VISIONS FOR NORTHOLT

Floating Community Room, Activity grants

Frequently asked questions, August 2023

1. Who can apply?

Applicants should be based on or around, or serve the Racecourse Estate, including:

- Individual residents
- Voluntary and community organisations
- Constituted group or clubs
- Un-constituted group or clubs
- Registered charities
- Charitable incorporated organisations
- Not-for-profit companies
- Community interest companies
- Schools
- Community benefit societies

Unconstituted groups may be a small and informal group of people coming together for the first time. If you are an unconstituted group and your application is successful, we will work with you to prepare a temporary constitution. This will help you set out roles and responsibilities, make decisions about the event, and manage any funding. It would only be for the duration of your event.

Your application must demonstrate a connection to the Racecourse Estate. For example, you or members of your group may live on the estate, or your organisation can demonstrate it serves residents of the estate. We will prioritise applications with the strongest links to the estate.

We welcome applications that will serve young people on the estate. Applicants under the age of 18 will require a consenting guardian to provide their details on the application.

Joint applications are also welcome that bring together more than one organisation. However, a lead organisation should be identified in the application form.

2. Who can not apply?

We cannot accept applications from:

- Sole traders
- Organisations based outside the UK
- One organisation applying on behalf of another
- Companies that can pay profits to directors, shareholders, or members (including Companies Limited by Shares)

3. How many applications can an individual or group submit?

Applications are limited to one per individual or group. This is to ensure that the opportunity is available to a wide range of different groups.

4. How much funding can an individual or group apply for?

An individual or group can apply for between £200 - £1,000. We are interested in receiving applications for different types and sizes of activities, ranging from book clubs to larger events. A total of £12,000 funding is available.

5. What type of events are eligible?

We want to hear your ideas about what the community would like to see on the estate. You can discuss your ideas with us by requesting a meeting before submitting your application (see question 19). Examples of events and criteria can be found in the Application Guidelines. Events must be free to attend.

6. What can the funding be used for?

The funding can be used to pay for:

- Staffing
- Volunteer expenses
- Insurance and licenses
- Equipment
- Venue hire
- Catering
- Material costs (e.g. decoration, craft activities)
- Promotion and communications

7. What can't the funding be used for?

The funding cannot be used to pay for:

- Alcohol
- Gambling activity (see below)
- Political or religious activities (we can fund religious organisations where the project benefits the wider community and does not include religious content)
- Profit-making or fundraising activities
- General organisational running costs, including repairs and maintenance
- Contingency costs, loans, endowments, or interest
- VAT you can reclaim
- Statutory activities (e.g. activities you are required to deliver under legislation)

If tombola or raffle tickets are sold on the day and the prizes are not worth more than £500 in total, then this will be exempt from gambling regulations. Any proceeds from the tombola/raffle must go to a good cause such as a charity or even covering the cost of your event.

8. Will my event need a license or insurance?

This will depend on the event and the licenses and insurance held by the venue you are operating from. We encourage applicants to liaise with their proposed venue and to review the guidance available here: https://www.ealing.gov.uk/info/201192/a_to_z_of_licences/1451/temporary_event_notices_ten/1 . You can also speak to the team with any further queries (see question 19).

9. How many events or activities can I include in my application?

A single application may cover one or more events across a 12-month period. For example, a group or individual may submit a single application for up to £1,000 to deliver three litter picking days over a 12-month period.

10. When does my event need to be delivered?

All events must be delivered within 12-months of the grant offer being issued.

11. When will the funding be paid?

We will award 80% of the funding once the grant agreement is signed by the applicant. The remaining 20% will be awarded once the event has been delivered and monitoring forms have been submitted and validated.

12. In addition to this grant, can I use other funding to contribute towards my event?

Yes. You can choose to raise additional funds or use existing funds to support your event.

13. Can applications be about an existing programme/project?

Yes. If your existing programme or project delivers against the criteria of this programme. However, we cannot fund events or activities that have already happened.

14. Is there detailed guidance on the cost plan?

An example cost plan can be found in the [FAQs Appendices](#).

15. Is there detailed guidance on the risk assessment?

An example risk assessment can be found in the [FAQs Appendices](#).

16. Can you provide detailed guidance on the monitoring forms?

Successful applicants will be required to report on the impact of their event by completing a short form within 6-weeks of their event being delivered. We will work with successful applicants to agree what should be reported on and how, as relevant to their activity. An example monitoring form can be found in the [FAQ Appendices](#).

17. How will applications be assessed?

Criteria	Weighting
Objectives: The extent to which your proposal delivers against one or more of the objectives above.	40%
Training: The extent to which your proposal provides volunteering and training opportunities for those involved.	10%
Deliverability: The extent to which your proposal is deliverable, including a cost breakdown and risk assessment.	30%

Accessibility: The extent to which your proposal is inclusive and accessible for different groups with protected characteristics.	20%

Applications that focus on one or more of the following objectives will be prioritised:

- Encourage and increase community involvement on the Racecourse Estate.
- Bring together volunteers, including opportunities to learn new skills.
- Address issues felt by local people living on the estate.
- Involve an underserved group or those with protected characteristics. We particularly encourage activities that involve young people.
- Support the local economy, by sourcing materials locally.

18. Will feedback be provided so that unsuccessful proposals can be developed further for future grant opportunities?

Yes. All applicants will receive a response and short written feedback via email.

19. Will any assistance be given to those wishing to apply for a grant?

Yes. Please request a meeting by emailing visionsfornortholt@ealing.gov.uk with the subject 'Floating Community Room - Activity Grants Support'. This meeting is an opportunity to discuss your project ideas and any queries you may have.

20. What happens after I apply?

All applications will be reviewed by Ealing Council within 3 weeks of the submission deadline (subject to number of applicants). All applicants will receive an email notifying them of the outcome of their application.

Successful applicants will be issued with a short grant agreement to be signed before funding can be issued.

An example grant agreement is available in the FAQs Appendices.