

Community Fund Application Guidance



March 2024

Introduction

Ballymore Edgware Ltd is pleased to launch the Edgware Town Centre Community Fund.

The **£20,000 annual fund** will be awarded in grants up to **£3,000** to charities, voluntary and community groups, business partnerships, and not-for-profit organisations operating in Edgware and the surrounding **postcode areas of HA8, HA7, NW9 and NW7.**

The Edgware Town Centre Community Fund will consider supporting projects that are working to one or more key themes:

People & Communities – Creating Connections

Supporting groups or initiatives that bring people together to get to know their neighbours and to build a strong sense of community. Good communication helps people understand what is going on in their area and encourages people to feel connected and support local initiatives and businesses. Projects should work with local residents and businesses to provide opportunities to learn new things, meet new people and new customers and to feel a common link with their area and neighbours.



Support could be provided through a variety of different ways including, but not limited to:

- Encouraging people from different areas or backgrounds to come together
- Utilising local community and open spaces to increase networks, reduce isolation and drive increased footfall for local businesses
- Activities that bring together local residents to build relationships and increase their sense of community involvement
- Projects that demonstrate a lasting impact on reducing the isolation and loneliness of local residents
- Activities that support and broaden the local business network

Health and Wellbeing

Wellbeing is vital to enable communities and people to thrive and to build resilience. The Fund could support projects working to improve the mental and physical health and wellbeing of participants through engaging and activity based projects.

Support could be provided through a variety of different ways including, but not limited to:

- Keep-fit groups or fitness classes with a clear link to improving health
- Activities that empower people to make healthy lifestyle choices and prioritise their wellbeing
- Projects that are supporting people with an identified health or wellbeing issue e.g., mental, physical, emotional or situational
- Interactive approaches to engaging residents in improving their health and wellbeing

Young People, Skills and Training – Creating Opportunities

There is a real lack of activities and support for young people in Edgware and soft skills and work experience are essential to help young people gain sustainable employment. The Fund could support projects and activities that support young people's integration through education, skills development and employability so that they are better placed to access existing opportunities and to create future opportunities for themselves.

Support could be provided through a variety of different ways including, but not limited to:

- Projects or activities that enable young people to develop key capabilities including teamwork, resilience, communication and self-confidence
- Accredited training opportunities
- Projects or activities that provide opportunities for young people to gain volunteering or work experience placements
- Support for young people not in education, employment or training to gain new skills
- Projects that support young people with key employability skills e.g., time management, communication, CV building, interview techniques etc.

Environment, Sustainability & Public Realm Improvements

Sustainability is at the heart of what we are doing in Edgware Town Centre, and the Fund should support other projects that share our vision for a greener, cleaner Edgware.

Support could be provided through a variety of different ways including, but not limited to:

- Projects or activities that promote recycling or reduce waste locally
- Projects that promote or enhance local biodiversity e.g., tree planting etc
- Projects that promote education around sustainability and climate change
- Projects that support small scale renewable energy or energy efficiency e.g., heat pumps, solar panels

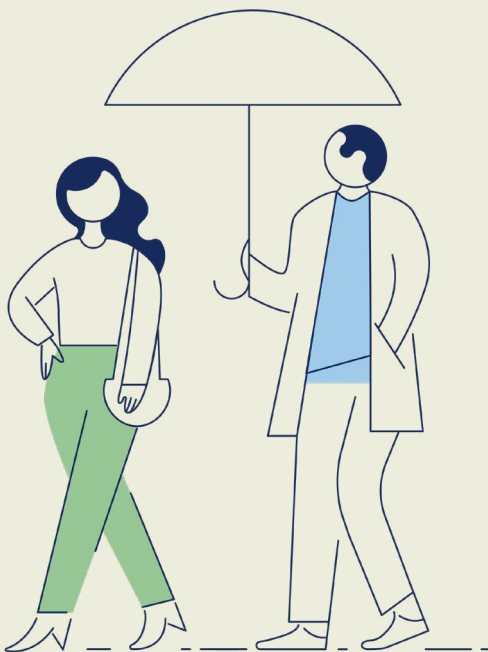


Who can apply for a grant from the Edgware Town Centre Community Fund?

Applications will be considered from organisations and groups that are based in the HA8, HA7, NW9 and NW7 postcodes, or are delivering activities that predominantly serve the residents and communities in these areas.

These could include:

- Registered charities
- Charitable businesses (community interest companies)
- Not for profit voluntary and community groups
- Faith groups
- Community associations
- Sports clubs
- Shop and business watch partnerships
- School Friends Group
- Voluntary groups



Who can't apply for a grant from the Edgware Town Centre Community Fund?

Organisations and groups that cannot show that their project, activity or event delivers at least one of the themes outlined in this application guidance.

