Community in Fellowship Square Fund

Please ensure you have read the [Community in Fellowship Square Guidance Document](https://www.walthamforest.gov.uk/sites/default/files/2022-06/Community%20in%20Fellowship%20Square%20Fund%20-%20Guidance%20Notes.pdf) before completing your application form in order to ensure your application meets the criteria of the fund.

**Application Support Sessions**

We will be hosting 2 application support sessions, led by an independent advisor, for the third round of the funding.

Spaces on these support sessions are limited, therefore we’d recommend 1 representative per organisations attend where possible.

* Friday 08 July 2022 – 13:00 - 14:00 – Waltham Forest Town Hall - [Sign up here](https://outlook.office365.com/owa/calendar/CommunitiesandParticipationTeamCalendar@walthamforest.gov.uk/bookings/s/J8VhoTAqKkSdoe9huwJMGg2)
* Wednesday 13 July 2022 – 10:00 – 11:00 - On Zoom – [Sign up here](https://outlook.office365.com/owa/calendar/CommunitiesandParticipationTeamCalendar@walthamforest.gov.uk/bookings/s/0gM6jGDQT0i8Y3UCFMO3sQ2)

If you have any questions or you are having any problems whilst booking your slot or whilst completing the application form, please get in touch with The Communities and Participation team via email at [connectingcommunities@walthamforest.gov.uk](mailto:connectingcommunities@walthamforest.gov.uk).

## Introduction

Fellowship Square is a place for community and since its opening, we have seen our residents bring great joy and energy into the space. Going forward, we want to further support community groups to enjoy all that Fellowship Square offers through offering funding to enable communities to host events and activities in the square.

## Application Form

Information about your organisation

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| **Organisation name:**  *If a registered group, this is your legal name as it appears on your governing documents, bank account, Charity Commission, Companies House or other register.* |  | |
| **Organisation address:**  *This should match the address on your bank account, Charity Commission, Companies House or other register.* |  | |
| **Which Waltham Forest ward(s) is your organisation located in or operates in currently?**  *Please tick all which apply.* | Cann Hall  Cathall  Chapel End  Chingford Green  Endlebury  Forest  Grove Green  Hale End & Highams Park  Hatch Lane  High Street | Higham Hill  Hoe Street  Larkswood  Lea Bridge  Leyton  Leytonstone  Markhouse  William Morris  Wood Street  Valley |
| **Organisation website** *(If applicable)*:  *Leave blank if you don't have a website.* |  | |
| **If your organisation is a branch of, or related to a larger organisation, please briefly explain the relationship:** |  | |

Main Contact for this application

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| **Applicant name:** |  |
| **Position in the organisation:**  *Please specify the relationship to the organisation (E.g -Trustee, fundraising manager)* |  |
| **Email address:** |  |
| **Phone number:** |  |

Additional Organisation contact details

*Please provide the contact details for the Chair, Chief Executive or Director of your organisation (if applicable).*

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| --- | --- |
| **Applicant name:** |  |
| **Position in the organisation:**  *Please specify the relationship to the organisation (E.g -Trustee, fundraising manager)* |  |
| **Email address:** |  |
| **Phone number:** |  |

Further information about your organisation / group

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| --- | --- |
| **Organisation type:**  *Please select the status from the list which most closely describes your organisation and provide any registration numbers.* | Unregistered community group  Charitable Incorporated Organisation (CIO)  Registered charity  Charitable company or Social Enterprise (companies must have asset locks, be not-for-profit and without share capital)  Community Interest Company (CIC)  Structured groups of residents |
| **When was your organisation established?** |  |
| **How many people are involved in running your organisation?** | No. of paid staff(full-time:  No. of paid staff (part-time):  No. of Committee Members (or Trustees/Directors):  No.of other volunteers: |
| **Would you describe your organisation as:** | led by BAME people  led by d/Deaf or disabled people  led by LGBTQI+ people  led by Women  led by Older people (55+)  led by Younger People (25 and under)  N/A  Other: |

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| **What are your organisation's aims?**  *Please describe your organisation's main aims and objectives. This should give assessors an accurate understanding of who your organisation is, your values and what your typical activities might look like.*  (max 300 words) |  |
| **What is your organisation's annual income in your most recent financial year?**  *This should match the statement of financial accounts for your last financial year. Please note the maximum income eligibility criteria.*  *If you are a new group or a group of structured residents please provide your known income since founding. If you have no previous income please enter zero.* |  |
| **Organisation Bank Account Number:** |  |
| **Organisation Bank Sort Code:** |  |
| **In order to make payment we require a copy of the organisation bank statement dated in the last 3 months.**  *Please tick to confirm a copy of this will be sent alongside your completed application form.* |  |
| **If your project will involve vulnerable residents or children under the age of 18, please attach a copy of your Safeguarding Policy**  *Please tick to confirm a copy of this will be sent alongside your completed application form.* |  |

