

Our reference: MGLA030826-5119

12 October 2026

Dear

Thank you for your request for information which the Greater London Authority (GLA) received on 31 July 2026. Your request has been considered under the Freedom of Information Act (FOI) 2000.

You requested:

Under the Freedom of Information Act 2000, please provide all information held regarding the Good Growth Fund award to Participatory City Foundation for the creation of Everyone's Warehouse at 47 Thames Road, Barking.

Please include: the application and assessment documents; the grant agreement and its conditions; all monitoring and evaluation reports submitted by the grantee; any conditions relating to the disposal of grant-funded assets; and any correspondence regarding compliance with those conditions at the close of the project in 2023 and 2024.

Our response to your request is as follows:

Please find attached the information we hold within the scope of your request.

Please note that the project officer for this has now left the GLA so some of our records are incomplete / no longer held.

Additional information provided via third party consultation:

When bringing the Every One, Every Day demonstration project to a close in 2023, the Charity went to great lengths, through a widely consulted upon and robust process, to ensure that all assets under the control of Participatory City were wherever possible allocated to community groups in Barking and Dagenham, and that where this was not possible, or there was no demand, equipment and materials, etc. were sold and the income retained locally in the Borough.

This link includes a schedule of where the assets were in the Borough after their transfer to community groups at the time: [Asset Relocation — Every One Every Day](#)

GREATER**LONDON**AUTHORITY

With regards to the Warehouse in Thames Street, the short-term lease provided by the London Borough of Barking and Dagenham to Participatory City Foundation was terminated as part of the closure of the project and the asset returned to the control of the Council, which assumed responsibility for determining its future use.

If you have any further questions relating to this matter, please contact me, quoting the reference MGLA030826-5119.

Yours sincerely

Information Governance Officer

If you are unhappy with the way the GLA has handled your request, you may complain using the GLA's FOI complaints and internal review procedure, available at:

<https://www.london.gov.uk/about-us/governance-and-spending/sharing-our-information/freedom-information>

GOOD GROWTH FUND

Expression of Interest form

GENERAL INFORMATION

All sections of the form do not need to be completed for an application to be accepted. If we are requesting information you do not currently have access to or understand then don't worry, we will still read your submission. If you are unable to respond to any sections please indicate this with N/A and add an explanation as to why this information cannot be provided.

Applications that are not presented in this template will not be considered.

Where the response provided exceeds the stated word limit, information beyond the maximum word count will not be considered.

SECTION 1: CONTACT INFORMATION

Name of organisation:

Participatory City Foundation

Applicant contact name:

[REDACTED]

Applicant contact email:

[REDACTED]@participatorycity.org

Lead organisation name:

Participatory City Foundation

Lead organisation address:

Unit 4
11 Icehouse Court
56 Abbey Road
Barking
IG11 7FR

Lead form of lead delivery organisation

Public Sector body ☐ Charity ☐ CIC ☒ Cooperative ☐ Limited Company ☐ Unincorporated organisation ☐ Other ☐

If 'Other' Please explain further

Registered company or charity number (if relevant):

Company Limited by Guarantee No. 10670149

Charity No. TBC

Project Address (if different from applicant):

As above

Please indicate other participating organisations and the nature of their support for the project:

Implementation partner

London Borough of Barking and Dagenham

Implementation and research partners

Institute of Making UCL

IKEA

Funding partners

Esmée Fairbairn Foundation - Funder (£1m over 5 years)

Big Lottery Fund - Funder (£1m over 2 years)

City Bridge Trust - Funder (£450,000 over 2 years)

London Borough of Barking and Dagenham - Funder (£1.5m over 3 years)

More detail on the partnerships is in Appendix 1 and 2

How will the project be managed? If you will you need to bring in additional resources to deliver the project please describe these arrangements?

Every One Every Day is a partnership between Participatory City Foundation and London Borough of Barking and Dagenham which started in August 2017. The 5 year project has a budget of £7,190,000 of which £3,950,000 has been confirmed from the funders outlined above.

City Bridge Trust have indicated that a further £450,000 may be applied for in Year 2, and Big Lottery Fund have also indicated that a further application of £1.5m in Year 2 would be possible.

Every One Every Day will be delivered by Participatory City Foundation, which has been established specifically to become the platform organisation for this initiative. Over the 5 years it is intended that a new Barking and Dagenham Foundation will be established, and a sustainable endowment raised. The fully trained Participatory City Foundation team, and all the physical assets will transfer to the new foundation in year 6.

Are you related to or do you have any contact with any elected GLA officials or members of our staff? Yes ☐ No ☒

If yes, please tell us about your relationship with them and their name (or names) and which team they work in:

NA

Are you submitting more than one application to GGF? If yes, please list all of your other applications in your order of priority:

No

SECTION 2: PROJECT DESCRIPTION AND DETAILS

Project title

Every One Every Day

Project aim

Every One Every Day aims to build the first large scale, fully inclusive, practical participation system working over 5 years with residents to co-create 250+ new practical neighbourhood projects and 100+ new businesses, with 25,000+ residents participating.

The initiative aims to make significant improvements in the lives of people living in Barking and Dagenham (B&D), which matches the aims of the Good Growth Fund very closely, across all 3 strategic aims.

Every One Every Day aims to scale up and concentrate 'participation culture' projects that citizens have developed, but which are often fragmented, small scale and low impact on their own. These projects include the creation of participation opportunities to share knowledge, spaces and resources, for families to work and play together, for bulk cooking, food growing, tree planting, for trading, making and repairing, for growing community businesses.

Our research indicates that a high concentration of participation projects has the potential to transform the everyday lives of people, as well as provide a vital piece of missing social infrastructure that will ensure 'inclusive growth'. As B&D grows the high levels of socially excluded residents will not be left behind because the large network of opportunities will provide new, accessible and exciting pathways to learning, self employment and employment, regardless of age, background or starting point.

In short, Every One Every Day aims to make Barking and Dagenham an inspiring place to live, building the support structures necessary for creating sustainable and prosperous neighbourhoods made by everyone, for everyone.

1. Empowering People

Every One Every Day will co-create 200,000 new opportunities for people from different backgrounds to create cohesion, mutual understanding and trust. Every One Every Day puts community cohesion into the hands of **all** local residents (not just institutional leaders), giving them opportunities to act on their wish for a harmonious place to raise their children and live happily, free of hate crimes or social exclusion.

2. Making Better Places

Every One Every Day will co-create projects and businesses which activate 750 existing underused spaces (indoor and outdoor) producing outcomes that improve the social, environmental and economic sustainability, co-creating neighbourhoods for future generations.

3. Growing Prosperity

Every One Every Day will build a comprehensive innovation incubation ecosystem across the borough - that includes stimulation, design processes and programmes, providing learning, prototyping expertise and functional spaces (kitchens, workshops etc), supporting from the smallest idea on an estate to the largest idea developed in our public Makerspace.

Project summary

Every One Every Day will over the 5 years build a team of 25 specialists within Barking and Dagenham that will be dedicated to creating an innovation ecosystem within the borough. It will do this by drawing in extensive amounts of evidence-based innovation and research from the wider world and by surfacing and connecting many existing people, ideas, organisations and resources already in the borough.

It aims to create the most innovate, citizen-powered, sustainable neighbourhood to serve as a model for other cities across the world, who will come to Barking and Dagenham to learn how to replicate it.

It will do this through executing the following 8 point strategy:

1. Open 5 high street shops which will become project and business incubators, with a specialist team in each to facilitate the co-design, prototyping and testing of 250+ neighbourhood projects. The expert facilitation teams will provide support elements such as insurance, free access to functional spaces and training such as health and safety or food hygiene.
2. Activate underused spaces across Barking and Dagenham for use by the neighbourhood projects. These resources might include underused spaces (250 outdoor green spaces and 500 indoor spaces) and people's time, ideas and capabilities to create benefits to the public which address and prevent social needs.
3. Open a large (8,000 - 12,000 square foot) central warehouse in the borough which will be a free, publicly accessible, co-working and makerspace established to stimulate innovation, and support the design and testing of 100+ new community businesses, running specialist business incubator programmes for areas such as food, manufacturing, retail, childcare and environment.
4. Co-design and co-produce 250+ neighbourhood projects, working with local residents, organisations and business across the borough, using the projects, events, festivals and promotions to surface and connect existing ideas and resources.
5. Create a Neighbourhood School for growing participation and conduct the research and dissemination of new practices for Sustainable Development, Social Entrepreneurship and the Circular Economy, working with our partners IKEA and UCL.
6. Create a Co-production Lab with LBBD to integrate the new network of neighbourhood projects and businesses with local services and planning and development.
7. Development of a network of residents/participants who will provide peer-to-peer support and learning.
8. Development of a network of organisations to provide opportunities to gain skills, have work experience or apprenticeships.

A detailed analysis of how the outputs and outcomes fit within the 8 Good Growth actions are on pages 13 -16.

SECTION 2A: FUNDING

The Good Growth Fund will expect to fund up to 50 per cent of the total project value, with the remainder covered by match funding. Applicants should be aware that the majority of the available funding is capital funds, so we would encourage revenue elements of projects to be funded via match. European Social Fund revenue grant funds are available for projects which will be co-commissioned with the GLA and will deliver employability and skills outcomes.

What is the start date of your project?

August 2017

What is the end date of your project?

July 2022

Total project cost (including match funding)

£ 7,190,000

Funding requested from Good Growth Fund

Please specify which type(s) of funding you are interested in applying for, and if possible the specific amounts

Types of Good Growth Funding available (please tick if interested)	Amount (£,000)
Capital Grant ☐	£1,240,000
Repayable Grant (Loan) ☐	
European Social Fund ☐	
Total	£1,240,000

In addition to the above funding options, the Crowdfund London programme offers small-scale grants in the form of pledges towards crowdfunding campaigns by organisations or partnerships seeking to raise funding for community-led projects. For further detail on this fund and whether it is suited to your project, please see [<https://www.london.gov.uk/what-we-do/regeneration/funding-opportunities/crowdfund-london>].

Have you secured any match funding?

	2017 Develop	2018 Year 1	2019 Year 2	2020 Year 3	2021 Year 4	2022 Year 5					% of total
Funders	Amount	Amount	Amount	Amount	Amount	Amount	Funding confirmed	Application pending	Possible re-apply	Total	
London Borough of Barking and Dagenham		£ 300,000	£ 300,000	£ 300,000	£300,000	£ 300,000	£1,500,000			£1,500,000	21%
Esmee Fairbairn Foundation	£ 50,000	£ 350,000	£ 400,000	£ 100,000	£ 50,000	£ 50,000	£1,000,000			£1,000,000	14%
Big Lottery		£ 500,000	£ 500,000	£ 500,000	£500,000	£ 500,000	£1,000,000		£1,500,000	£1,000,000	14%
City Bridge Trust		£ 225,000	£ 225,000	£ 180,000	£160,000	£ 160,000	£ 450,000		£500,000	£ 450,000	6%
GLA (Good Growth - Capital costs)		£ 390,000	£ 210,000	£ 220,000	£210,000	£ 210,000		£ 1,240,000		£1,240,000	17%
Further Funders/Re-apply funding (TBC)										£2,000,000	28%
Total funding	£ 50,000	£1,765,000	£ 1,635,000	£1,300,000	£1,220,000	£1,220,000	£3,950,000	£ 1,240,000	£2,000,000	£7,190,000	

Funding confirmed	Possible re-apply
EOI submitted/decison pending	Actively seeking

Set within the context of this large project Every One Every Day is applying to the Good Growth Fund for the capital costs associated with the 5 high street shops and the Public Makerspace.

Good Growth Fund - Outline Budget	2018 Year 1	2019 Year 2	2020 Year 3	2021 Year 4	2022 Year 5	Total
5 High Street Shops						
Lease	£40,000	£80,000	£100,000	£100,000	£100,000	£420,000
Fit Out	£20,000	£20,000	£10,000			£50,000
1 Central Co-working Makerspace						
Lease	£30,000	£60,000	£60,000	£60,000	£60,000	£270,000
Fit out and equipment	£300,000	£50,000	£50,000	£50,000	£50,000	£500,000
						£1,240,000

A detailed breakdown of cost is in the attached Appendix 1 and 2.

If possible, please outline clear and achievable milestones that will constitute delivery (preparation, construction, operation etc.), when you forecast them to occur, and the amounts of funding associated to them

Milestone/description of activity	When the activity take place					Budget forecast
	Aug 2017 July 2018	Aug 2018 July 2019	Aug 2019 July 2020	Aug 2020 July 2021	Aug 2021 July 2022	
Establish Development Team for delivery of Every One Every Day	£ 258,950	£ 292,500	£ 223,875	£ 176,600	£ 176,600	£ 1,128,525
Establish Neighbourhood School Team - Begin programmes (The School has a revenue component)	£ 145,825	£ 68,900	-£ 2,100	-£ 159,800	-£ 159,800	-£ 106,975
Establish Co-production Team	£ 67,100	£ 103,700	£ 115,900			£ 286,700
Establish Neighbour Team - Shops	£ 146,400	£ 292,800	£ 366,000	£ 366,000	£ 366,000	£ 1,537,200
Establish Neighbour Team - Projects	£ 141,340	£ 217,250	£ 224,250	£ 220,250	£ 220,250	£ 1,023,340
Establish Neighbour Team - Central Warehouse	£ 21,350	£ 42,700	£ 42,700	£ 42,700	£ 42,700	£ 192,150
Develop Technology/metrics/evaluation	£ 335,000	£ 60,000	£ 60,000	£ 60,000	£ 70,000	£ 585,000
Open Shops 2 Year 1 - October 2017	£ 160,000					£ 160,000
Open Shops 4 Year 2 - August 2018		£ 300,000				£ 300,000
Open Shops 5 Year 3/4/5 - August 2019			£ 360,000	£ 350,000	£ 350,000	£ 1,060,000
Open Central Warehouse - January 2018	£ 424,000	£ 150,000	£ 150,000	£ 150,000	£ 150,000	£ 1,024,000
Totals	£ 1,699,965	£ 1,527,850	£ 1,540,625	£ 1,205,750	£ 1,215,750	£ 7,189,940

SECTION 3: DEMAND AND SUPPORT

Applicants should outline why the proposed actions represent good value for money, and knowledge or awareness of any complimentary projects which will bring strategic added value to their proposal, and provide an estimate of potential outputs and outcomes

1. Local engagement

Participatory City Foundation has worked with London Borough of Barking and Dagenham for the past 18 months to develop the initiative, developing partnerships and fundraising for the initiative. As part of this work an extensive feasibility was conducted in 2017 which involved discussions with local stakeholders including councillors, residents, local organisations and businesses.

50+ one-to-one meetings with local organisations, individual councillors and staff

Group presentation to Cabinet members and leadership teams

30 meetings and workshops with local projects organisations and council centres across the borough

350+ conversations with members of the public in Barking and Dagenham

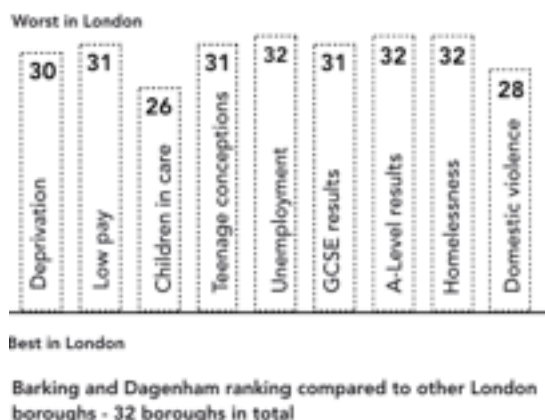
6 weeks intensive mapping with MA students from Central St Martins

Further details of the engagement work can be found in the attached Every One Every Day summary.

