- Event/project Insurance (public liability – we recommend any group has this in place at the start of the project);
- Venue hire for meetings or events;
- Materials for use in your project or equipment to stage an event;
- Licences – events, music, etc.;
- Publicity materials, including digital marketing, newsletters, flyers. Croydon Council can support with website listings and social media posts if you supply suitable content for sharing;
- Fees for anyone related to your project in a professional capacity – like a guest speaker, workshop leaders, an historian, a curator, etc.;
- Training;
- Transport costs within the borough for members/participants who have limited mobility or for whom public transport is challenging (we cannot support travel costs for audiences);
- Volunteer expenses;

- Fees for services - like crèche facilities, translators, access requirements for Deaf and disabled participants/audiences etc..

If you are applying to fund an event, please note that the event needs to:

- be free or low cost and where appropriate, openly accessible to the general public;
- be inclusive, accessible and attractive to a diverse, new or broad range of audiences;
- help to develop event co-ordination skills, or develop cultural know-how, making future events more sustainable;
- demonstrate there is a strong delivery team in place;
- compliment, not duplicate, existing/established or already advertised events/festivals.

Depending on what type of event you wish to run, you may need to engage with the Council's Event and/or Licensing Teams. More information on: [Guidance Organising Events Croydon.pdf](#)

What cannot be funded?

- Activities/events that happen or start before we confirm the grant;
- Activities designed to generate profit;
- Capital expenditure – such as IT, office or kitchen equipment, furniture, building repairs;
- Trips, including:
 - Coaches/transport
 - Entry costs
 - Day trips
 - Residential trips, such as camping or outward-bound holidays
- Hospitality/party expenses (except for volunteer meal expenses or food sharing as part of a project);
- Items that mainly benefit individuals;
- Political activities (including lobbying) or religious activities;
- Ongoing projects that you cannot maintain beyond the grant (e.g. because of high ongoing costs or the need for specialist skills);
- Prize funds, raffles, competitions or similar;
- Acquisition of land, buildings, or heritage items;
- School projects that primarily benefit pupils and their families and/or take place during school hours;
- Student projects that primarily benefit students;
- Salaries for staff employed directly by the applicant or to allow applicants to employ staff.

Applicants are required to provide details in the application form of any commercial sponsorship or support they already have, or sponsors they intend to approach. The council reserves the right to decline applications or request the return of grant funds if you obtain commercial sponsorship/supporters from companies who may bring the funders into disrepute.

Standard Grants Criteria

Croydon Council is keen to support the local cultural, voluntary and community sector by awarding grants to organisations and groups that meet the following criteria.

Applications will normally only be considered from voluntary groups and organisations that:

- Are properly constituted and can demonstrate that their practices and structures are representative of all relevant interests and are clearly accountable to users, beneficiaries and members.
- Can demonstrate the proper conduct of their officers both general and financial and that they keep proper books of accounts together with full written records indicating how any grant monies are used.
- Adhere to all equalities legislation and work in line with Croydon Council's Equality Policy.
- Can demonstrate the involvement of volunteers or community participants in their activities.

You may be asked to provide a copy of your constitution.

Applications will not normally be considered:-

- Towards religious or political activities, i.e. activities where the key purpose is to promote a religious or political doctrine, mission, or another form of proselytising.
- For work or events that have already taken place or for equipment that has already been purchased or building works which have been completed.
- For core funding from groups and organisations whose activities fall within the responsibility of another public body e.g. Health. However, contributions to jointly funded projects may be considered.
- For core funding from groups and organisations whose activities fall within the responsibility of schools to fund. However, contributions to jointly funded projects may be considered.
- From recently formed organisations (less than 6 months).
- From groups and organisations that have unsuccessfully tendered for the same project/work as a contracted service (either to the Council or anyone else). *This relates to the specific project/work funding is being requested for.*
- To subsidise contracts (whether with the council or anyone else).
- For large capital projects

As a general rule Croydon Council will not fund:

- individuals who are not registered as sole traders
- trips
- holidays and expeditions

How your project will be scored

There is a grant assessment panel of three people all of whom work as part of the Culture, Leisure and Library and CMA team at Croydon Council. They will be drawn from (depending on availability) London Borough of Culture Legacy Lead, Caterina Loriggio; London Borough Young Creative Legacy Lead, Katia Harlow, London Borough of Culture Senior Grants and Evaluation Officer, Kirsty Lothian and Arts and Culture Officer, Ksenia Kazintseva. The panel will be supported by Freelance Producer, Charlotte Young. In the event of a tied decision, or no decision, Croydon Council Head of Culture, Leisure and Libraries will step in to make the final decision. The grant programme is being managed internally by the Council as **Croydon Loves You** is intended to be a curated programme designed to a) best support delivery of Croydon Council's Creative Wellbeing objectives and b) inform future Council-led Creative Wellbeing programmes.