Your funding request

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| **Please select the type of grant you are applying for** | Tier 1 - up to £1,000  Tier 2 – up to £2,500 |
| **What is the title of your project?** |  |
| **Project Start and End dates:**  *If your project is held over one day, the dates will be the same.*  *Please note we cannot guarantee Fellowship Square will be available on your selected dates.* | Preferred date(s) 1:    Preferred date(s) 2:    Preferred date(s) 3: |
| **Which area of Fellowship Square would you like to use for your event / activities?** | Fellowship Square – outside space  Waltham Forest Town Hall – foyer  Waltham Forest Town Hall – meeting room  Waltham Forest Town Hall – Council Chamber |
| **Total number of expected beneficiaries:**  *This is the total number of service users expected to benefit from the project as users. e.g. event attendees, programme participants.*  *To be eligible for our funding we expect at least 90% to be Waltham Forest residents.* |  |
| **Is your project engaging any of the following groups of residents?**  *We will aim to distribute funding equally to communities based across Waltham Forest, however priority will be given to projects which engage the following groups of residents.* | Carers  Disabled people (Including residents with a mental health condition)  LGBTQI+ people  Residents from Black, Asian and Minority Ethnic heritage  Older people (65+)  Young People (11 – 25 year old)  Residents who earn a low income  Other: |

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| **Project description:**  *This field can be completed however applicants think will best describe their project.*  *As a guide, by the end of this question assessors should clearly understand:*   * *What the project will achieve* * *How the project will achieve this and how it will be specifically delivered* * *Who will benefit from the project – please detail how you will reach priority groups (outlined on page 3)* * *Why the project is needed and why your group is best placed to deliver it* * *If the project targets a specific group, this should be linked back to why they specifically need this*   *If you have photos or case studies of a similar project that you have delivered in the past you can provide these as appendixes when submitting your application form (please note that the submission of photos and case studies is not mandatory).*  (max 500 words) |  |
| **How does the project support the Fellowship Fund aims of:** ‘Celebrating different communities coming together to create new positive social connections in Fellowship Square’ (max 200 words) |  |
| **Are you working in collaboration with any other organisations on this project?**  (max 200 words) |  |

Project Budget

**Please complete the project budget table below, ensuring all major project costs are included.**

We strongly advise event organisers to seek quotes for all services needed for the event ahead of submitting the application. Please consider the costs for services like first aid cover, public liability insurance, event furniture hire (for example, chairs, tables, gazebos), catering, entertainment/performers, stage and additional sound system hire if your event requires it, decorations and marketing materials. For events outside, consider what contingency plans you would need to put in place in case of poor weather.

***Please see below some guidance prices from our preferred suppliers to help you complete the project budget:***

*Please note these are only guidance prices and they might change slightly due to suppliers updating price list and depending on your event requirements.*

*Set up and take down of gazebos & access to power – for events in the square:*

* *Up to 2 gazebos (1 table and up to 4 chairs provided per gazebo): Free of charge.*
* *Up to 5 gazebos (1 table and up to 4 chairs provided per gazebo):*

*During Office Hours: £320 + VAT (additional £164 + VAT if power and lighting required)*

*During Out of Office Hours (after 6pm and weekends): £480 + VAT (additional £264 + VAT if power and lighting required)*

* *Up to 10 gazebos (1 table and up to 4 chairs provided per gazebo):*

*During Office Hours: £640 + VAT (additional £228 + VAT if power and lighting required)*

*During Out of Office Hours (after 6pm and weekends): £960 + VAT (additional £342 + VAT if power and lighting required)*

* *Up to 15 gazebos (1 table and up to 4 chairs provided per gazebo):*

*During Office Hours: £800 + VAT (additional £260 + VAT if power and lighting required)*

*During Out of Office Hours (after 6pm and weekends): £1,200 + VAT (additional £390 + VAT if power and lighting required)*

*Catering:*

* *Selection of Palos Verde Tea's & Goodfolk Coffee: £2.95 + VAT per person*
* *Selection of Biscuits: £1.00 + VAT per person*
* *Still/Sparkling Water, 750ml (serves 3): £1.50 + VAT*
* *Jug of Orange or Apple Juice, 750ml (serves 4): £2.20 + VAT*
* *Food and beverages delivery cost: £10.00 + VAT*

*Above costs don’t include serving staff if this is required.*

*Prices for finger food or meal boxes provided by catering provider upon request.*

*Event Furniture Hire (if extra event furniture is required):*

* *Chairs: £2.99 + VAT per chair*
* *Delivery and collection: Approx. £120 + VAT per way*

If you need guidance on what costs you will need to consider for your event please contact the Communities and Participation team via email at connectingcommunities@walthamforest.gov.uk.

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| --- | --- | --- |
| Description of Expenditure | Funding request from LBWF | Funding from other sources |
| *e.g. purchase of equipment* | *£100* | *£200* |
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| --- | --- |
| **Total project cost:** |  |
| **Total amount of funding requested from LBWF:** |  |
| **If you have indicated that funding from other sources will be used, please outline:**   * *Where specifically the other funding will come from e.g. group reserves, additional funding etc.* * *Has this funding has been secured?* * *If you are unsuccessful in gaining funding from LBWF, how will this impact the project?*   (max 200 words) |  |

## Declaration

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| --- | --- |
| This application is submitted on behalf of the group or organisation named in section 1, who I am duly authorised to represent. The information given is correct to the best of my knowledge. | |
| Signed:  *Electronic signature accepted* |  |
| Date: |  |
| Print name: |  |
| Position held in group/organisation: |  |

The application form above should be returned to **connectingcommunities@walthamforest.gov.uk** by 16 January, 30 April or 31July 2022, depending on the application window in which you are applying.

Hand-written applications will also be accepted, please post your application form to the below address by the appropriate deadline.

*FAO Communities Team*

*Waltham Forest Town Hall*

*Forest Road*

*London*

*E17 4JF*