2. Location

Barking & Dagenham is an urban and suburban East London Borough with a population of approximately 205,000 people. It is the 9th most deprived borough in England and is a borough of particularly high social needs.

Alongside the population growth the Borough faces a series of long-term challenges. Its relative position among London Boroughs remains poor across income, education, employment, homelessness, teenage conceptions, domestic violence, and other socioeconomic indicators, as indicated below.



The Borough's demographics have changed rapidly over the last fifteen years, from 79% White British in 2001, to 49% in 2011. This has created a particular challenge for community cohesion. In 2006 the BNP became the Borough's second party with 12 seats on the Council. These seats were won back by Labour in 2010. Tensions have been made more acute following the EU referendum result of June 2016, in which 62% of Barking & Dagenham residents voted to leave the EU, despite a London average of 60% to remain. A reported rise in hate crime has followed the referendum.

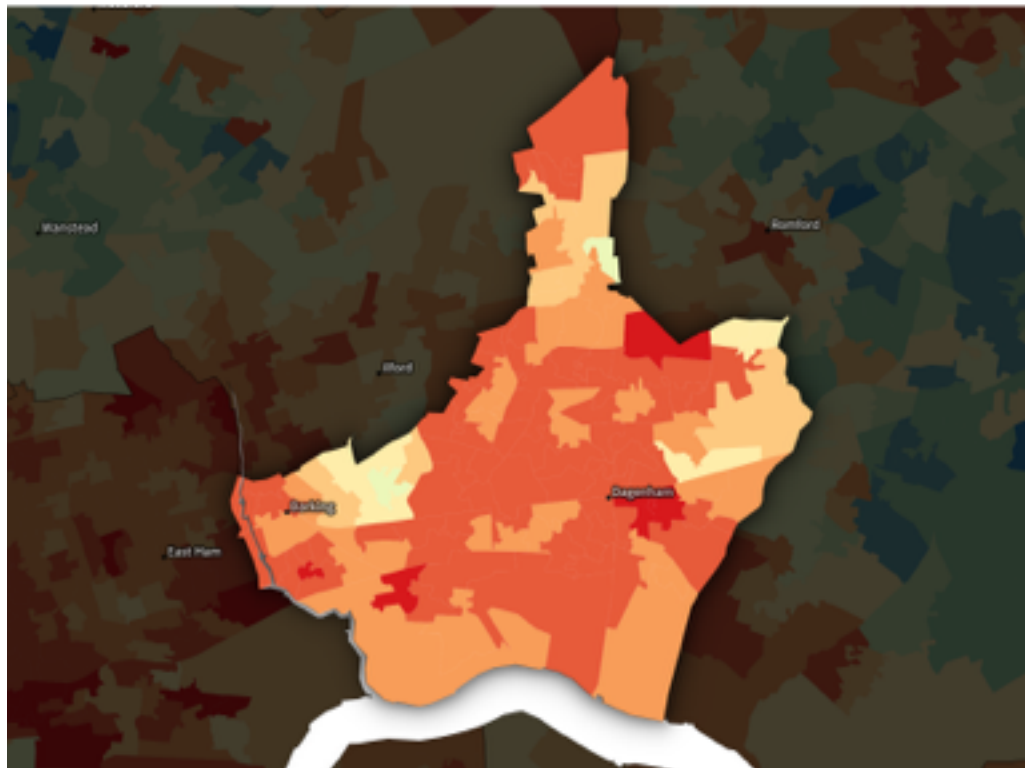
Between 2012 and 2014 25% of the Borough's population moved into the Borough, and a similar proportion moved out. This sustained population churn has significant consequences for community cohesion and civic pride.

2. Level of need

The level of need across the borough is widespread and significant, as the statistics below show. It is not a patchwork neighbourhood with mixtures of more affluent and less affluent streets, like much of London. Instead there are blanket levels of deprivation of different kinds across the borough. While the council is identifying areas of greatest need, and directing specialist professional services towards these priorities, we know that many of these issues are intertwined and co-dependant and don't respond to single targeted interventions. In short, the levels of multiple deprivation are such that nearly all residents will benefit for an improvement in their circumstances. Below shows the Deciles of deprivation for Barking and Dagenham showing that nearly 86% of LSOAs fall in the bottom 3 levels of deprivation.

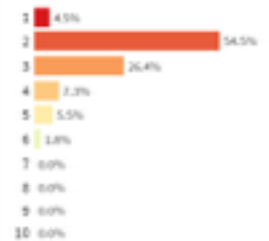
Indices of Deprivation 2015

Barking and Dagenham

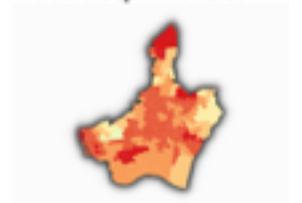


% of LSOAs by Decile

1 = most deprived, 10 = least deprived



Indices of Deprivation 2010



Deprivation Data: ONS, 2010

Boundary Data: ONS Geography Portal, Open Government Licence

Contains National Statistics data © Crown copyright and database right (2010)

Photos: © OpenStreetMap contributors

Mapping: Alexander Rae, University of Sheffield

What stage are you at in the development of your project

Concept ☐ Feasibility/Research ☐ Business case completed ☐ Procurement ☐ Planning submitted ☐ Planning approved ☐
Ready to deliver ☐ Other ☐ If 'Other' Please explain further

Some parts of the project will be delivered straight away, others, such as the Warehouse makerspace will become live 6 months from now in January/February 2018.

SECTION 3A: OUTPUTS AND OUTCOMES

We will be measuring the outputs and outcomes very carefully, and are aiming to produce a digitally communicated set of real time public metrics for all the activities for the Every One Every Day initiative. In addition we aim to create a new set of indices which will incorporate 10 -15 different metrics to create an easily understood index figure. More detail on the indices can be found on pages 33 to 37 of Appendix 1.

	Output or outcome measure	Definition		Target	1	2	3	4	5	6	7	8
	What we will create - Outputs											
1	Open 5 neighbourhood project shop-based incubators in high streets across Barking and Dagenham	Incubator process to include: co-design and project development processes, insurance, safety training, promotions, events		5 shops								
2	Activate underused spaces across Barking and Dagenham for use by the neighbourhood projects	Use of existing resources within the neighbourhoods to create new projects and community businesses. These resources might include underused spaces (outdoor green spaces or indoor spaces) and people’s time and capabilities to create benefits to the public which address and prevent social needs.		Activation of 500 underused indoor spaces: Use of 250 underused green spaces: in Barking and Dagenham								
3	Open a Public Co-working and Makerspace	8,000 - 12,000 square feet warehouse space en encourage the development of new business through providing functional spaces (kitchen, workshops) and through business incubation programmes		1 Warehouse								
4	Co-design and co-produce 250+ neighbourhood projects	We will co-design and co-produce 250+ neighbourhood projects, working with local residents, organisations and business across the borough, using the projects to surface and connect existing ideas and resources		250+ neighbourhood projects								
5	Incubate and support the creation 100+ new community businesses.	We will incubate and support the creation 100+ new community businesses, working with local residents, organisations and business across the borough.		100+ community businesses								
6	Create a Neighbourhood School to fill gaps in innovation provision	Create a Neighbourhood School for supporting the growth of participation and the research and dissemination of new practices for into Sustainable Development, Social Entrepreneurship and the Circular Economy		600 participants per year								
7	Create a residents network	Development of a network of residents/participants who will provide peer-to-peer support and learning.		25,000 residents registered and participating								
8	Create an industry network	Development of a network of organisations to provide opportunities to gain skills, have work experience or apprenticeships.		400 companies registered and participating								
			1	Develop Civic Infrastructure								
			2	Back Small Business								
			3	Secure and Create Workspace								
			4	Drive Innovation								
			5	Build Skills and Employability								
			6	Deliver Community-led Regeneration								
			7	Enhance Public Space								
			8	Share Culture								

	Output or outcome measure	Definition	Target	1	2	3	4	5	6	7	8
	Outcomes from our activity										
A	Social cohesion and inclusion										
1	People from different backgrounds spending time together doing activities	Instances of people participating in activities and co-producing with people different from themselves to build understanding, trust and friendship across socially excluded members and increase integration with all members of the local community (more established residents, and new arrivals.)	200,000 contact instances								
2	People from different backgrounds spending time together co-designing neighbourhood projects		600 people								
3	Increased people's trust in neighbours		Researched metrics								
		Increase community capacity to start new projects using existing local opportunities and resources	Researched metrics								
		Increased the communities capacity to respond collectively to social, economic or environmental problems	Researched metrics								
		Increase the capacity of people to make collective decisions as a community	Researched metrics								
		Increase in people feeling safe	Researched metrics								
Note: PCF will be incorporating the 14 PCF design principles for inclusive participation in the design of projects.											
			1	Develop Civic Infrastructure							
			2	Back Small Business							
			3	Secure and Create Workspace							
			4	Drive Innovation							
			5	Build Skills and Employability							
			6	Deliver Community-led Regeneration							
			7	Enhance Public Space							
			8	Share Culture							

	Output or outcome measure	Definition	Target	1	2	3	4	5	6	7	8
	Outcomes from our activity										
B	Learning and employment										
1	People skill sharing with other residents	Number of people involved in sharing skills and learning with other residents	25,000 people								
2	Hours skill sharing and learning	Number of hours residents spend sharing skills and learning with other residents	380,000 hours								
3	Residents going on to formal education	Number of residents taking part in project activity going on to formal education	400 people								
4	Residents in PCF training workshops	Residents taking part in PCF training workshops	820 people								
5	Residents developing new neighbourhood projects	Residents developing new neighbourhood projects with assistance from PCF team	600 people								
6	Residents talking part in business accelerate programmes	Residents talking part in business accelerate programmes to start new community businesses	400 people								
7	Residents becoming employed or self employed	Number of residents becoming employed or self employed	235 people								
8	New jobs created through the 100+ new businesses created	Number of new full time jobs created through the new businesses created	140								
9	New apprenticeships	Number of new apprenticeships created through promoting and working through the newly created industry network	140								
9	Number of young people leaving care in the borough having work experience internships with PFC	Number of young people leaving care in the borough having work experience internships with PFC	150 people								
10	New projects and community businesses that support households becoming healthier and more financially sustainable (preventing and reducing poverty) through: + giving access to cheaper renewable energy, cheaper locally grown food, financial projects that improve financial management. + enabling money saving through sharing goods, repairing, recycling or bulk buying or bulk cooking. creating opportunities for health promoting activities such as exercise, social connection, education on health eating and support.	New projects and community businesses that support households becoming healthier and more financially sustainable (preventing and receiving poverty) through: • giving access to cheaper renewable energy, cheaper locally grown food, financial projects that improve financial management. • enabling money saving through sharing goods, repairing, recycling or bulk buying or bulk cooking. • creating opportunities for health promoting activities such as exercise, social connection, education on health eating and support.	Research metrics								
			1 Develop Civic Infrastructure								
			2 Back Small Business								
			3 Secure and Create Workspace								
			4 Drive Innovation								
			5 Build Skills and Employability								
			6 Deliver Community-led Regeneration								
			7 Enhance Public Space								
			8 Share Culture								

	Output or outcome measure	Definition	Target	1	2	3	4	5	6	7	8
	Outcomes from our activity										
C	Sustainable Development										
1	Reduce carbon footprint of Barking and Dagenham	New projects and community businesses which reduce the carbon footprint of the area through increasing recycling, reducing the amount of waste going to landfill, increasing cycling, reducing car use, local production of food and products, renewable energy.	Researched metrics								
2	Improve natural environment and increase biodiversity	Improve the natural and physical environment and bio-diversity of the neighbourhoods through planting of trees, orchards and vegetable gardens and through the promotion of planting that supports birds and insects (including bees).	Plant 10,000 trees Cultivate 250 underused green spaces Support 50 beekeeping projects								
3	Improve the economic sustainability of individuals and households	Improve the conditions of life for residents in Barking and Dagenham through projects that increase learning, create new networks, reduce household costs and improving the employability of residents.	See learning and employment outcomes								
4	Inclusive growth	Promote economic growth that is inclusive i.e. includes the economic improvements of residents experiencing deprivation in the borough, but creating pathways from the smallest participation in neighbourhood projects, through to starting community businesses and employment	See social inclusion and employment outcomes								
5	Protect and preserve public space	Protect and preserve green spaces and public buildings within the neighbourhoods for future generations	Researched metrics								
6	Promote the circular economy	Development of sustainable businesses in line with 'circular economy' principles to protect the neighbourhood for future generations.	50 new businesses that work on circular economy principles								
7	New businesses with environmental outcomes	New projects and community businesses which reduce the carbon footprint of the area through increasing recycling, reducing the amount of waste going to landfill, increasing cycling, reducing car use, local production of food and products, renewable energy.	40 new businesses which create environmental outcomes								
Note: PCF will be incorporating the United Nations 17 Sustainable Development Goals into the design of projects.											
D	Health and wellbeing										
	Increase in physical health and wellbeing	Activities that promote physical health (for prevention and recovery): including, exercising and healthy eating for the general public, including children. Number of activities and hours.	54,000 hours Researched metrics								
	Increase in physical mental health	Activity that promotes mental health, including, learning, developing friendships and social networks, physical activity and volunteering, reducing isolation and loneliness.	Research metrics								
	Social inclusion and empowerment	Social inclusion: enabling people or communities to fully participate in society.	Researched metrics See metrics of Social Inclusion								
	Women's economic empowerment	Promotion of women's confidence and economic empowerment as a means to prevent domestic abuse.	Researched metrics								
	Outcomes of healthy habits	Cessation of smoking, weight reduction, reduction in substance misuse as a result of regular participation in neighbourhood projects.	Researched metrics								
Note: PCF will be incorporating the 10 Healthy New Towns principles in the design of projects											
			1 Develop Civic Infrastructure								
			2 Back Small Business								
			3 Secure and Create Workspace								
			4 Drive Innovation								
			5 Build Skills and Employability								
			6 Deliver Community-led Regeneration								
			7 Enhance Public Space								
			8 Share Culture								

SECTION 3B: LEGACY

Provide a brief description of your current ideas or plans to ensure ongoing delivery and management of the facility or service after the end of the Good Growth funding period

Barking and Dagenham has a large number of new developments currently under way, and many more in the planning.

We are in early discussions regarding one of the master planners developing a very large area north of the A13. This development already has plans for a Makerspace, likely to be complete in 2022, exactly at the time that Every One Every Day will have completed its first 5 years. Potentially this development could be ideal, but with the amount of development planned we are confident that working with London Borough of Barking and Dagenham planning departments that we will be able to secure a permanent home for The Warehouse.

