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| A black and white logo  Description automatically generated**Apply anytime between****10 June and 2 August 2024** |

**Croydon Loves You**

 **Creative Summer Wellbeing for Communities**

**Grants available between:**

**£250 - £999 or £1,000 - £4,999**

**We will consider a small number of grants between £5,000 - £10,000. If you would like to apply for a grant at this higher amount please email** **culture@croydon.gov.uk to discuss your application. We will not accept applications above £5,000 after July 15th.**

Croydon Council receives more grant requests that it can fund. We will use the information you give us on this form to decide which projects to fund.
Please make sure you:

* Answer all of the questions,
* Keep your answers short and relevant, but remember that we don’t know anything about your project unless you tell us (use the guidance to help),
* Include all the required supporting documents (use the checklist at the end of this document to make sure),
* Be realistic about what you apply for, and what you can achieve with the money in this short time frame. We don’t want you to promise more than you can deliver.

**Applicants should note that Croydon Loves You funding is only available for projects which support creative wellbeing for people experiencing health inequalities.**

**Please read the grant criteria, guidance notes and grant agreement in the Croydon Loves You Guidelines before completing this form. Note: this has been updated since the previous Croydon Loves You winter scheme.**

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

**This application is for:** please tick

* Less than £1,000
* More than £1,000

**Q1 – Your details**

**Name of your organisation**

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**What kind of organisation / business are you?** (i.e. registered charity, CIC, Limited Company, sole trader, etc.)

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**What is your charity/company/CASC number** (if you have one)

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**Main contact for this application**

This must be someone who is authorised to represent your organisation, who can talk about your application and can be contacted during standard office hours (i.e. 10am to 6pm, Monday to Friday)

Title First Name Last Name

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| Contact address (this is your office/administration address) | Event / project address or site (if different from your contact address). Events must take place in Croydon. Please tell us if your participants are from a different part of the borough than your event address.  |
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Telephone Number

Email

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**Q2 – What does your organisation do?** (i.e. what your aims are and activities you carry out). Your response should be no more than 50 words.

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**Q3 – What would you like a grant for and why?** (i.e. what will you be spending the money on and why you have chosen this project). Your response should be no more than 125 words if you applying are for less than £1,000, and between 125 -200 words if you are applying for more than £1,000. Please see the Application Guidelines for a list of what the grant can and cannot fund.

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**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?**

* Yes
* No

**Q5 – If yes, please tell us which bits of your project you would like to repeat and/or build on, and why:**

Your response should be between 125 - 200 words. Please see the Application Guidelines for a list of what the grant can and cannot fund.

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**Q6 – How much money are you applying for and what do you intend to spend it on?** Please provide a breakdown of your costs in pounds and pence. Add lines where needed.

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| **Item or activity**  | **Cost** |
|       | £      |
|       | £      |
|       | £      |
| **Total** (please put your total here even if you have used a separate sheet) | £      |

**The minimum grant is £250 and the maximum grant is £4,999**

**Q7 – When is this project going to start/end?** (at least one week after being informed of your award)

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| Please give the start date: |       |
| Please give the date of your event/s: |  |
| Please give the end date - funded activity must end before 23 September 2024: |  |

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| **Q8a – How many people do you expect to attend your event as audience/visitors?** |       |
| **Q8b – How many do you expect to participate in your project/event as workshop participants, speakers, volunteers, interviewees, etc.?**  |  |
| **Q8c – Approximately, what percentage of those people live in the Borough of Croydon?**  |       |

Croydon Council’s priority is to fund projects that benefit residents of the Borough. If your project includes a majority of people from outside the Borough you will need other funding to cover those costs.

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| **Q8d – Approximately, what percentage of those people experience health inequalities?**  |       |

See attached guidance notes for an explanation of health inequalities. It is a mandatory requirement that you engage/support communities experiencing health inequalities.

**Q9a – Please tick below which of the Croydon Loves You themes your project reflects:**

* Focuses on culture and/or creativity (mandatory)
* Reaches communities in areas with higher levels of deprivation (see [Croydon Public Health Report 2022](https://www.croydon.gov.uk/sites/default/files/2022-12/public-health-report-2022-full-report.pdf) page 13)
* Led by or directly working with people and communities with lived experiences of migration, displacement, isolation, disability, neurodiversity, long term health conditions, homelessness, domestic violence, substance/alcohol abuse.
* Led by and/or with Global Majority communities
* Enabling activity that audiences/participants might not be able to attend/take part in without additional support
* Supports children to obtain the best start in life, or ensures young people develop well
* Supports aging well

**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.

* Enables people to come together and makes connections
* Supports/encourages people to get active
* Enables participants to savour the moment/be mindful
* Teaches new skills/learning or enables development
* Supports participants or provides a platform for people to give their time or be kind/helpful

**Q9c – Please explain how your project will meet the themes for funding.** Your response should be between 120 - 150 words for applications below £1,000 and 200 - 250 words for applications above £1,000.