They will score your application against set criteria explained below. Some criteria are worth more points than others, this will be shown as a percentage score – how this is calculated is detailed below.

Judgement	Score	Performance
Excellent	4	A far-reaching application/response which provides information that is highly relevant, logical and robust.
Good	3	A detailed application/response which provides information that is directly relevant, logical and robust.
Satisfactory	2	The application/response is logical and of a good standard. However, there is a lack of clarity on some aspects.
Unsatisfactory	1	The application/response provides some information that is generally relevant but there are shortfalls in the information provided. This indicates that not all stated requirements would be met and there would be difficulty in delivering the project/event.
Unacceptable/ Poor	0	The application/response does not provide information which is relevant and/or does not answer the question. Or where relevant, no response is provided.

Quality and originality of project idea – i.e. the application suggests an approach that will engage/build new audience or participants for community creative wellbeing; the project does not replicate other events or exhibitions; the project is new for 2024; this kind of work is new or a development for the lead organisation, or builds on a previous project in a new way. Especially important for grants £,1000+.	10%
Delivers well against at least two themes? (Question 9a and 9c)	25%
Reflects five ways to wellbeing? (Question 9b and 9c)	25%
Evidence of a robust evaluation process (proportionate to level of funding) (Question 10)	20%
Evidence of project management skills, good financial practice, and proof of required documentation (where required)	10%
Reach of project in terms of audience/ participant numbers or depth of engagement against level of requested investment.	5%
Takes place in areas of higher deprivation (see page 13 of Croydon Public Health Report 2022)	5%

Question Guidance

Q1 Your details

Please give us contact details for the person best able to answer queries about your application.

If you give us an email address please make sure it is checked regularly throughout the application period as this is the most likely way we'll contact you.

You do not need to be a registered charity, company or community amateur sports club (CASC) to apply, but if you are we'd like your registration number.

Q2 What does your organisation do?

In 50 words or less, please summarise the purpose of your organisation. For example, a resident's association might say: "We support local residents to make our area a good place to live."

Q3 What would you like a grant for and why?

Tell us what you would spend the money on (in 125 words or less for applications under £1,000 and up to 200 words for applications over £1,000). Please give details – we need to know EXACTLY what it will be spent on.

Why do you want to do this? Is it because you have consulted your group or organisation members/users or local residents, and this is what they want? Is it because you have done something similar before and it was very popular? Which of the criteria does it meet and how?

What you are asking for must fit within the criteria. Please see the [Criteria](#) and [What can be funded](#) sections for more information.

Bad example	Good example
<p>We would like a grant to make sure we can stay open in the school holidays and run activities.</p>	<p>We want to open our community hub building every weekday 22 July – 30 August. We normally cannot afford to open on weekdays and in the school holidays our resident members feedback that this adds to their isolation and to their young people having no focus. We need support for the costs of a caretaker and for volunteer expenses. Our building is an area of high deprivation, it is a place where community members can come together for a cup of tea and a chat at any time, they will always find company from our trained volunteers who can also signpost local support services where needed. We will use the grant to fund a one-day creative skill-based workshop each week including knit and natter, sewing and clothes design/repairs, and once a week there will be cookery classes with healthy food from different cultures. From this, we will make a big lunch each week for all the community (supports school holiday food poverty). Every morning we will run a Reading Together club for primary aged children to support the Summer Reading Challenge.</p>
Bad example	Good example
<p>We would like to make films about our community.</p>	<p>We are a local group made up of African and Afro-Caribbean elders, many of us have lived in the borough for over 40 years. We would like to make short films which tell the stories of what it was like for us when we first arrived in Croydon. Our children and grandchildren will record interviews with us on their phones which we will show online in partnership with our local churches. Our elders tell us that they think it is important to capture these stories so that our young people better understand their heritage and family history. This will support positive role modelling and positive mental health. It will provide skill development and ensure there is company for the elders over the summer holidays.</p>

Q4 – Does this project build on a previous London Borough of Culture Ignite or National Lottery Heritage Fund grant or a Croydon Loves You Grant? And Q5 – If yes, please tell us which bits of your project you would like to repeat and/or build on, and why:

We are happy to build on previous Croydon Loves You or London Borough of Culture work so long as it reflects the themes of the grant programme. We do not need to see project growth in terms of scale, but we would like to see

development (i.e. new audiences, more inclusive working, improved project management or increased marketing/comms).