Working with London Borough of Barking and Dagenham it is intended to raise an endowment for the borough over the 5 years of the Every One Every Day initiative. The endowment, and all the assets of the project will be transferred to a new Barking and Dagenham Foundation in Year 6.

SECTION 4: DECLARATION

The declaration must be completed by a Director of the organisation or equivalent. Applications without a completed declaration section will not be considered.

As a public organisation we have to follow the Data Protection Act 1998 and the Freedom of Information Act 2000. We have a data protection policy, which is available from our website at www.london.gov.uk

We also have a Freedom of Information policy which is also available from our website at www.london.gov.uk

By signing this application form, you agree to the following:

- A. We will use this application form and the other information you give us, including any personal information, for the following purposes.
- To decide whether to award your proposal support.
 - To provide copies to other individuals or organisations who are helping us assess and monitor support. After we reach a decision, we may also tell them the outcome of your application and, if appropriate, why we did not offer you support.
 - To hold in our database and use for statistical purposes.
 - If we offer you funding or support, we will publish information about you relating to the activity we have funded, including the amount of funding and the activity it was for. This information may appear in our press releases, in our print and online publications and in the publications or websites of any partner organisations who have funded the activity with us.
- B. You have read the GLA data protection and freedom of information policies and accept how we generally plan to treat your application and other related information if someone asks to see it under the Freedom of Information Act 2000.

Tick this box if you consider that we should treat your proposal as confidential information. ☐

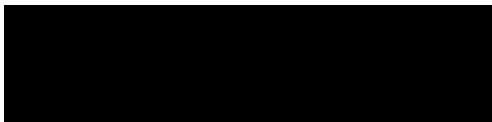
Tick this box if you consider that we should treat your financial information, such as your budget and any business plan, as confidential information. ☐

Tick this box if there is any other information you have provided that you consider to be confidential information. You must tell us what that information is and give us your reasons below or in a separate letter. If you are sending us a separate letter, please write 'letter included' below. ☐

- C. Please note that your project summary and any images or videos that you supply may be published if your project is selected for further development or if you are asked to submit a more detailed application form. By submitting this text and any accompanying materials you give us full permission to use them on our website and in other publications and marketing materials produced by the Mayor of London.

To the best of my knowledge, I confirm that the information supplied on this form is correct and complete. If successful, this organisation will use the funding only for the purpose shown in this application.

Signed:

A large black rectangular box redacting the signature.

Name:

A small black rectangular box redacting the name.

Position: Chief Executive

Date: 4 September 2017

THE WAREHOUSE

Supplementary information for the Good Growth
Expression of Interest
4 September 2017





The Warehouse Concept

The Warehouse will be a central workshop resource for the borough of Barking and Dagenham that will serve as the central engine room for kickstarting an inclusive circular local economy in the borough.

Much more than a Makerspace

The purpose of The Warehouse is to become a key part of large new ecosystem of spaces, projects and businesses being built across the borough through the Every One Every Day initiative. Every One Every Day is a £7.2m initiative that plans over the next 5 years to improve the lives of everyone living in the borough, in particular those residents experiencing high levels of deprivation and social exclusion.

The 2015 statistics show that 92% of of the LSOA's in Barking and Dagenham fall within the bottom 4 indices for multiple deprivation, and it is this and similar data which has led to the development of this significant investment in the people who live in the borough. Together with the predicted high growth and development expected in the Barking and Dagenham (London's growth opportunity) it has been determined that a lot of effort and ingenuity will be required to ensure that this growth does not lead to wholesale gentrification or increasing social exclusion.

In short, Every One Every Day aims to bring about 'inclusive growth' to Barking and Dagenham, using participation, learning, and key stimulation spaces as the key drivers for achieving this. The aims of Every One Every Day matches the aims of the Good Growth Fund very closely, across all 3 strategic aims.

The Warehouse - A publicly accessible resource

The Warehouse will combine the following elements which work together for the development of the borough-wide ecosystem and support of the Every One Every Day initiative:

1. Free, public Makerspace and Co-working
2. Neighbourhood School (Social innovation systems and participation)
3. Co-production Lab



Outdoor reading room - La Pépinière - Montreal

Concept

A making resource for a whole borough

Over the life of the Every One Every Day initiative we estimate that we will be activating 500+ underused indoor spaces and 250 underused green spaces in Barking and Dagenham. Many of these space will need renovation or improvements. Residents will also want to build structures (both temporary and permanent) for the 5,200 council owned 'amenity greens' across the borough that Every One Every Day will be activating through the 'Open Corners' project. The Warehouse will house equipment and supplies that will enable residents to design and build for the neighbourhood.

In addition the residents themselves who will be active makers other organisations wish to be involved in these practical activities:

- We are in discussion with Ford about creating a new project within Every One Every Day to attract the existing 2 paid days per year that Ford gives to their employees, many of whom are highly skilled and live locally. We anticipate having up to 1,600 hours per year in expert resource for supporting the project (100 people giving 2 days per year).
- We are in discussion with local education institutions, including the Barking and Dagenham Technical College, regarding creating opportunities for students to be part of live projects as part of their course work.
- As part of Every One Every Day we will be giving 30+ Care Leavers the opportunity have paid internships working throughout the neighbourhood shops and in The Warehouse.
- We are creating a number of Apprenticeships, for making and social innovation which will start in 2018.

1. Free, public Makerspace and co-working

Co-making a Makerspace

We are determined to create a culturally appropriate version of a useful, welcoming and accessible Makerspace and co-working for Barking and Dagenham. In order to do that we want to embed some important ideas:

1. Co-produce and co-make The Warehouse with residents and local organisations

Using the ideas and talents of local people to design and make the type of space that will work for them. We intent to facilitate a 'modern day barn raising' to ensure that there is ownership, but also that when people come into the space then have seen it emerge from a shell, to a space that includes their ideas. In discussion regarding the design it was strongly felt that this would avoid a sense of dropping in a Makerspace which models itself on other Makerspaces which have experienced a mostly middle-class membership - designed by professionals only. The overall look and feel of the space we would like to feel unfinished and 'makeshift' to add the informality and utility of The Warehouse.

2. Design a portable facility

It is likely that for the first 3 years of the life of the 5 year project that we will need to rent commercial warehouse space in Barking and Dagenham, before establishing a long term permanent home. We see a great advantage to this. Given the large geography of Barking and Dagenham having a facility that might move once or twice during the first 5 years could increase access by bringing it closer to where residents live.

This will require some careful choices and design parameters to ensure that attention and resource is invested in making the majority of functions portable - essentially designing a 'Makerspace in a box', a break-up-and-rebuild concept. This will also require choosing warehouses that do not require large investment in fit out on lighting and plumbing

On the following pages we outline functions of the space, and potential layouts. These are to demonstrate content and potential.



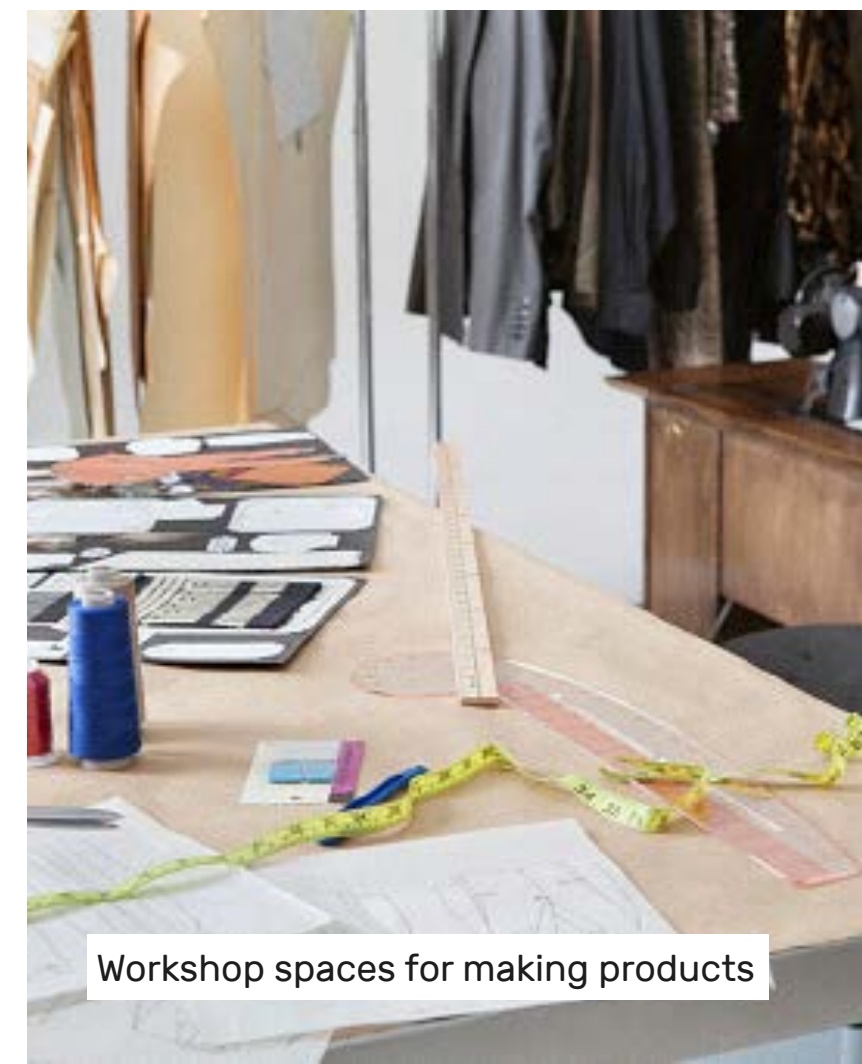
Equipment for digital manufacturing



Co-working space and equipment



Industrial kitchen for testing food businesses



Workshop spaces for making products

2. Neighbourhood School

(Social innovation systems and participation)

The Neighbourhood School consists of two specific streams of work:

A Learning Programme designed to grow participation and develop projects and community businesses. The School will work with approximately 600 people per year, (150 people per year on the business incubation programmes) teaching and mentoring to scale participation and ensure replication in other places.

A Research Programme that will build new knowledge through researching, analysing and codifying the emerging practices, and frameworks in order that by year 5 the new approach has been fully tested, evidenced and documented - ready for replication.

A team of 5 people will work full time in this team with responsibilities across tutoring, mentoring and research, with a network of external specialist tutors.

Purpose of the School:

1. Boost the success of the Every One Every Day by providing a structured learning path way through which residents can navigate, from first contact, through to starting community businesses, or earning qualifications as practitioners.
2. Build new knowledge through researching, analysing and codifying the emerging practices and frameworks in order that by year 5 the new approach has been fully tested, evidenced and documented.
3. Attract intellectual, human and practical resources to the Every One Every Day project in Barking and Dagenham in order to enable high levels of knowledge and innovation to ow in and out of the project.
4. Teach and mentor individuals and city teams in order that they might become practitioners of the new Participatory City approach - and design and refine the learning model of replication.





Business incubation Programmes

From the Warehouse spaces we will be running 4-6 Business Incubator Programmes each year. These will be running on a few specialist themes based on the interests expressed by people in Barking and Dagenham. The borough already has one of London's highest concentrations of businesses making and repairing products, from exclusive leather goods to sliced bread, from diesel fuel caps to jam. This is an exciting ecosystem which represents the borough's amazing heritage - and a vital part of it's future for continuing to build an inclusive and sustainable local economy. We are currently mapping this network in order that the new projects and businesses can be fully connected with the existing organisations.

The programmes will be part-time to allow for people with existing commitments to participate. They will be 6 - 10 weeks long and be an intensive development process to get ideas and products to market testing stage, within the borough or elsewhere, wherever the development process determines the best market for individual products or services might be. The Incubator Programmes are particularly interested in growing the collections of local businesses which will increase the prosperity and wellbeing of people living in the borough right now and in the future, that encourages community ownership and that supports Circular Economy thinking.

Businesses might take many different forms that will include a mixture of Co-operatives, Community Interest Companies, Limited Companies, self-employed micro businesses or Community Businesses.

We will be launching the Business Incubator Programmes in early 2018.



Childcare



Food Growing



Food products



Retail



Digital manufacturing



Environment

Business incubation Programmes

Food

People who like to cook and want to start a new food business will benefit from the Business Incubator programme with specialist support to grow food, design food products, cafes or restaurants, develop branding and understanding of the financial principles of food businesses.

Childcare

Families working together to develop Childcare Cooperatives have proved to be exciting in neighbourhoods across the world. Parents who wish to share in the care of their children are often attracted to the many co-operatives, which are often 50% cheaper than regular nurseries.

Finance

People have lots of new ideas for developing helpful tools for managing money, budgeting or micro-lending or micro-investing. From local currencies, to credit unions, bitcoins or apps designed to keep family spending on track, new financial organisations and products can help to improve their financial stability of individuals and families.

Manufacturing

The Every On Every Day Warehouse will have facilities for accessing equipment and materials to support people designing and testing new products. From digital manufacturing (CNC, 3D printing, laser cutting) through hand tooled and crafted products, the equipment and support will be available for people to learn new skills, perhaps taking existing making expertise and putting it to new uses.

Environment

Co-ops and businesses that care for habitats, generating distributed forms energy from solar and wind, creating clever ways of dealing with waste through recycling and energy production. The possibilities are endless.

Retail

Many people dream of opening a retail business, selling their own products or creating collections of products and services. The business incubator programme will help individuals and teams reduce the risks of starting a new retail business by understanding their potential customers, designing retail combinations that they can test in the real world, with real people.

3.Co-production Lab

The Co-production Lab will combine staff from the Participatory City Foundation and London Borough of Barking and Dagenham for the first three years of the Every One Every Day initiative. This team will undertake redesign work specifically focused on how institutional services, businesses and organisations and the expanding participatory network integrate.

There are four primary areas of work:

1. Integration of the emerging participatory ecology with services (both LBBD and other organisations).
2. Integration of the emerging participatory ecology with local businesses and industry – designing opportunities for work experience, apprentices, space sharing and community business development.
3. Designing and integrating multi-sector activity that works to address complex issues, e.g. domestic violence, obesity.
4. Introducing and integrating highly developed ideas from elsewhere, where effectiveness has been demonstrated, e.g. increasing vocabulary for pre-school children.

In addition, it will also assist with the external commissioning of necessary infrastructures for scaling the project, namely the technology, metrics and investment.