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

How will you demonstrate that your project has been effective in reaching our aims. Your response should be between 150-250 words. We expect larger grants to have more detailed and robust evaluation.

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**Q11 – How will you make sure your project reaches audiences/participants and/or meet the needs of specific groups?** Your response should be between 100 - 150 words.

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**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 between 125 - 150 words for grants of less than £1,000 and between 250 - 300 words for grants of more than £1,000.

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**Q13– Please tell us about your previous experience in managing projects or events**. Please tell us about any skills you have now, or any you think you will develop in running this project. If you have not run an event/project in the community before, you can tell us about your experience in your work, volunteer, or home life. 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.

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**Q14 – Have you applied for any other grant funding or sponsorship towards this project?** Please tell us from whom and if the funding is confirmed or if you waiting to hear. Your response should be no more than 50 words.

[ ]  Yes [ ]  No

**Please give details:**

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**Declaration**

This application is submitted on behalf of the organisation named in question 1. The information given is correct to my knowledge. I have read, understand and accept the notes that came with this application form. I agree that you can check the information in it and any supporting documents with other people and organisations.

My organisation has the power to accept a grant, under your terms, and the power to pay back the grant if the terms are not being met. I understand that any misleading statements (whether deliberate or accidental) I give at any point during the application process, or any information I knowingly withhold, could mean my organisation’s application is not valid, in which case you will cancel the grant and claim back the money we have received, stop assessing and return the application, or withdraw any grant you offered my organisation.

My organisation will carry Croydon Council logos as required, including working with Croydon Council on the sign-off process. My organisation will complete all associated evaluation requirements.

I am authorised to put forward this application on behalf of my organisation. On behalf of my organisation, I agree that if we receive any grant from you for our project, we will keep to the standard terms of grant and any further terms and conditions set out in the grant notification letter. I have read the draft supplied in the Guidance Notes.

Our organisation has/will put in place safeguarding policies and procedures to protect any young people and vulnerable adults participating in the project.

[ ]  **I have read the declaration**

 Name Position Date

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**Application checklist**

This checklist is to help you include all the supporting documents. **Applications which do not include all the supporting documents requested will not be considered.** Please see the application guidelines for more information.

If you have problems supplying some of the requested documents please contact the London Borough of Culture team by email culture@croydon.gov.uk **before** sending in your application.

Please submit your supporting documents as email attachments or paper copies – we are unable to accept documents via file sharing services such as One Drive or Google Drive.

**Photocopies / scanned copies or links to online copies of all these documents are acceptable**

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| Does your project work with children or vulnerable adults? If so, you will also need to send us your: |
| [ ]  | Safeguarding Children Policy and / or |
| [ ]  | Safeguarding Adults Policy  |
|  | *(see application guidelines for more information)* |

**Privacy Notice**

Croydon Council is collecting this information in order to award, publicise and monitor grants, and you may be contacted using the details provided, if further information is needed in order to do so.

In performing this service, the council may share your information with the panel members (including freelance staff), other organisations or departments, but only when it is satisfied that it is necessary to perform a public task, or to exercise its statutory duties to do so.

The council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law.

More detailed information about the council’s handling of your personal data can be found in its privacy policy, available online at [Corporate privacy notice | Croydon Council](https://www.croydon.gov.uk/council-and-elections/privacy-and-data-protection/privacy-notices/corporate-privacy-notice) or on request.

**Freedom of Information Act**

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

**Submitting your application**

We prefer to receive applications by email, but you can submit your application by post or by hand if you wish to the Council offices: Ksenia Kazintseva, Culture, Leisure and Libraries, Level 3, Zone B, Bernard Wetherill House, 8 Mint Walk, Croydon, CR0 1EA.

**Please make sure you submit all the supporting documents – applications cannot be accepted without them.**  See the Application Checklist for details.

It is important to remember that we are keen to receive your application, but you must take responsibility for ensuring the application reaches us, i.e. is emailed to the correct email address or has sufficient postage and is posted in time to the correct, full postal address. If posting your application we recommend that you take it to a post office to be weighed and also request a signature on receipt.

Please note:

* Our email system will not accept emails bigger than 20mb, even if you have used zip files. If you are sending documents with large file sizes (such as photos) you may need to split them over several emails.
* We will acknowledge receipt of your application by e-mail. If you have not had a receipt from us within three working days, please e-mail culture@croydon.gov.uk so we can make sure we have received it.

Please send your completed application form and any supporting documents to: culture@croydon.gov.uk

You must mark the subject line of your application: Croydon Loves You and the name of your organisation – for example: Croydon Loves You, Young People’s Fun Charity

There are three chances to apply for this grant:

Deadline for round 1: Friday 28th June at 12 noon
Deadline for round 2: Monday 15th July at 12 noon
Final Deadline (no applications can be considered after this time) Friday 2nd August at 12 noon.

We will let you know if you have been successful by one week after each deadline date.