Q6 How much money are you applying for and what do you intend to spend it on?

Use this question to list exactly what you will buy and how much it will cost. You need to list everything – if you need more space, please use a separate document/piece of paper.

Bad Item/activity examples	Good Item/activity examples	Cost
Activity costs	Oral history/interview tutor x 1 day	£250
Printing costs	Printed hand-outs of interviews of recorded memories X 500	£200
Meeting costs	Venue hire 2 hours x 12 days @ £15 per hour	£360
Volunteer expenses	Volunteer travel, 20 volunteers @ £10	£200
Total		£1,010

Q7 When is this project going to start/end?

Your project should start at least one week after the grant decision date and needs to be complete by 23 September 2024 and evaluated by 31 October 2024.

Usually, we receive a lot of applications and it takes time to assess them all to make the grant decisions. If you don't have a specific start date please put "when grant decision is made." Please note your contract and payment will not come for a week or two after you have been awarded the money so do take this into account for cash flow.

Q8 a-d How many people do you expect to attend your event as audience/visitors?; How many do you expect to participate in your project/event as workshop participants, speakers, volunteers, interviewees, etc.?; Approximately what percentage of those people live in Croydon? Approximately, what percentage of those people experience health inequalities?

Please give approximate figures of how many people this grant funding will directly benefit. By 'directly benefit' we mean the number of people who will attend your activity/event (as audience/visitors) and the number of people directly involved in delivering the project (as participants, speakers, volunteers etc.).

For example, there could be 5 volunteers running the project, and an expected audience of 50 people. We are not anticipating communities using these funds to deliver large-scale public events, you will not have to reach hundreds of people to be successful, but similarly we will not be likely to give a grant of £4,999 to a project which only benefits a couple of people.

Q9a Please tick below which Croydon Loves You themes your project/event reflects? Please tick all that apply. You must reflect at least the two themes to be considered for funding. Focuses on culture and/or creativity is mandatory.

Q9b Please tick below which of the five ways to wellbeing your project reflects:

Your project should reflect at least two of the five ways to wellbeing. We would expect to see applications for larger grants reaching at least three.

Q9c Please explain how you will reflect these themes. Your response should be between 120 - 150 words for applications below £1,000 and 200 - 250 words for applications above £1,000.

Bad example	Good example
Working with refugees	We are a charity supporting refugees new to Croydon and will include at least 10 as participants in this project which explores the history/architecture of Croydon, enabling participants to better understand, enjoy and feel welcome in their new home. We will take 2 half-day visits to places like the Museum, the Clocktower, the Minster – we hope to work with staff in the buildings to

	support tours. Refugees are often excluded from local history as they cannot easily see how it connects to them. This will also enable the group to come together socially and to get out of the hostels. We will support travel costs and provide sandwich lunches in our centre after each tour where we can discuss what we saw in the morning, this will support English language development and offer further opportunities for connection, benefitting refugees' mental health.
Exploring our Journeys	Working with emerging artists Jane Brown and June Smith and eight community elders we will run a weekend-long creative event which supports people in our community to reminisce about their journey to Croydon. Through drawing, collage and craft activities they will recreate the content of their suitcases from that first journey when they left home. Working with five volunteers from the local college we will also interview and record our members' memories. The project will provide social opportunities for older people to come together and share memories. This will combat isolation and will support positive mental health through revealing previously hidden histories. We will provide a lunch on each day too which will also support the wellbeing of our elders and give them more opportunities for social time together and with younger generations. Our young volunteers will learn more about experiences of older people, building compassion and empathy. They will develop new skills and valuable experience for their CVs/Higher Education applications.
Lunchtime nature walks	We will host 4 lunch time events in 2 local parks in August for up to 20 Global Majority workers in nearby offices and shops. The walks will be 45 minutes and lead workers around a park near their place of work, it will identify trees and shrubs so they get to better know the local nature. The walks will bring people together and give them a well-being break during the day ensuring they spend some time outdoors and better appreciate/understand the natural landscape. It will be a boost to both physical and mental health and help reduce stress. Studies show that spending time in nature is excellent for positive well-being. It will form new networks across different organisations.

Q10 How will you evaluate your project to demonstrate its impact on participants/audiences wellbeing?