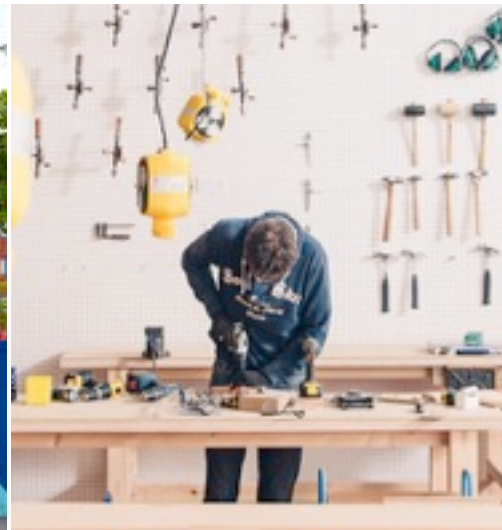


1

Precedents for Makerspaces

1. Yard House - Stratford

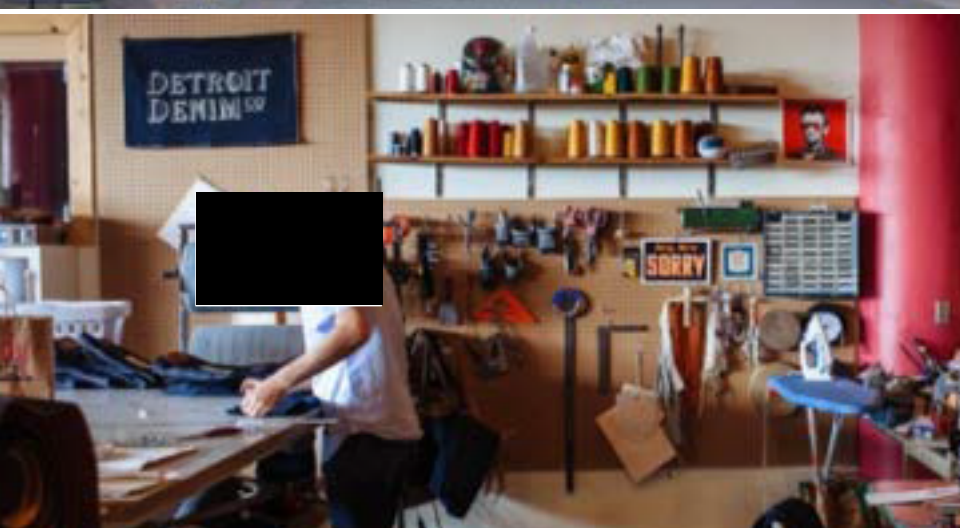
Affordable workspace in Newham constructed through self-build techniques on an extremely tight budget.



2

2. Blackhorse Workshop - Walthamstow

Blackhorse Workshop is a new public space, offering open access to fully equipped wood and metal workshops.



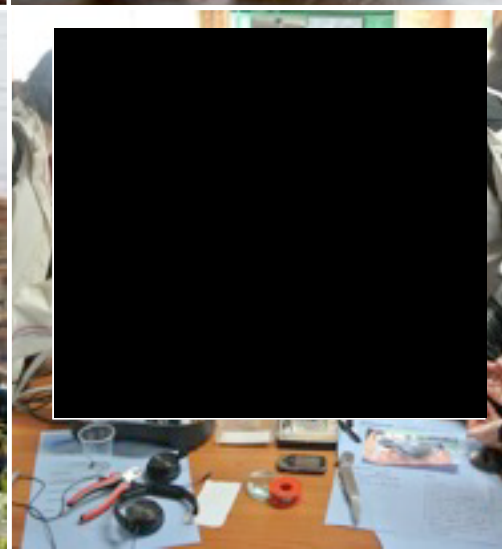
3

3. Pony Ride - Detroit

A nonprofit founded within a 30,000 square foot building in Detroit, committed to the growth of social missions.

4. Recyclab: R-Urban - Paris

Shipping containers provide a foundation level for timber construction giving a more forgiving and permanent finish to the usual container aesthetic.



4



IKEA: Solar Panels

We want to inspire and enable you to live a more sustainable life at home by offering products and services that will help you to save money, waste and energy.



IKEA: Sustainable life at home

IKEA has loads of money-saving products and solutions to help you save energy, water, reduce waste and live healthily. All the small things add up.



IKEA: Energy & resources

Making more from less is part of our heritage. We're turning waste into resources, sourcing food and materials responsibly, protecting natural resources and switching to renewable energy.

Research & Implementation Partner: IKEA

Lead: Hege Saebjornsen

What sustainability means to IKEA

To us, sustainable development is the balance between economic growth, positive social impact and environmental protection and renewal. It's about enabling more people to have a better life in thriving societies within the limits of the planet. It's also about thinking long-term – meeting the needs of people and society today, without compromising the ability of future generations to meet their own needs – acting in the longterm interest of the many people. To accomplish this requires rethinking and inspiring changes in lifestyles and consumption as well as adopting new ways of working. We are prepared to lead and co-create the way forward together with our coworkers, customers and partners.

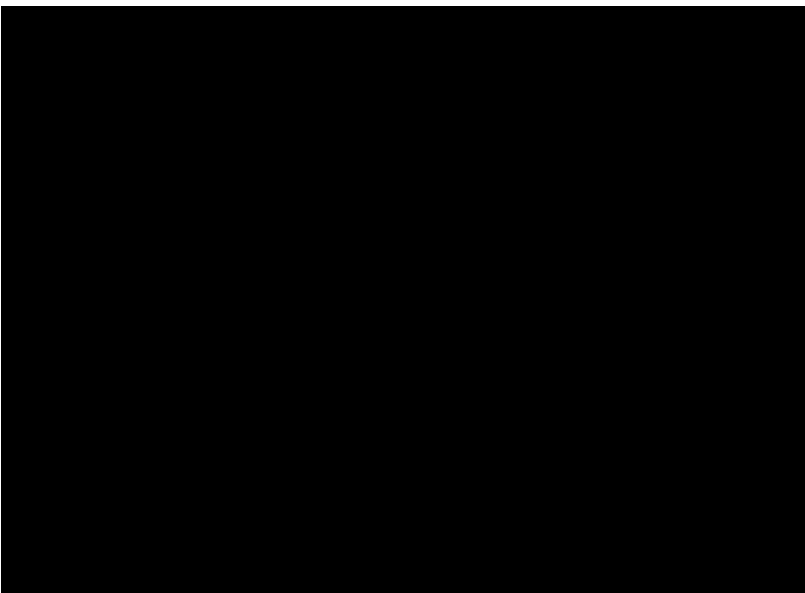
Our vision is our inspiration

We want to create an IKEA business model that is truly sustainable and has a positive impact on people and the planet. Our vision, to create a better everyday life for the many people, is our inspiration. To achieve a better life for the many we must radically transform our way of working – from linear to circular, from using to regenerating resources. As a business reliant on natural resources, it will also mean that we can secure the future of our value chain and the livelihoods of people that depend on it.

Three Change Levers

To help us fulfil our vision and to become people and planet positive, we have identified three main change drivers:

- 1: Healthy and sustainable living
- 2: Circular and climate positive
- 3: Fair and equal society



IKEA: People & communities

Helping improve life for people and communities touched by our business, from co-workers and suppliers to children and families living in vulnerable communities. Promoting equality, diversity and respect for human rights.

Research & Implementation Partner: IKEA

Participatory City Foundation and IKEA

We see a clear alignment with the Participatory city mission and the IKEA vision and sustainability strategy, in particular around enabling the many people to live healthy and sustainable lives, and enabling a circular society/city. IKEA are about to start building our ‘leading sustainable store’ on the Greenwich peninsula, due to open in November 2018. This store will operate to the highest sustainable operations standard of any IKEA store, and will have unique spaces such as a roof biodiversity garden with a pavilion, and some form of maker space. With our commitment to play a key role towards developing circular cities, and enable behaviour aligned with this ambition, we wish to explore partnership projects with Participatory City. This could express itself in the form of in-store opportunities and/or community based initiatives, and/or a combination of a systemic approach to this. We currently also have the support of WRAP (Waste Reduction Action Programme), a government funded leading non-profit in circular economy, in developing new business models for the circular economy.





Research & Implementation Partner: Institute of Making UCL

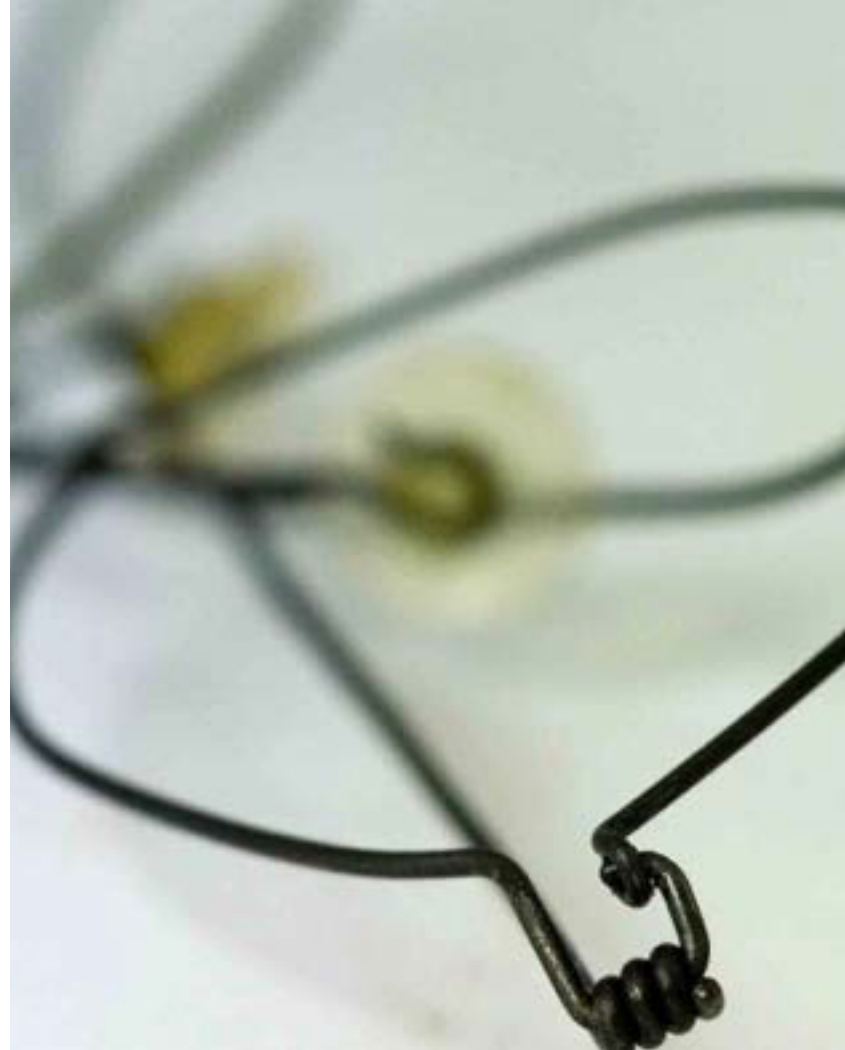
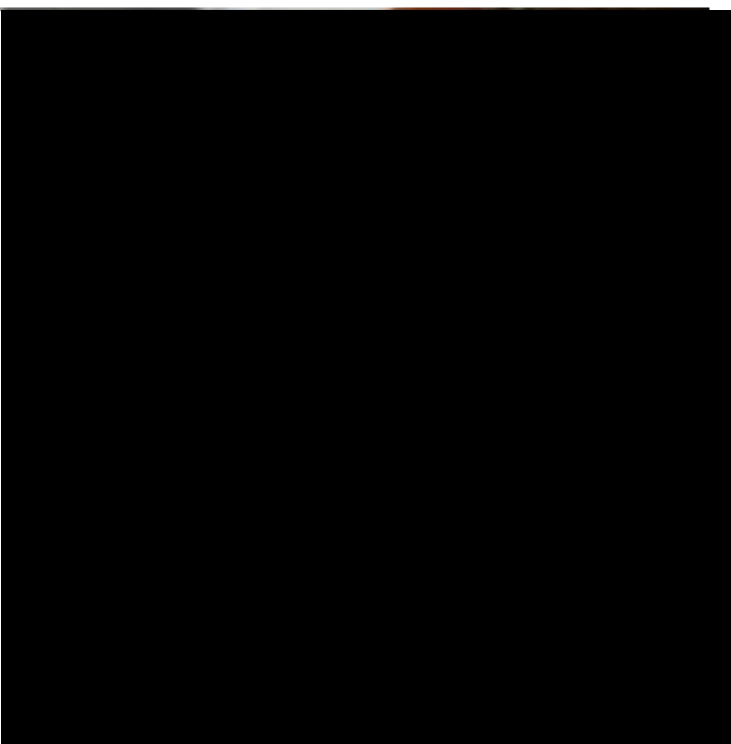
Lead: [REDACTED]

The Institute of Making is a multidisciplinary research institute for those interested in the made world: from makers of molecules to makers of buildings, synthetic skin to spacecraft, soup to diamonds, socks to cities. The institute is embedded within University College London (UCL) and holds a diverse membership of more than 8,000 UCL staff and student. Through its membership and vibrant programme of public events and master classes, the Institute aims to provide all makers with a creative home in which to innovate, contemplate and understand all aspects of materials and an inspiring place to explore their relationship to making.

At the heart of the Institute of Making is the Materials Library – a growing repository of some of the most extraordinary materials on earth, gathered together for their ability to fire the imagination and advance conceptualisation. Alongside the collection is the Makerspace – a workshop where members and guests can make, break, design and combine both advanced and traditional tools, techniques and materials. The Institute brings together equipment, expertise and perspectives of making from a wide range of disciplines, encouraging users to engage in the craft, design, technology, history, philosophy, art and engineering of making. The Institute is a place in which people from all disciplines and backgrounds can see, touch, research and discuss, so that they can apply this knowledge and experience to their own personal and professional development.

Institute of Making as Research Partner

Founded in 2012, the Institute of Making is powered by a core team of 11 staff members. Team members hold a range of expertise across the fields of fine arts, design, material science, engineering, anthropology, education, and community development. In addition to their individual areas of expertise, the team collectively holds a great deal of experience in the running of makerspaces and the supporting maker communities.



Research & Implementation Partner:

UCL Institute of Making

Through more than five years of operating the Institute, the team has developed advanced insight into both the opportunities and challenges of running such spaces, with a key focus area being how best to support diversity, inclusivity and empowerment across all facets of the organisation. It is this expertise the team wishes to bring to the Every One Every Day project. The Institute of Making team hopes to join the Every One Every Day project as a research partner in order to share their insight and tested frameworks to help the project realise its mission of developing an inclusive, vibrant and resilient makerspace for the local community.

Specific Research Interests

In collaboration with the Every One Every Day project and IKEA, the Institute of Making hopes to research, design and deploy a makerspace model for Barking and Dagenham council. Two key interconnect focus area of this project would be:

- What does a makerspace model tailored to the needs and desires of the Barking and Dagenham community look like? How can its physical space and community identity be developed in ways that resonate with and are inclusive of the diverse needs of the community it will serve? How can the model be developed to be ultimately become resilient and self-supporting?
- In what way can the makerspace function as a tool for increasing community agency and participation within the wider arena of sustainable production and consumption? How can the makerspace support greater material and technological literacy in the council towards the development of more sustainable production and consumption practices?



LOTTERY FUNDED



Implementation & Funding Partners

Every One Every Day is a partnership between Participatory City Foundation and London Borough of Barking and Dagenham. The 5 year project has a budget of £7,190,000 of which £3,950,000 has been confirmed from the funders outlined below.

Esmée Fairbairn Foundation - Funder (£1m over 5 years)

Big Lottery Fund - Funder (£1m over 2 years)

City Bridge Trust - Funder (£450,000 over 2 years)

London Borough of Barking and Dagenham - Funder (£1.5m over 3 years)

City Bridge Trust have indicated that a further £450,000 may be applied for in Year 2, and Big Lottery Fund have also indicated that a further application of £1.5m in Year 2 would be possible.