Organisations and groups that are not based in or delivering activity that predominantly serves the residents and communities in the HA8, HA7, NW9 and NW7 postcodes.

Organisations and groups cannot apply for anything that is about promotion of religion or ideology, or fund activities for anything political.

Paid development workers cannot apply on behalf of groups but can give support to them during the application process.

Groups cannot apply for something for an individual and individuals cannot apply for something for themselves.



What can be applied for?

Applications can be submitted to the Edgware Town Centre Community Fund for up to **£3,000**.

The Edgware Town Centre team are also offering at least **five volunteer days (or 40 hours)**, in which members of the project team will join the charity, group or initiative to volunteer on the ground.

Applications can be made for both funding and volunteer support or individually.

What can a grant from the Edgware Town Centre Community Fund pay for?

The grants can be used to cover the cost, or contribute to, anything you may need to run your project, activity, or event.

This might include things like:

- Equipment that your group needs to do its work
- Costs to organise an activity or event
- Sponsorship of kits (e.g. for sports)
- Routine bills to keep your group running, e.g. a venue
- Contribution to staff costs
- Paying travel fares or mileage allowance for volunteers
- Buying resources to run your project, activity or event

The grant can also be used towards suitable match funding, but you will need to be able to prove you have the additional funding in place and/or agreed prior to the Edgware Town Centre Community Fund grant being paid.

What is needed to apply for a grant?

A constitution and/or governing documents.

We will need to see a copy of your governing document or a set of rules if your group has them. This allows us to check you are in a suitable position to manage the grant and deliver the project, activity or event that you are proposing.

Charity Commission registration

For organisations registered with the Charity Commission we will require a copy of your registration certificate.

A bank account

Your organisation will need to have a bank account in the name of the organisation/group, which requires two signatures on a cheque or to draw money out of the bank.

If your group does not have an account of this nature and your application is successful, we will contact you to discuss the grant payment options.

Application process

The Edgware Town Centre Community Fund will be open for applications from **15th March 2024** and will close at midnight on **3rd May 2024**.

To apply, entrants must complete our pre-application questionnaire to ensure applicants do not put unnecessary resource into applying and are disappointed because they do not meet our criteria. The pre-application questionnaire can be viewed below, online via our website or, alternatively, answers can be sent via email to edgware@ballymoregroup.com



Step One – Pre-Application Questionnaire

1. Are you a charitable incorporated organisation (CIO), a charitable company or an unincorporated association or trust? If not, are you a local SME or entrepreneur with strong social purpose and passion for improving your community?
2. Are you a London Living Wage employer?
3. Can your annual report and budget be made freely available?
4. Can you confirm you abide by the Equality Act 2010 and the Modern Slavery Act 2015?
5. Is it company policy to DBS check volunteers and workers?

Step Two – Application Form

A member of the Edgware Town Centre team will be in touch within 2 – 3 working days upon receipt of the pre-application questionnaire. Applicants who pass the questionnaire stage will be provided with a link to the full online application form.

The application form comprises of four short questions to summarise your proposal including:

1. A short description of how the grant will be used
2. An explanation of what the expected outcome is
3. How the applicant will measure the success of the use of the grant
4. How much funding is required (up to a maximum of £3,000)

If you are unable to apply online, or are having issues accessing the pre-application questionnaire, please contact the Edgware Town Centre team by email edgware@ballymoregroup.com or call **0207 096 7733**

What happens once the application has been completed?

We will contact you within 10 working days to advise you that we have received your application.

Applications will be considered by the Edgware Town Centre Community Fund project team.

You will be notified of the outcome of your application once the Edgware Town Centre team have processed and decided on applications following the application deadline. We will endeavour to do this within four weeks of the closing date on 3rd May.

If your application is successful, you will be asked to verify the identity of the committee members responsible for receiving the grant, and also sign an agreement before we can issue your grant payment. Once you have received your grant, you will be asked to sign a grant receipt.

The grant agreement will include monitoring arrangements and agreeing to work with the Edgware Town Centre team on maximising marketing opportunities linked to the grant.

Once you have completed your project, event or activity, you will be asked to complete a brief report outlining how you used the Edgware Town



Centre Community Fund grant. Failure to do so, or to comply with the arrangements in the grant agreement, could result in a request to repay the grant amount.

If your application is unsuccessful, you will be provided with an explanation why.

Any personal details which you give us as part of this application will be used solely for the purpose of administering the Edgware Town Centre Community Fund and our accounting and will not be shared with third parties.

Contact us

If you have any questions or would like any further help or assistance to apply for grants for your group, please get in touch via the below:



edgware@ballymoregroup.com



0207 096 7733

More information can be found on our website



www.edgwaretowncentre.uk/community-fund