We need to know that your project has been effective reaching our aims. We need you to monitor things like the number of people you reached, the number of volunteer hours donated, the types of people you engaged but we also need to know how your project made people feel and if people's wellbeing improved during, or as a result of your project. You could evidence this through creative projects, through surveys, through group discussions, through a film on your phone, through one-to-one interviews. You will need to submit your evaluation before your final grant payment is made. The degree of evaluation we expect will be proportionate to the amount of money that you apply for, we expect larger grants to carry out more detailed evaluation.

You can find some good ideas and toolkits for creative wellbeing evaluation on:

[UCL Creative Wellbeing Measures Toolkit](#)
[Creative and Credible](#)

Word count between 150 – 250 words.

Q11 How will you make sure your project reaches audiences/participants and/or meet the needs of specific groups?

The grant funding is for the benefit of ALL residents in the Borough. How do you make sure your group, activities and events are open and accessible to everyone that would like to attend? For example, a residents' association should make every effort to advertise their activities to all the homes within their area of benefit. Please tell us about any press (press releases, newsletters etc.), marketing (leaflets, brochures, posters, e-flyers, invites etc.), or social media (Facebook, X, Instagram, LinkedIn, Tik Tok etc.) activity you intend to carry out.

Groups must not discriminate against anyone but can be for a targeted group, for example groups such as 18 – 25-year-olds; Visually Impaired people; or homeless people.

Q12 How will you manage your project?

Your response should include the name of the lead person. For grants of £1000+ include how you will manage the budget, and if you have any financial systems to support you (i.e. appointed treasurer/accountant etc.). Your response should be between 125 - 150 words for grants of less than £1,000 and between 250 - 300 words for grants of more than £1,000. For example, you might say, “We will manage the project through a committee of six volunteers led by Claudette Morgan. Each member will have a different responsibility such as: marketing, catering, finance, research, booking and hosting the guest speakers. The committee will meet once a week to agree expenses and ensure each member is up to date with their tasks”.

For those applying for £1,000+ please add more detailed information on financial management, for instance: “Our accounts are presented at the AGM each year by our elected Treasurer, James Stanley, after being independently audited by our accountants Smith and Jones Ltd.”. James volunteers on our board, his day job is a publican and as such he has 10 years’ experience managing accounts, VAT returns etc..

Q13 Please tell us about your previous experience in managing projects or events.

Tell us the kind of projects that you have run in the past. Please include what skills you think you have, and what skills you will develop through running this project. For example, you might say, “In 2018 we ran a Black History Month event which attracted an audience of 50 people and was delivered by 12 volunteers. The event told the story of 1968 Race Relations Act and the individuals and organisations that campaigned to get it passed, this was delivered through two pop-up banners, a small printed leaflet and two talks from Professors from the University of London’s law team.”

Or if you have not run an event before then you might say, “This is our first project but many of the volunteer team have transferable skills from jobs such as customer service or gardening, or from volunteering at the local football club (working with 32 young people). We hope this project will teach us how to pull the entire community together to clean up and improve the local green space so that the community are proud of it and feel connected to the local area. We also hope to learn, with the support of the local park warden, about the plants which are growing in the space and share this knowledge with the community.”

Your response should be between 125 – 150 words for grants of less than £1,000 and between 150 – 200 words for grants of more than £1,000

Q14 Have you applied for any other funding or sponsorship towards this project?

You might have applied to another funder for a different part of the same project. Or you might have applied to more than one funder to increase your chances of getting funding. We ask for details of this to make sure we don’t duplicate the funding. If you are still waiting for a decision from the other funder, please give details of when you are likely to hear. You might also have sponsorship from a business or organisation – both cash or in-kind support (for example, free or reduced rate venue hire).

We ask for this information to ensure that there are no conflicts of interest that could make it harder for us to fund your project. Please answer in 50 words or less.

Declarations

We ask you to confirm that you are authorised to submit the application and everything you have written is true.

If successful, you will be asked to sign a Grant Agreement. Terms and conditions of that agreement are included below for you to see, please make sure you have read and understood these.

Bank signatories and account details

You should have a business, organisational or similar bank account that has a minimum of two signatories for your group's bank account who are not related and do not share a home.

Bank account details will be requested if you are successful with your application. This will confirm that the group has a suitable bank account and will enable us to pay the grant as quickly as possible once it's been awarded and the signed grant agreements have been returned.

Sole Traders should preferably have a business account where funds can be paid but this is not mandatory.