Legacy

Barking and Dagenham has a large number of new developments currently under way, and many more in the planning.

We are in early discussions regarding one of the master planners developing a very large area north of the A13. This development already has plans for a Makerspace, likely to be complete in 2022, exactly at the time that Every One Every Day will have completed its first 5 years. Potentially this development could be ideal, but with the amount of development planned we are confident that working with London Borough of Barking and Dagenham planning departments that we will be able to secure a permanent home for The Warehouse.

Working with London Borough of Barking and Dagenham it is intended to raise and endowment for the borough over the 5 years of the Every One Every Day initiative. The endowment, and all the assets of the project will be transferred to a new Barking and Dagenham Foundation in Year 6.



Warehouse budgets and layouts

Warehouse Outline Budget Summary

Fit out costs		
Mezzanine build - portable (build and dismantle)		£70,000
Fit out - electrical, plumbing		£35,000
Moveable room structures		£65,000
Sub total Fit Out		£170,000
Room equipment budgets		
1	Wood Workshop	£20,000
2	Metal Workshop	£16,000
3	Fabric Workshop	£14,000
4	Digital Workshop	£18,000
5	Kitchen	£13,000
6	Kitchen Garden	£12,000
7	Warehouse Office	£4,000
8	Small and large meeting rooms	£5,000
9	Neighbourhood School & Co-production Lab	£5,000
10	Open Space and Co-working	£10,000
11	Members everyday kitchen/coffee area	£6,000
12	Storage room	£7,000
Sub total Rooms Equipping		£130,000
Total Fit Out Costs		£300,000



Warehouse Outline Budget - Rooms

1. Wood Workshop	
CNC Machine 1	£3,500
CNC Machine 2	£7,000
Workbenches	£1,200
Bench drill press	£700
Hand Drills x 4	£670
Mounted circular saw	£200
Band saw	£920
Orbital sander	£320
Belt sander	£300
Vertical panel saw	£2,600
Jig saw x 2	£140
Hand tools and other equipment	£1,700
Storage	£750
	£20,000
2. Metal Workshop	
CNC Plasma cutter	£4,500
Workbenches	£3,200
Metal bender	£600
Belt sander/grinder	£1,000
Clamps	£800
Lathes	£1,200
Metal sheet shears	£300
Metal cutting saws	£900
Drill press x 2	£600
Bench grinder	£100
Anvils	£350
Hand tools and other equipment	£1,700
Storage	£750
	£16,000

3. Fabric Workshop	
Worktables	£1,500
Shelving	£800
Lockers	£2,000
Chairs x 20	£1,000
Sewing machines	£2,000
Pattern printer	£1,000
Fabric printer	£2,000
Fabric cutters x 10	£100
Fabric storage	£1,000
Mannequins x 10	£2,000
Tools and other equipment	£600
	£14,000
4. Digital Workshop	
Tables	£800
Chairs x 12	£600
Screen	£500
White boards	£300
iMac x 2	£3,000
PCs x 4	£2,400
Scanner	£50
Network printer and scanner	£800
Large format printer	£1,000
3D printer 1	£1,400
3D printer 2	£3,000
Physical computing equipment	£800
Sound equipment	£1,200
Film equipment	£1,400
Storage	£750
	£18,000

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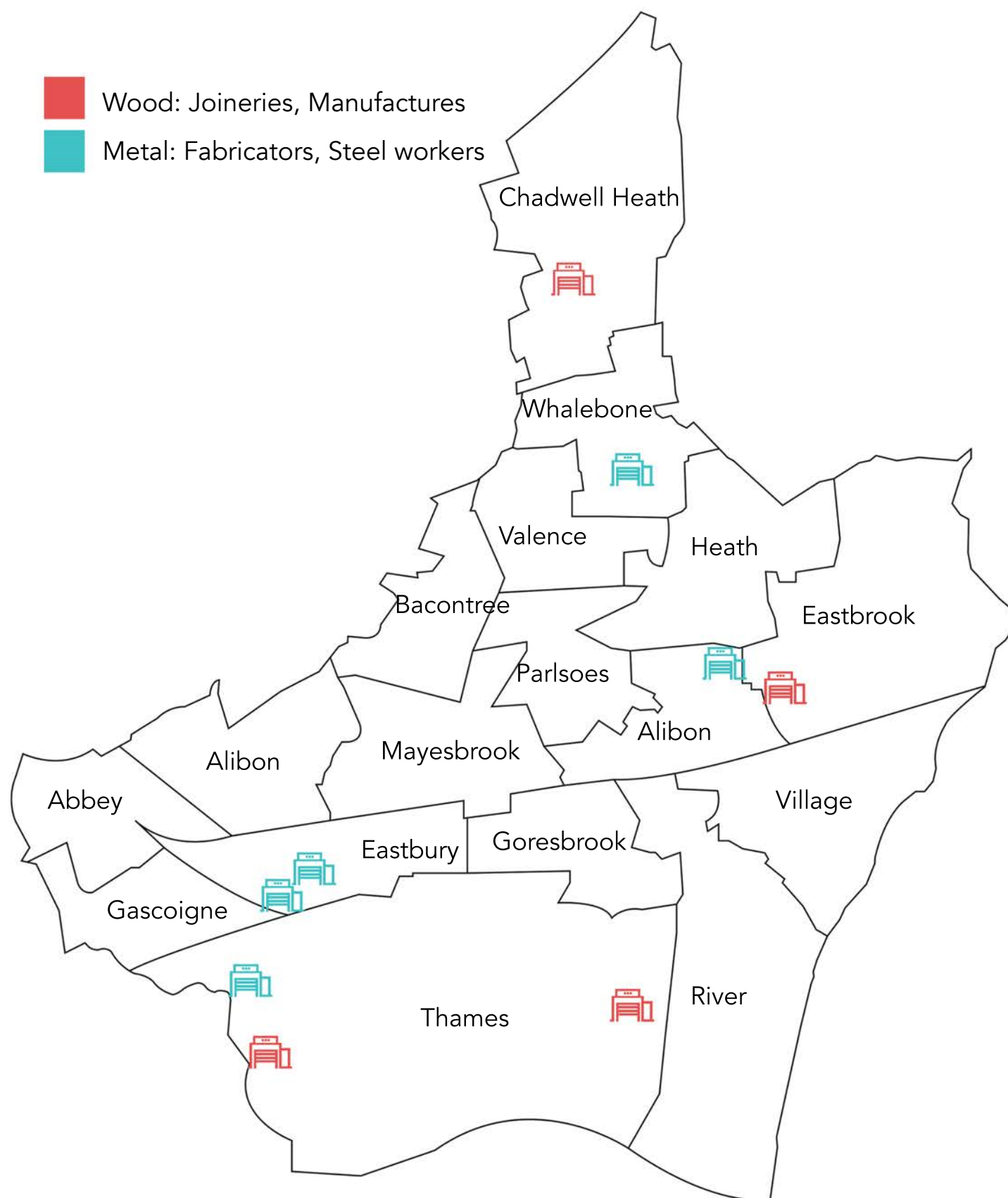
Warehouse Outline Budget - Rooms

7. Warehouse Office	
Desks x 10	£1,000
Whiteboards	£400
Lockers	£800
Chairs x 10	£500
Miss Equipment e.g. printer etc	£900
Storage	£400
	£4,000
8. Small and large meeting rooms	
Tables x 15	£2,000
Chairs x 20	£1,000
Screen	£400
Storage	£700
Movable white boards	£600
Misc equipment	£300
	£5,000
9. Neighbourhood School & Co-production Lab	
Tables x 15	£2,000
Chairs x 20	£1,000
Screen	£400
Storage	£700
Movable white boards	£600
Misc equipment	£300
	£5,000
10. Open Space and Co-working	
15 tables	£2,000
Chairs x 100	£3,200
Movable white boards	£2,500
Misc equipment e.g. printers	£800
Storage	£1,500
	£10,000

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Warehouse Outline Budget - in the context of overall Good Growth Application

Good Growth Fund - Outline Capital Budget	2018 Year 1	2019 Year 2	2020 Year 3	2021 Year 4	2022 Year 5	Total
5 High Street Shops 2 shops in year 1 4 shops in year 2 5 shops in years 3.4 and 5						
Lease	£40,000	£80,000	£100,000	£100,000	£100,000	£420,000
Fit Out	£20,000	£20,000	£10,000			£50,000
1 Central Co-working Makerspace						
Lease remises 7,000 square foot warehouse @ average of £8 per square foot - cost per annum - Opening 6 months into the project in Year 1	£30,000	£60,000	£60,000	£60,000	£60,000	£270,000
Fit out and equipment Allowance for fit out costs (+ further equipment renewal/ purchase) for years 2,3,4,5 if warehouse moves	£300,000	£50,000	£50,000	£50,000	£50,000	£500,000
						£1,240,000



Research & Fabricators

Barking and Dagenham

The manufacturers mapped out have been identified, as they have large format facilities, for creating and working with metal and wood. These partnerships will be an extension of the warehouse, in which residents are able to use services, and gain expertise of trained professional fabricators to develop their products.

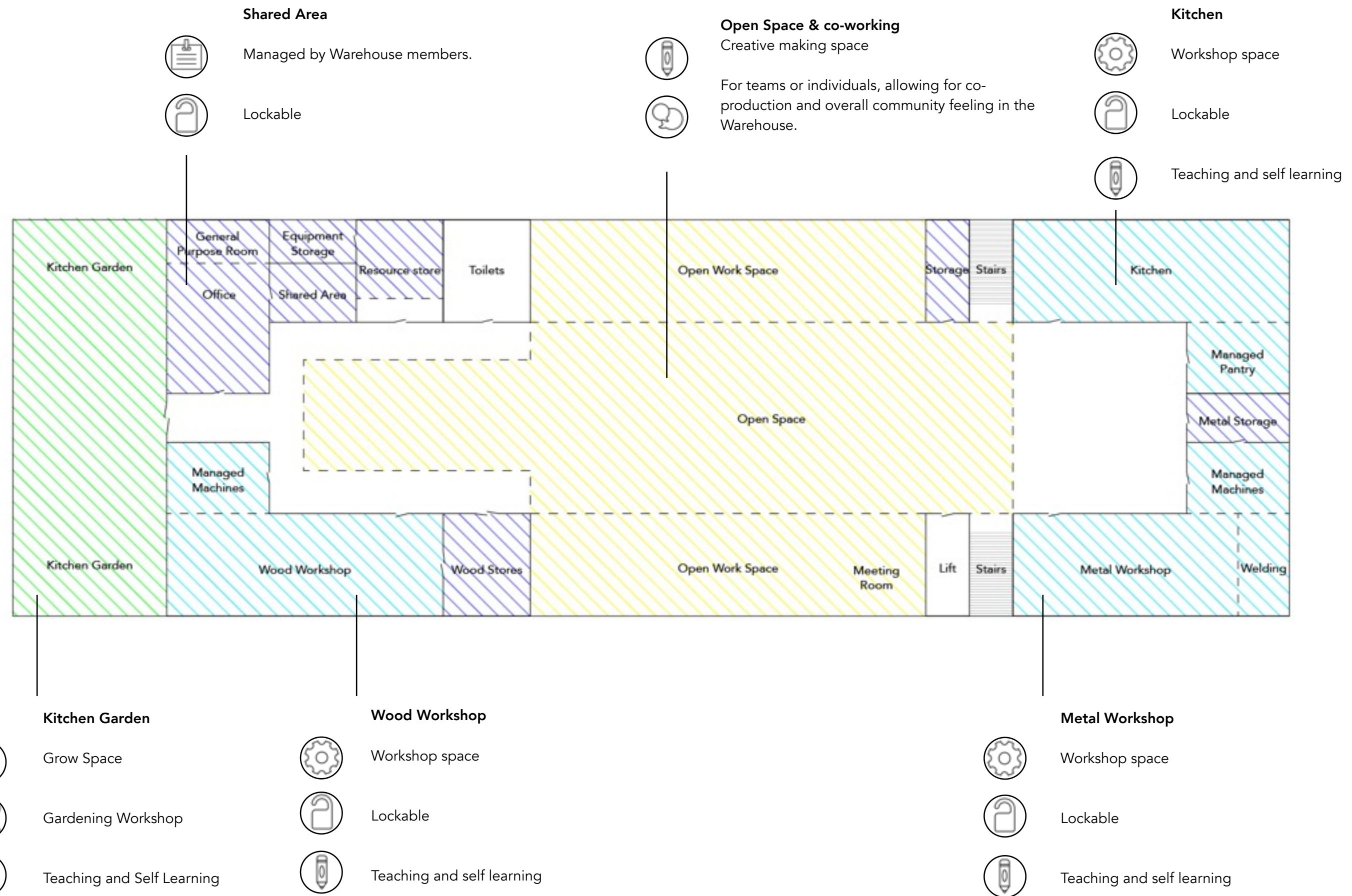
List of Manufacturers on map:

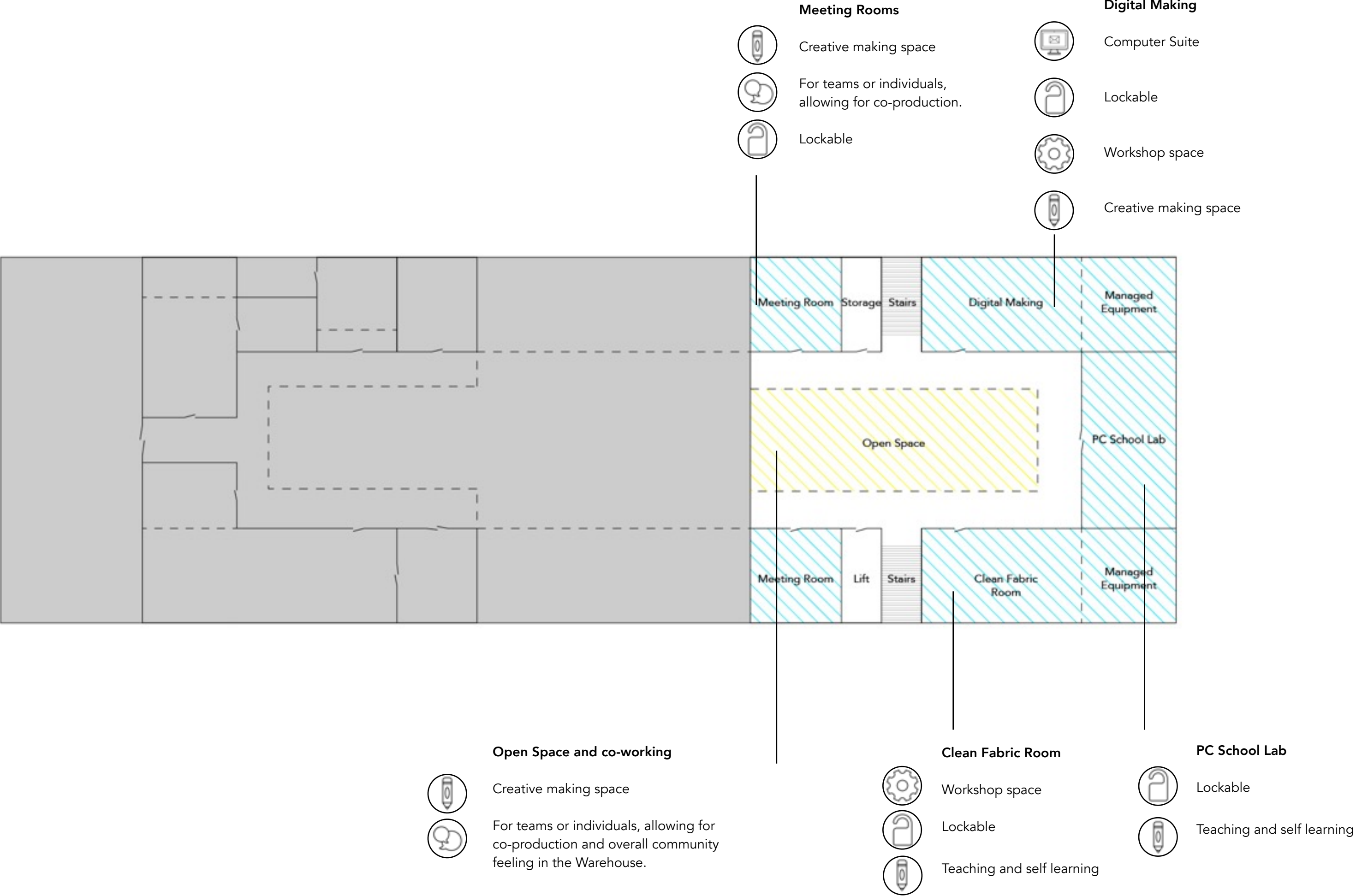
Wood

K & D Joinery
James Johnson & Co
Woodcraft
Forest Joinery

Metal

Benson Sedgewick
Crovin metalworks
Williams Metal Fabrication
Granell Steel Ltd
SJH Metalwork





