Community in Fellowship Square Fund 2023 – Application form

Please ensure you have read the Community in Fellowship Square Guidance Document 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.

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

* Friday 10 March 2023 – 11:00 - 12:00 – On Zoom - [Sign up here](https://forms.office.com/pages/responsepage.aspx?id=cCGo2FW2sEaHoQQuZYGBP3kyjNWfcd1EglFk4O7JIrlURElUM0FHRUNQNDNVMTRKVDlPVjFRTzlTSi4u&web=1&wdLOR=c24700361-793A-4A92-9641-804962168E56)
* Wednesday 15 March 2023 – 13:00 – 14:00 - Waltham Forest Town Hall – [Sign up here](https://forms.office.com/pages/responsepage.aspx?id=cCGo2FW2sEaHoQQuZYGBP3kyjNWfcd1EglFk4O7JIrlUQVg1SzBFOTVTTzJNRlhDRVVOUlcyODRYTS4u&web=1&wdLOR=cEE29987E-E4FD-4599-9C27-956C08468BA4)

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 in 2021, we have seen our residents bring great joy and energy into the space. Following a successful series of events over the past two years, we want to further support community groups to enjoy all that Fellowship Square offers through offering funding to enable communities to host activities in the square.

In 2023, we will be hosting two Community Days in Fellowship Square, on Monday, 8 May (Bank Holiday) and on Saturday, 16 September. Each day will see various community groups coming together in the square and hosting activities in gazebos and surrounding grassed areas as well as performances in the stage area.

The Community in Fellowship Square Fund has been designed to support community groups hosting activities as part of one of the Community Days in Fellowship 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 South  Hale End & Highams Park North  High Street | Higham Hill  Hoe Street  Larkswood  Lea Bridge  Leyton  Leytonstone  Markhouse  St James  Upper Walthamstow  Valley  William Morris  Wood Street |
| **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.* |  |
| **Applicants must hold a public liability (third party) indemnity insurance to the minimum value of £5 million that covers the activity proposed.**  *Please tick to confirm a copy of this will be sent alongside your completed application form.* |  |
| **Projects in Fellowship Square will likely 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 your preferred date to host your activity in Fellowship Square** | Monday (Bank Holiday), 8 May 2023, 11am to 5pm  Saturday, 16 September 2023, 11am to 5pm |
| **What is the title of your project?** |  |
| **How long is your activity?**  *Please let us know if your activity would be delivered during the whole event or at a specific time/duration.*  *Applications for gazebos should cover the whole duration of the event. Performances should not be longer than 1 hour.* |  |
| **Which area of Fellowship Square would you like to use for your event / activities?**  Applicants to choose between one of the following options of space | 3x3 gazebos (each gazebo includes 1 table and 2 chairs) *- How many gazebos do you need (up to 2)?*  Grassed area  Stage area |

Project description

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| **What is your idea? An overview of your proposal and how you plan to deliver it.**  *Describe your project, what will achieve and how it will specifically be delivered.*  *When describing how it will be delivered, include details like:*   * *Activity schedule and who are the performers/workshop facilitators if you have any.* * *How will you decorate your stall/activity space? If you are proposing a performance, how would you use the fountain area as a stage?* * *How will you promote your activity.*   (max 500 words) |  |
| **What impact do you hope your project would have? How will your project respond to the funding aims of:** ‘Celebrating different communities coming together to create new positive social connections in Fellowship Square’ *When responding to this question, think about:*   * *Is your activity bringing together different communities or generations?* * *Will residents have an opportunity to participate and connect with one another? Will they gain new skills, experiences or knowledge about a culture/theme in the process?* * *How will you work together with the local community to deliver the project? Tell us if you are working in collaboration with other organisations.*   (max 300 words) |  |
| **Are you working in collaboration with any other organisations on this project?**  *Please list their names here.* |  |
| **Why the project is needed and why your group is best placed to deliver it.**  *Outline your past experience in delivering similar projects, using examples where necessary.*  *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 200 words) |  |

Who will benefit from your project

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| **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)  Refugees and migrant communities  Residents who earn a low income  Other: |
| **Please detail how you will reach the priority groups**  (max 200 words) |  |

Project Budget

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

We strongly advise you to seek quotes for all services needed for the activity ahead of submitting the application. Please consider the costs for services like public liability insurance, event furniture hire (for example, extra chairs and tables), entertainment/performers, decorations and marketing materials. As the activities will take place outdoors, consider what contingency plans you would need to put in place in case of poor weather.

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 28 March 2023, at 12pm.

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*

If you need to flag any accessibility issues you are experiencing, please email [connectingcommunities@walthamforest.gov.uk](mailto:connectingcommunities@walthamforest.gov.uk)