Application Checklist

The application checklist has details of all the supporting safeguarding documents you need to submit with your application.

We prefer all supporting documents are emailed, however if you are not able to do this you can post them, or hand deliver them (in a sealed envelope) to the Council offices: Ksenia Kazintseva, Culture, Leisure and Libraries, Level 3, Zone B, Bernard Wetherill House, 8 Mint Walk, Croydon, CR0 1EA.

Supporting documents required:

- Safeguarding Children Policy (if relevant)
- Safeguarding Adults Policy (if relevant)

See the Supporting Documents section below for more details.

Checking your application has been received

We aim to confirm receipt of grant applications within three working days. However, this may take longer if you submit your application on the closing day or the day before (as this is when the majority of applications are received).

Submitting your application / supporting documents

The Council has legal duties and all the money we give out must go to groups who also meet these legal duties. All the information and documents we ask for help us ensure that. We only ask for documents we need.

Please be aware that we run 'paperless' grant schemes. Any paper copies of documents you send will immediately be scanned and saved electronically. The paper copy will be destroyed in our confidential waste.

If you would like the paper copy returned to you please let us know when you submit your application.

Safeguarding Children and Safeguarding Adults policies

If your project involves working with children or vulnerable adults you must have appropriate safeguarding policies in place. These policies set out how you safeguard and promote the welfare of children and vulnerable adults who are members or users of your group. If you will be working with children or vulnerable adults without their parents/carers this is essential. If you will be working with children or vulnerable adults and their parents/carers it may not be essential but is still good practice.

We appreciate that most applicants are small community groups run by volunteers, and therefore try to be as flexible as possible. If you don't have all the information or documents please email or phone us for advice.

There is more information available on these websites:

[Safeguarding and protecting people for charities and trustees - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[Policies and procedures | NCVO](#)

Advice for Applicants

Help with filling in the form

If you have any problems with filling in the form, or have any questions, please contact the London Borough of Culture team and we will be happy to help:

Email: culture@croydon.gov.uk

Social enterprises

Social enterprises are welcome to apply for funding new projects that are in addition to their core work. It is expected that established social enterprises will be generating income to fund their core work, and therefore this is not eligible for funding.

'Friends of' groups

Some statutory services, such as schools, libraries and parks, and occasionally some voluntary organisations have 'Friends of' or supporters' groups. While we are happy to support such groups, we can only fund projects which are either directly run by, or in partnership with, the 'Friends of' group. We are not able to fund projects where the funding or anything bought/paid for with it will be transferred to another organisation.

Good example, a 'Friends of' group of a park applies for equipment for volunteers to use at a tidy up event.

This would be eligible for funding as the funding will be used by the 'Friends of' group for their own activities.

Bad example, a 'Friends of' library group applies for funding to provide a new printer for the library. This would not be eligible for funding as the printer will be used for library activities and not the 'Friends of' group's activities.

Successful applications

Grant award letter and agreement

If your application is successful we will email you a grant award letter and our grant agreement (the terms and conditions). To accept your grant, you need to sign and return a copy of the grant agreement, preferably by email.

You can sign your grant agreement in several ways:

- Electronically (most touch screen devices will allow you to do this)
- Print the signature page, sign it and scan it to create an electronic copy
- Print the signature page, sign it and post it to the address you will be given in the email when we award the grant (you can also hand deliver it in a sealed envelope)

Your grant agreement will cover areas of obligation, these include:

- Carrying Croydon Council logo on marketing materials
- Obtaining sign-off of any marketing materials and press releases
- Providing updates and invites to events (where appropriate)
- Opportunities for Councillors to speak (where appropriate)
- Taking part in evaluation
- Working with other funders/sponsors
- What will happen in case of cancellation or delay

Payment

Once your signed grant agreement has been signed and returned you will be asked for information so we can set you up on our payment system, once that is complete you will be issued with an ad hoc payment (for grants up to £4,999). Once you have this you can submit an invoice quoting that number to our accounts team. Standard payment terms are 30 days. For awards up to £999, 5% will be held back until you have completed and submitted your final evaluation, for grants above £1,000 15% will be held back until you have completed your evaluation.

Payments are made via BACS transfer where possible. There are some types of account that we cannot make BACS transfers to, including savings accounts and building society accounts.

Monitoring

All applicants must complete a monitoring form at the end of the grant award period, this will be issued with your grant contract. All grants will also be asked to complete evaluation with their participants, audience members and any practitioners engaged on the project (see Question 10). We will hold back the final instalment of your grant until we have received these.