Warehouse Layout, First Floor:



Garden Area



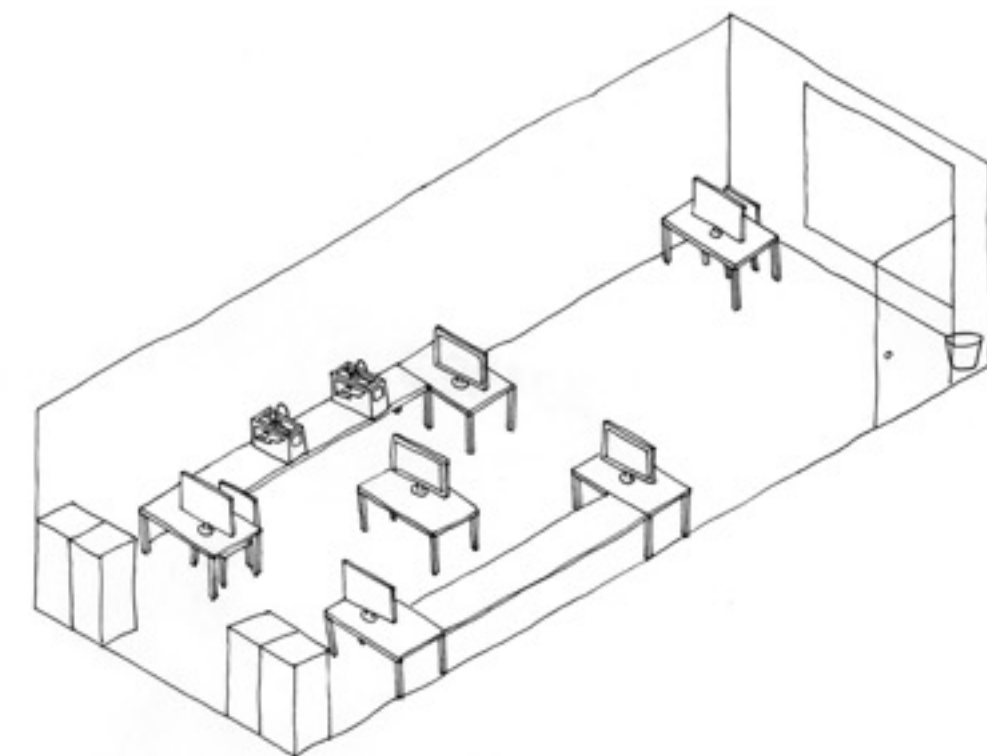
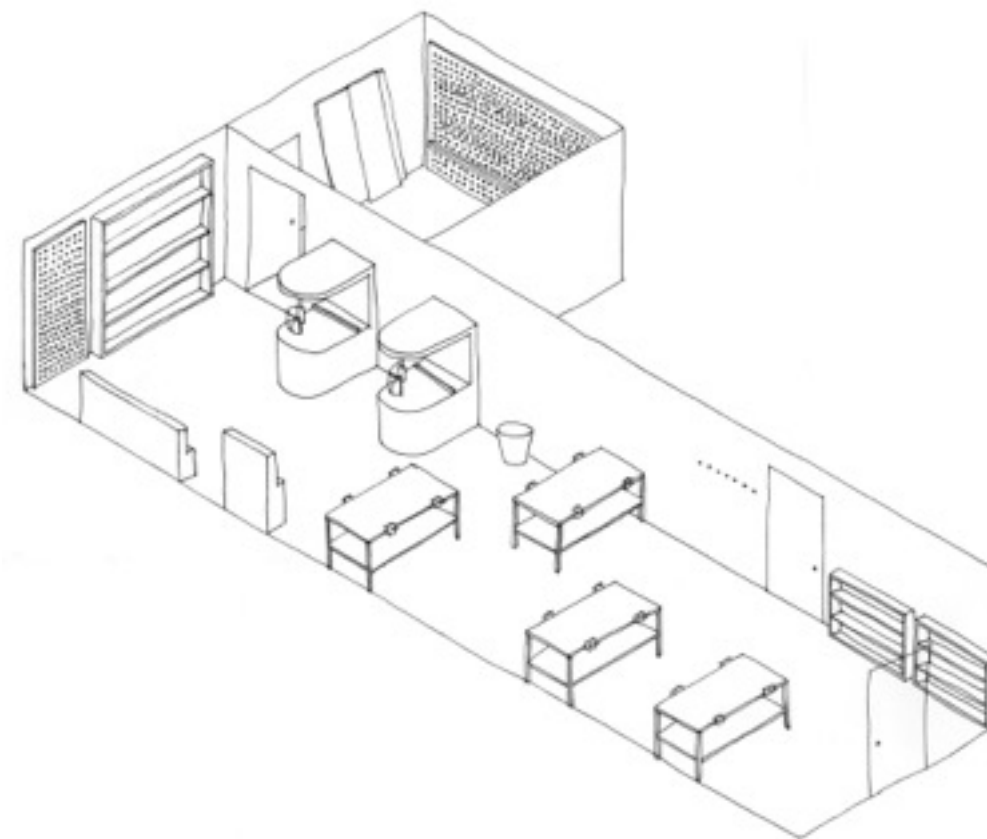
Workshop Area



Open Area



Shared area



Wood Workshop

As well as the Metal and Clean fabric workshops, the wood workshop, will be open for residents and users of the space to build and work upon many projects inside the maker space, making use of CNC cutters, and professional tools, to make any ideas come to life. Some of the items inside the Wood Workshop include: CNC Machine, Benches, Storage, Tool hanging space, Sanders, Clamps, Drills, Multiple Saws

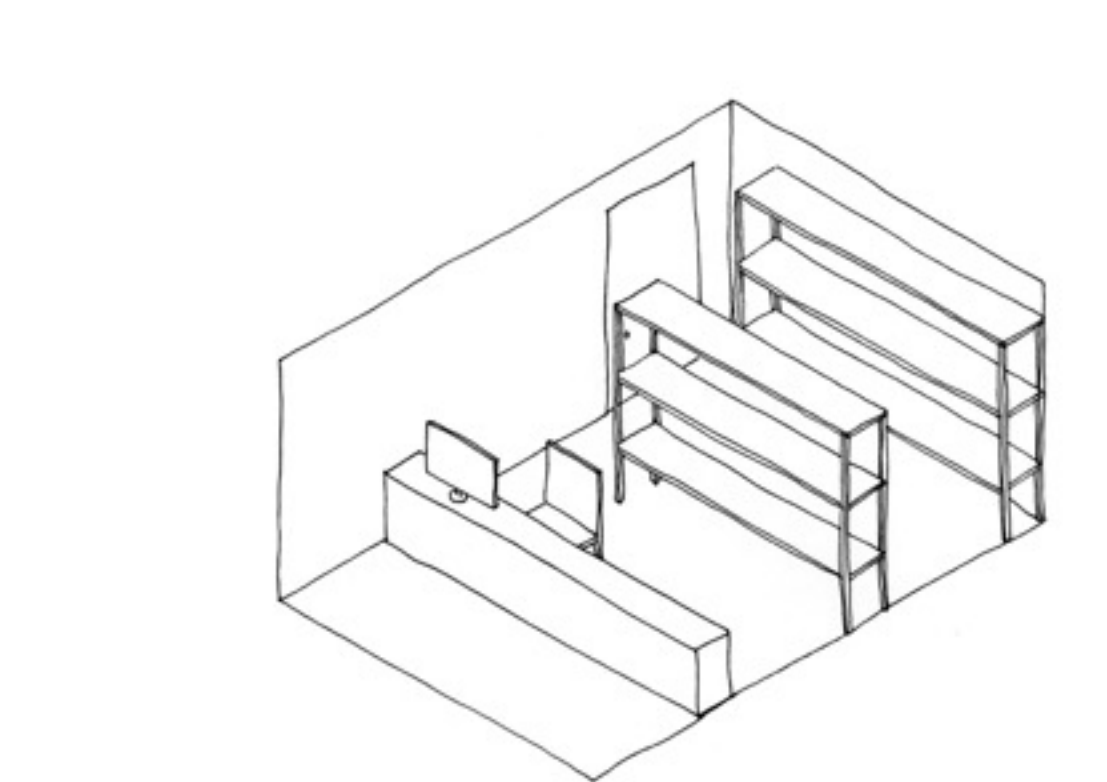
Digital Making

Making the most out of recent digital advancements, the Digital Making area, will provide users of the Warehouse, an opportunity to partake in classes to improve computer literacy. Use the latest digital making techniques, such as 3D printing, and desk space of which teams can work together on ideas and co-production. The benefit of this space is that Barking and Dagenham is rich in creative talent, this space will lend itself to those creatives passing on ideas and skills to the wider public, through engagement and participation classes. Some of the items inside the Digital Making workshop include: Computers, Scanner & Printer, Work Surfaces, Chairs, Large Format Printer, Projector, Storage, Headphones, Memory Sticks, Speakers,



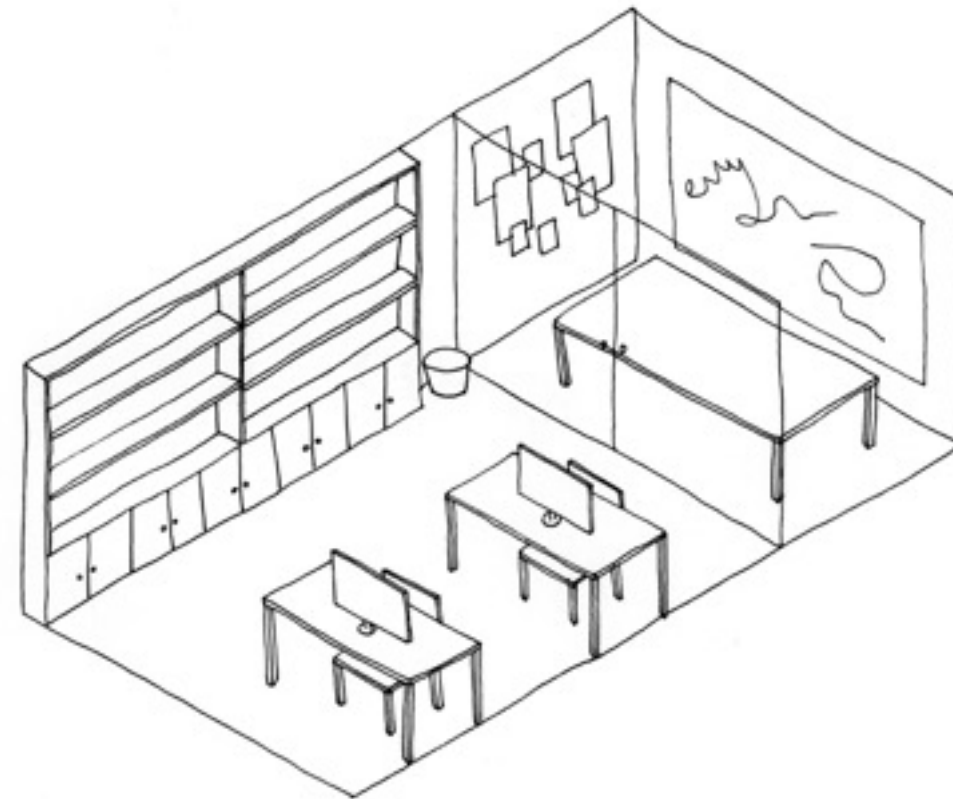
Kitchen Garden

The Warehouses movable planting area will function as both a social space, and a space for learning to grow and care for plants from vegetables to trees. Based around the idea of an allotment, it will be down to the users of the space to care and grow many types of plants, fruit trees with many of the harvested vegetables being used in our own Kitchen.



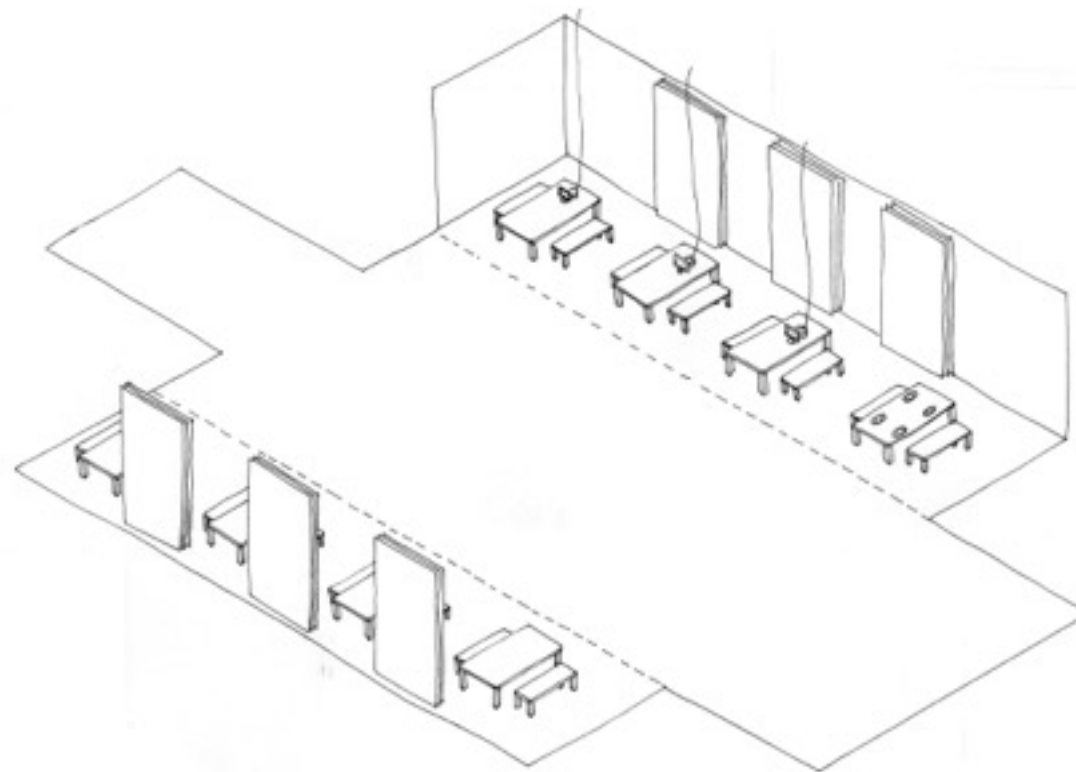
Resource Stores

Each Workshop space will have dedicated resource areas that will be stocking, equipment, materials and tools. Of which users of the space can use to help complete projects.



