



COMMUNITY IN FELLOWSHIP SQUARE FUND

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.

THIS GUIDANCE COVERS

Type of Fund	Awards up to	Who can apply	When to apply
Tier 1	£1,000	Organisations with an annual income of under £250,000 per year or structured groups of residents	Applications will be open during the months of December - January, April and July
Tier 2	£2,500	Organisations with an annual income of under £250,000 per year	Applications will be open during the months of December - January, April and July

WHO CAN APPLY

Applications are accepted from any constituted voluntary, community or recreational group working with residents in the London Borough of Waltham Forest.

Examples of these include:

- 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 (**Tier 1 only**)

For Tier 1 only, we will also accept applications from structured groups of local residents who have formed for a specific purpose. They may be an established group who have been meeting for a number of years or a group who have recently formed for a one-off event or purpose.

Social Enterprises and Community Interest Companies (CICs) are only eligible to apply for a grant if they operate on a wholly not-for-profit basis. This means that the following criteria must all be met:

- 100% of surplus funds are reinvested into the organisation
- executive directors operate in a voluntary capacity and not as paid shareholders
- as an indicator of the above, there is no 'profit distribution' clause and/or an 'asset lock' in the governing document



WHEN TO APPLY

Applications will be welcomed during 3 windows throughout 2021/2.

Application Window Open	Projects to be delivered between	Applicants notified of outcome by
1 December 2021 – 16 January 2022	Mid-February 2022 – 31 May 2022	1 February 2022
1 – 30 April 2022	Mid-June 2022 – 31 August 2022	30 May 2022
1 – 31 July 2022	Mid-September 2022 to 11 December 2022	22 August 2022

If your application is missing documentation that is required and not submitted on request, your application may be withdrawn.

WHAT WE CAN FUND

Applications for both Tiers 1 and 2 of the Fellowship Fund must meet the following essential criteria:

- Projects should be for one-off projects or short term activities with no more than 4 individual sessions – e.g. 1 activity each week for 1 month.
- At least 90% of the project's beneficiaries must be Waltham Forest residents.
- Projects must demonstrate how they will achieve the grant objectives of ***'Celebrating different communities coming together to create new positive social connections in Fellowship Square'***

Examples of projects that may be funded through the Fellowship Fund are:

- Cultural celebrations in Fellowship Square that will help residents learn about and experience different cultures.
- Flag raising celebrations and associated activities, such as performances, drinks receptions etc.
- Community picnics
- Healthy activity sessions
- Community choirs
- Family fun days

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)
- LGBTQ+
- Older people (65+)
- Residents from Black, Asian and Minority Ethnic heritage
- Residents who earn a low income
- Young People (11 – 25 year olds)

KEY INFORMATION

- Applications will only be assessed after each application window has closed. Successful applicants will be notified by the date outlined above.
- If an organisation is successful in gaining funding they can reapply in a subsequent application window, however the project being delivered must reach new participants.
- If an organisation has been unsuccessful in a previous application window, they are eligible to submit another application for a project in a subsequent application window.
- We strongly recommend that organisations work in partnership with other community groups, as this will contribute to the success of the fund aims to help bringing different communities together at Fellowship Square. For activities delivered in partnership with more than one community group, the application needs to be submitted in the name of one organisation responsible for the overall event.

What you will be expected to provide if your application is successful:

Event organisers must submit:

- Event management plan and method statement
- Risk assessment
- Evidence of public liability (third party) indemnity insurance to the minimum value of £5 million
- Copy of bank statement
- Communication materials that will be used on the promotion of the event

Other documentation may also be required depending on the nature of your event (e.g. safeguarding policies if the event will involve vulnerable residents or children under the age of 18, caterer food hygiene certificates). Council officers will be able to provide support and guidance on exactly what is required and how to put these together. You can use this funding to ensure the above policies are in place prior to your event or activity.

What will be provided for your event:

- Outdoor space or indoor meeting rooms to suit requirements – space and furniture provided as it is. Additional furniture is not included and would need to be hired by the applicant.
- Access to fountain and music system – please note that music system can only be used for background music. Microphones and music system for performances and speeches is not included.
- Access to toilet facilities
- Contacts for approved suppliers for catering, sound system, furniture hire, set up and set down of event materials like gazebos – these services are not included as part of the venue provision.
- Security / Fellowship Hosts to support event / activities – if your event involves large numbers of residents, there may be a charge for additional staffing.
- Marketing & communications around your activity / event.



If you have any questions, please get in touch with us at connectingcommunities@walthamforest.gov.uk

The application form for the Community in Fellowship Square fund can be found [here](#).

The application form should be returned to connectingcommunities@walthamforest.gov.uk by 16 January, 30 April or 31 July 2022.

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

*FAO Communities Team
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London
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