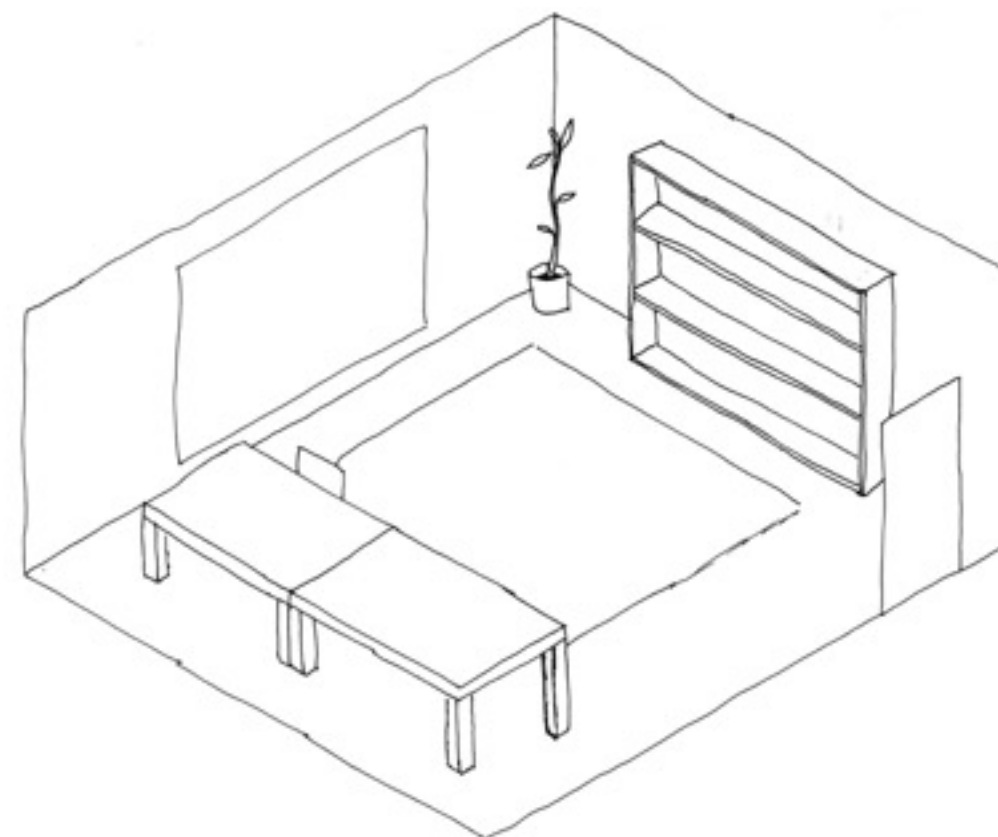
Office & General Purpose Room

As part of the Warehouse, members of the team from participatory city and those who run the Warehouse will have there own office, which they will be able to plan, hold meetings and work together on creating an active space. The Office space includes: Desks, Whiteboard, Cork Board, Lockers, Chairs, Cabinet, Closable, Shelves, Water dispenser



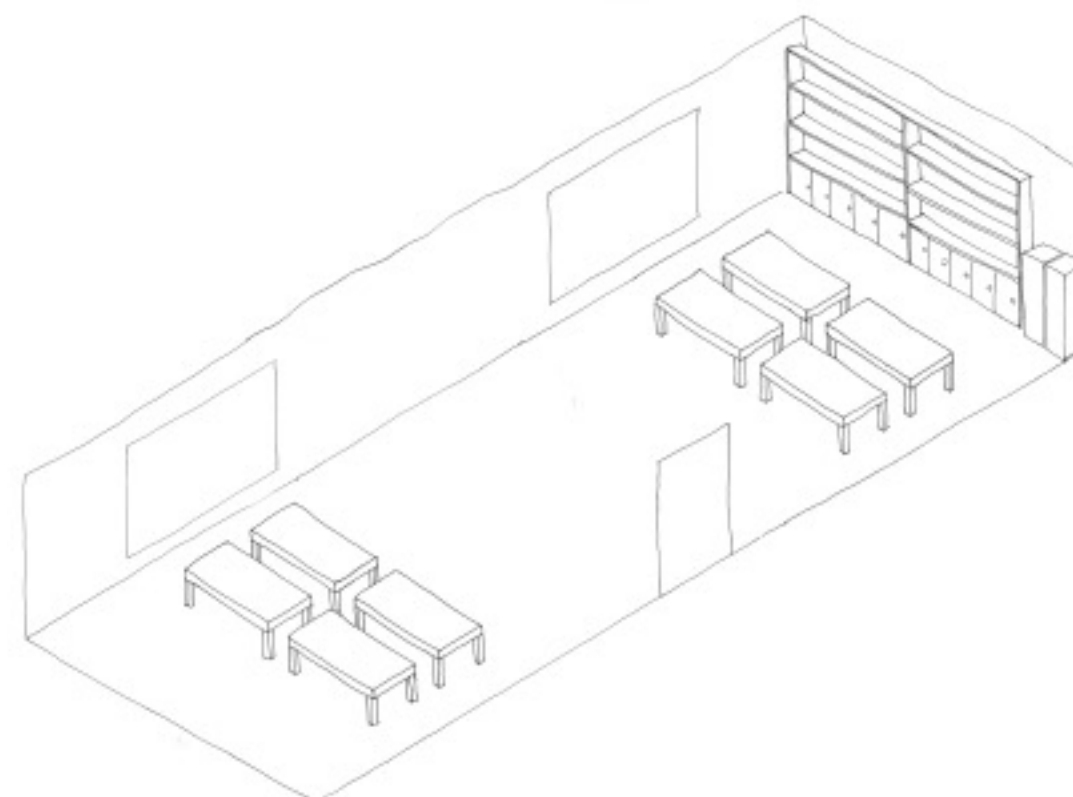
Open Space & Co-working spaces

The open space in the Warehouse will become one of the important assets of the space, allowing for collaborative working, meeting other users, and sharing knowledge. It's functionality will be adaptable, from an active open space to one for exhibitions/workshops.



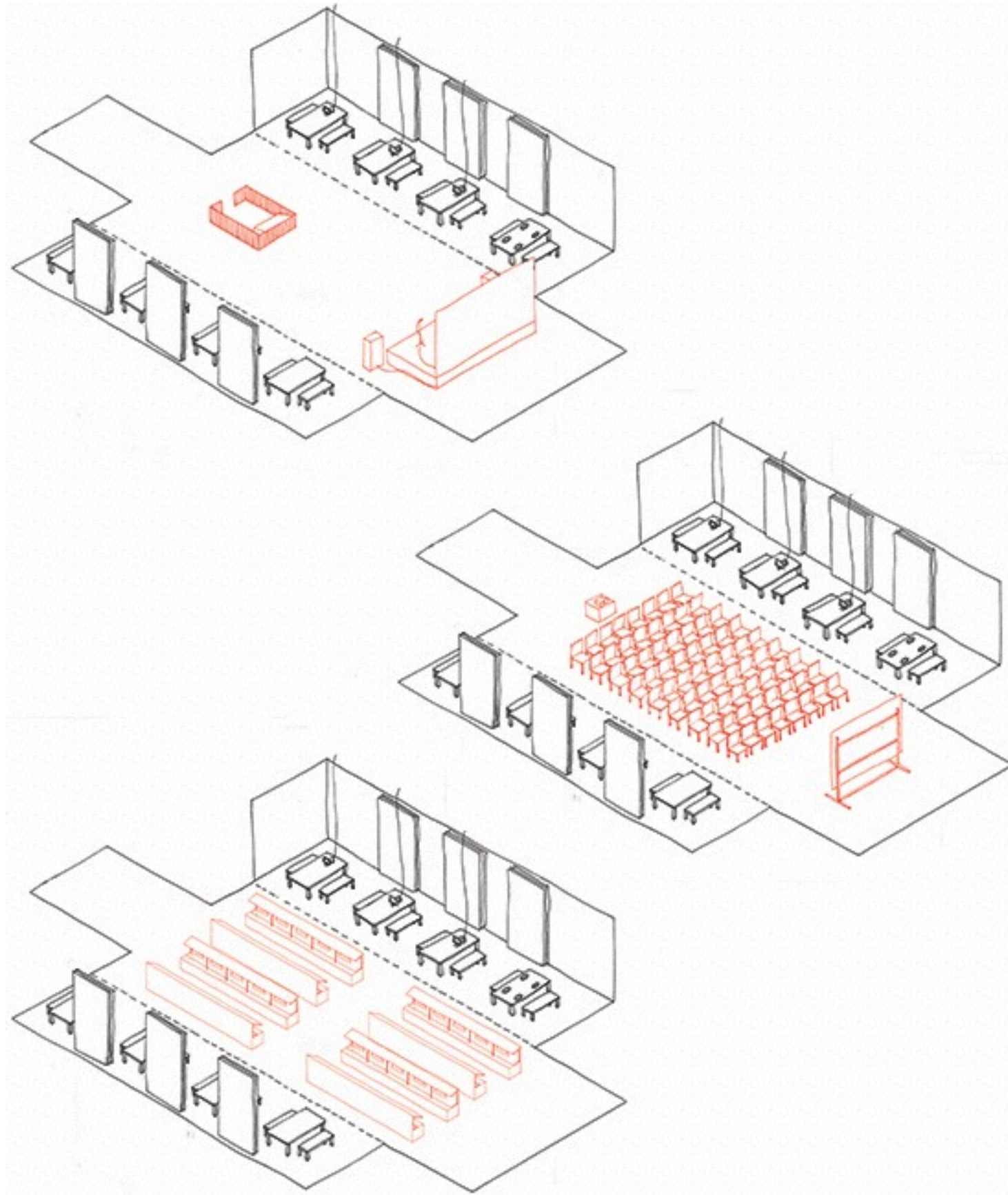
Meeting Rooms

Meeting rooms are an important part of what the Warehouse has to offer, offering a quiet space for team meetings or a creative space for groups collaborating on projects in the Warehouse



Co-production Lab and Neighbourhood School

The Co-production Lab and the Neighbourhood School will be a place for creative learning and developing skills. With helpful classes in business management or idea generation, the school will be a creative hub for ideas from local residents to improve Barking and Dagenham.



Open Space - Usage

One of the features of having such a large open space, is that it allows the functionality of the space to change and allow more access to the warehouse. Simple steps such as hosting exhibitions, watching created films, or music from around the local area, will engage the public, and give them a platform to express their creativity to those around them. Enabling a much deeper appreciation of each other and the creative resources of the borough.

From: [Good Growth Fund](#)
To: [REDACTED] [@participatorycity.org"](#)
Subject: Good Growth Fund Application
Date: 13 November 2017 16:31:27
Attachments: [GGF Stage 2 Application - Everyone Everyday.pdf](#)
[GGF milestone-and-funding-schedule \(example and blank\).xls](#)
[Good Growth Fund Financial Declaration.docx](#)

Dear [REDACTED]

Re: Good Growth Fund Application – Everyone Everyday

Thank you very much for your recent submission to the Good Growth Fund.

We have been overwhelmed by the level of interest in the programme, and the exceptional quality of the bids that we have received. In total, there were 205 applications requesting more than a quarter of a billion pounds for projects to help deliver good growth for Londoners. We are pleased to inform you that your project has been invited to proceed to stage two of the process. Please find enclosed a copy of the application form (including detailed feedback and a proposed allocation of funding), a funding and milestone schedule and a template letter from your Chief Finance Officer or equivalent agreeing to the financial forecast proposed. We will shortly issue you with a copy of our Good Growth Fund Evaluation and Impact handbook which should be used to help shape your application.

However, please note that this is still a competitive process and you should not place any reliance on the support of the Greater London Authority. Accordingly, any expenditure that you incur and/or to which you commit (including any which you may have incurred or committed to in relation to the preparation of your proposal for funding) is entirely at your own risk.

To discuss the stage two process further, please contact [REDACTED]@london.gov.uk. Please note that all stage two applications must be received by 4 pm on Friday 5 January 2018 to be eligible for further consideration. To help support your application, we're offering all projects two point of contact meetings between now and then.

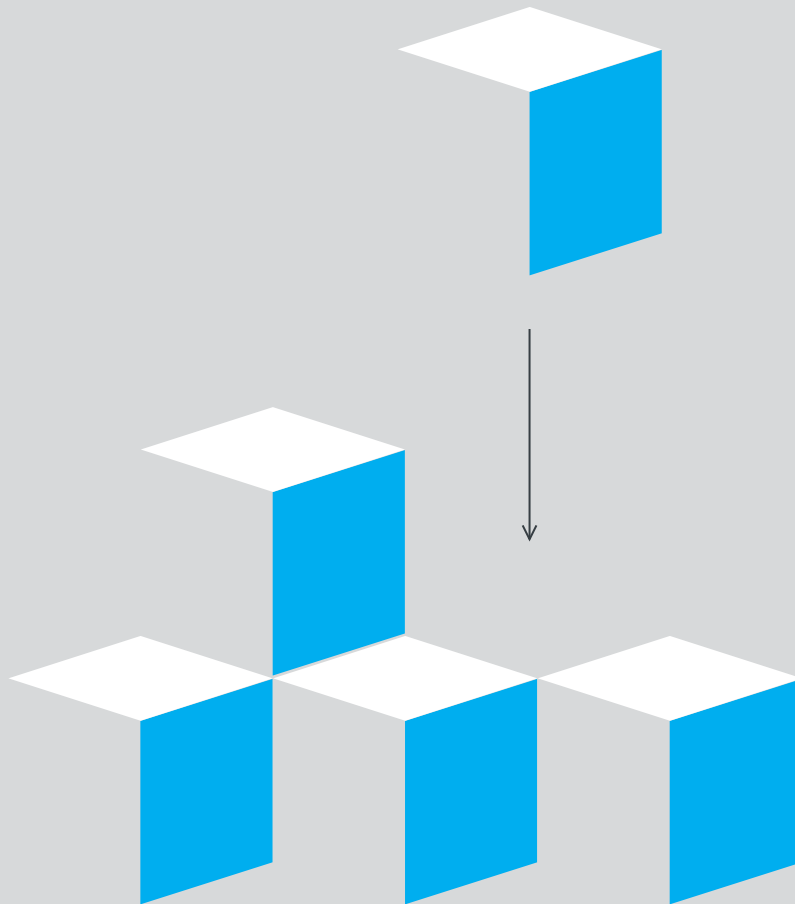
Yours sincerely,

Debbie Jackson

Assistant Director Regeneration
Development, Enterprise and Environment
Greater London Authority
City Hall
The Queen's Walk
London

MAYOR OF LONDON

**GOOD GROWTH FUND
STAGE 2 APPLICATION**



GENERAL INSTRUCTIONS

- The first section of the form is a summary of our feedback, including a proposed allocation of funding. Please use the comments provided as a starting point for developing your application, and if anything is unclear please ask your GLA contact
- Applications that are not presented in this template will not be considered.
- Where the response provided exceeds the stated word limit, information beyond the maximum word count will not be considered.
- Completed application forms and supporting documentation should be submitted in electronic (PDF) format by email to **goodgrowthfund@london.gov.uk** by **4pm on 05 January 2018**.
- Feedback cannot be provided on drafts of your application but if you have any queries about how to complete your form please email your query to **goodgrowthfund@london.gov.uk**. Please note the last possible date to do this is 22 December 2017
- A valid application must include:
 - A completed copy of this form including the signed declaration at the end (a digital signature will suffice)
 - A completed funding and milestone schedule (Excel spreadsheet)
 - A signed financial forecast declaration (digital scan or hard copy) from your Chief Finance Officer or equivalent agreeing to the financial forecasts proposed.

DETAILED FEEDBACK

Applicant Contact Name

[REDACTED]

Lead Organisation Name

Participatory City Foundation

Project Name

Everyone Everyday

Overall feedback indicating project strengths, weaknesses, and areas to be developed to secure funding

The project description demonstrates a large amount of work in developing the programme to this point. The description sets out a clear rationale for intervention, setting out the evidence around deprivation and local dislocation from the decision making process. The approach to fostering wide spread participation is innovative and demonstrates a deep level of thinking around the desired outcomes, as well as innovation around measuring outputs.

The relationship between the makerspace and the hub spaces is well articulated. Support service that these spaces offer could use some further articulation, but the principles established in the bid are clearly set out and respond to the desired outcomes.

Aligns closely with GGF priorities, particularly in its understanding of social value in relation to place. Demonstrate a sophisticated understanding of social value and the barriers to entry around participation and involvement in civic life. While individual

Proposed allocation of funding

£850,000

Type of funding



Capital grant



Repayable grant

DETAILED FEED BACK [Text box expanded input]

The project description demonstrates a large amount of work in developing the programme to this point. The description sets out a clear rationale for intervention, setting out the evidence around deprivation and local dislocation from the decision making process. The approach to fostering wide spread participation is innovative and demonstrates a deep level of thinking around the desired outcomes, as well as innovation around measuring outputs.

The relationship between the makerspace and the hub spaces is well articulated. Support service that these spaces offer could use some further articulation, but the principles established in the bid are clearly set out and respond to the desired outcomes.

Aligns closely with GGF priorities, particularly in its understanding of social value in relation to place. Demonstrate a sophisticated understanding of social value and the barriers to entry around participation and involvement in civic life. While individual participatory moments are relatively small (greening projects, batch cooking etc.) the cumulative / multiplier effect of the Everyone Everyday programme elevate what might otherwise be relatively low impact interventions, and make this an unusual and potentially exemplary project.

However, location of intervention sites need to be confirmed quickly and GLA officers would expect to see further detailed property work (identified sites for the makerspace and shops, heads of terms of leases, early work in identifying projects + existing community network around those locations) on particular sites as part of any detailed application. There is also some concern about resources being spread too thinly in early years and GLA's reduced funding offer is an encouragement to focus any funding from the GLA on a smaller number of well thought out, well resourced interventions in 3 (as opposed to 5) neighbourhoods. The detailed bid will also need to set out more clearly the relationship of the programme with other large scale regeneration efforts, and associated stakeholders (e.g. Be First) in the borough. The deep dive into particular areas should also allow for developing a tailored programme / approach to areas that are undergoing substantial physical and social change (e.g. Barking town centre).

The project has clearly been developed over a long time period with a robust project management plan in place to see the project through to delivery.

The project also delivers a large number of people based and physical outcomes from a capital investment. The project has already secured an impressive array of large funding contributions from high profile funders. As such the project represents good value for money to the GLA.

GREATER LONDON AUTHORITY

AGREEMENT FOR THE PROVISION OF FUNDING RELATING TO

Every One Every Day

between

The Greater London Authority

-and-

Participatory City Foundation

Note: Where the proposed Recipient is also an ESF Sponsor you must ensure that they execute (signs/seals as a deed) both: (i) this Agreement; and (ii) the related ESF Sponsor Agreement, before the GLA executes either.

Summary cover sheet for publication

In compliance with the Local Government Transparency Code 2014

The Greater London Authority must publish details of all grants to voluntary, community and social enterprise organisations. **By signing the grant agreement overleaf, organisations are also accepting the publication of the information** set out below (by GLA officers) and confirming its accuracy:

The beneficiary is:	<i>A voluntary and community sector organisation:</i> <i>A social enterprise:</i> <i>Other:</i> <i>If "Other" please provide more detail</i> <i>.....</i>	X ☐ ☐
The award of this grant was formally approved by:	<i>DD</i>	<i>2222</i>
The grant is awarded on:	Click here to enter date of signature	
The grant covers the following time period:	<i>from 31/03/2018 to 31/03/2022</i>	
It is awarded by:	<i>GLA Regeneration</i>	
to:	<i>Participatory City Foundation</i>	
Company or charity registration number:	<i>Company number: 10670149</i> <i>Charity number: 1175174</i>	
The grant is for a total of:	<i>Eight hundred and fifty thousand pounds sterling (£850,000)</i>	
Purpose of the grant:	<i>Construction of the central warehouse for the Every One Every Day programme, providing LBBD residents with access to shared tools and equipment.</i>	

IN ORDER FOR THE GLA TO COMPLY WITH THE 2014 LOCAL GOVERNMENT TRANSPARENCY CODE, **THE GLA OFFICER WILL FORWARD THIS SHEET AND THE FUNDING AGREEMENT WHICH FOLLOWS TO THE GOVERNANCE TEAM** AS SOON AS IT IS SIGNED.

THIS AGREEMENT is made this day of 2018

BETWEEN:

- (1) **THE GREATER LONDON AUTHORITY** whose principal offices are at City Hall, The Queen's Walk, London, SE1 2AA ("the Authority"); and
- (2) **PARTICIPATORY CITY FOUNDATION** (Company/Charity registration no: 10670149 / 1175174 whose principal office is at 55 Ripple Road, Barking, IG11 7NT ("the Recipient")

IT IS HEREBY AGREED THAT:

1. Background

1. The Recipient requested funding from the Authority and provided to the Authority a proposal for the use of such funding. A copy of the Recipient's proposal is on file at the Greater London Authority.
2. Under its powers under Sections 30 and 34 of the Greater London Authority Act 1999 to do anything it considers will facilitate or which is conducive or incidental to the promotion of economic, social development and wealth creation in Greater London, the Authority wishes to assist the Recipient in its Every One Every Day programme, specifically the construction of the central warehouse for the Every One Every Day programme, by the provision of the GLA Funding to the Recipient.
3. The Recipient's total costs of fulfilling the Project Objectives are two million one hundred thousand eight hundred and twenty pounds sterling (£2,100,820), the Recipient has committed itself to meeting the Project Objectives and contributing one million two hundred and fifty thousand eight hundred and twenty pounds sterling (£1,250, 820) to the Project ("the Recipient's Contribution") and use all reasonable endeavours to secure Additional Funding for the for use in meeting the Project Objectives.
4. This Agreement sets out the terms and conditions upon which the Authority will make the funding available to the Recipient.
5. The provision of the GLA Funding amounts to a conditional gift and is therefore not subject to VAT. If, at any time, it is held by the UK government to be subject to VAT, then the Recipient agrees and acknowledges that the GLA Funding shall have included any and all applicable VAT.
6. Clause not used.
7. Where the Recipient is an ESF Sponsor it shall also, as a condition of this Agreement cooperate fully with the Authority and provide the Authority with such assistance as the Authority requires in relation to any ESF Project which shall include (without limitation) complying fully with the ESF Sponsor Agreement.

8. In this Agreement capitalised terms shall have the meaning prescribed to them in Clause 21.

2. The Project Objectives

- 2.1 The Recipient shall use the GLA Funding only to meet the Project Objectives in relation to the Project in accordance with this Agreement.
- 2.2 The Recipient hereby warrants that it has sufficient resources, including competent and qualified personnel, financial resources, premises and other resources as necessary, to meet the Project Objectives fully in accordance with this Agreement.
- 2.3 The Recipient shall:
- (a) promptly and efficiently deliver the Project Objectives and complete the Project fully in accordance with this Agreement; and
 - (b) where the meeting of Project Objectives consists of the achievement of:
 - (i) Milestones, notify the Authority in writing immediately upon becoming aware that any Milestones are unlikely to be achieved fully in accordance with this Agreement: and
 - (ii) Deliverables, notify the Authority in writing immediately upon becoming aware that any Deliverables are likely to exceed or are likely to be less than the relevant agreed number of Deliverables set out in the Annex to Schedule 1.
- 2.4 Where the Project involves any element of urban design, sustainability, streetscape design and or architecture, the Recipient shall submit full details of such proposed design and/or re-design work to the Authority for its consideration and will co-operate and engage fully with the Authority to agree design dialogue arrangements to be followed (in accordance with available guidance issued or published by the Authority from time to time) in the procurement, commissioning and undertaking of agreed design and/or re-design work. To the extent that the undertaking of any agreed design and/or re-design work necessitates in the opinion of the Authority, the amendment of this Agreement all such amendment shall not be valid unless made in accordance with Clause 11.

2A. Designated Capital and Revenue Funding and Recipient's Contribution

- 2A.1 The Recipient's statutory chief finance officer or other officer validly authorised to act on his or her behalf has certified that: (a) zero pounds sterling (£0) will be used solely as a contribution to revenue expenditure; and (b) eight hundred and fifty thousand pounds sterling (£850,000) will be used solely as a contribution to capital expenditure, incurred in relation to the Project Objectives such certification being made on the basis that the Recipient's determination of capital expenditure accords fully with all laws and best practice, is estimated to deliver benefits that will accrue over a period of 15 years on average and on the basis that it will be recorded in the Recipient's accounts in this manner. A copy of the certification is attached at Schedule 7 to this Agreement.
- 2A.2 The Recipient shall ensure that it has secured the Recipient's Contribution on or before 31 March 2018. For the avoidance of doubt where the Recipient's Contribution comprises any sum(s) to be provided by a third party such component sum(s) shall not be deemed secured unless a legally binding obligation to provide such sums is in place between the Recipient and such third party funder(s) evidence of which is included with this grant agreement in the form of our grant agreements with Esmée Fairbairn and the London Borough of Barking and

Dagenham.

3. Duration of Agreement and Funding breakdown

This Agreement shall commence on the date at the head of this Agreement and, subject to the provisions for early termination set out in this Agreement, shall continue in force until 31st March 2022.

4. Payment, Performance Monitoring and Repayment Arrangements

- 4.1 Subject to the Recipient complying with all of the terms of this Agreement, the Authority shall pay to the Recipient a sum not exceeding the GLA Funding, such payments to be made in accordance with the Funding Schedule and this Clause 4. For the avoidance of doubt the GLA Funding is capital funding and the Recipient shall not be permitted to make claims for GLA Funding in respect of revenue expenditure.
- 4.2 Where Project Objectives are to be met on a
 - (a) Milestone basis the provisions of Part A of the Funding Schedule shall apply to and govern the Recipient's making of claims for and the Authority's making of payments of GLA Funding; and
 - (b) Project Output basis, the provisions of Part B of the Funding Schedule shall apply to and govern the Recipient's making of claims for and the Authority's making of payments of GLA Funding.
- 4.3 The Recipient shall use all reasonable endeavours to secure income and/or additional funding for the Project from third parties ("Additional Funding") providing written evidence of the same to the Authority with each Project Monitoring Form. To the extent that Additional Funding is to be applied specifically toward any of the Project Objectives, the Authority may in its discretion reduce any further payments of the GLA Funding by an amount equivalent to that Additional Funding.
- 4.4 The Recipient shall undertake and report to the Authority on post-Project delivery monitoring and evaluation, evaluating the impacts and outcomes of the Project as follows:
 - (a) first post-Project delivery monitoring and evaluation report to be supplied to the Authority on the date 6 months after the completion of the final Milestone (in accordance with, as a minimum, the requirements of the self-evaluation template set out at Schedule 8);
 - b) second post-Project delivery monitoring and evaluation report to be supplied to the Authority on the date 3 years after the completion of the final Milestone (in accordance with, as a minimum, the requirements of the self-evaluation template set out at Schedule 8); and
 - c) ongoing post-Project monitoring reports supplied to the Authority bi-annually commencing on the date 5 years after the completion of the final Milestone (in accordance with such requirements as the Authority shall notify the Recipient).

4.5 The Recipient shall also make all documents of its Sub-Grantees, suppliers and sub-contractors available to the Authority upon demand and procure access to such persons for the Authority and/or its agents, contractors or servants at any time for inspection visits, audit and scrutiny of the involvement of such persons in or about the Project and their respective contributions to the Recipient's delivery of Milestones and/or Project Outputs.

4.6 For the avoidance of doubt the Recipient hereby acknowledges that no further funding shall be provided in respect of such evaluation and warrants that the GLA Funding is sufficient in this regard.

7. Clause not used.

4.8 Clause not applicable.

5. Ineligible Expenditure

5.1 Without prejudice to the fact that the Recipient must only use the GLA Funding for the purpose of meeting the Project Objectives, the Recipient must not use monies paid to it by the Authority under this Agreement for:

- a) activities or objectives not listed in Schedule 1 or 2;
- b) recoverable input VAT incurred;
- c) any liability arising out of the Recipient's negligence or breach of contract;
- d) payments for unfair dismissal, constructive dismissal or redundancy to staff employed on fixed term contracts signed after June 1996, where this arises in respect of the expiry of that term without it being renewed; and/or
- e) the payment of any Ombudsman's award or recommendation as regards compensation for maladministration.

5.2 The list in Clause 5.1 is not exhaustive and other expenditure not listed in Clause 5.1 may also be ineligible for GLA Funding under the terms of this Agreement and various incorporated documents. The Recipient must consult the Authority if there is any doubt as to whether particular costs are eligible.

6. Financial Accountability

6.1 The Recipient must ensure that the requirements set out in this Agreement, and in any clarification or guidance issued from time to time by the Authority, are complied with. In particular the Recipient shall:

- a) agree in writing in advance with the Authority any changes to any of the Project Objectives, Milestones and/or Projects Outputs;

- b) establish, implement and utilise effective monitoring and financial systems, so that as a minimum the costs funded by the GLA Funding can be clearly identified and the propriety and regularity of all payments and handling of the GLA Funding are ensured;
- c) notify the Authority of the monitoring and financial systems in place, and comply with the Authority's reasonable requirements for these systems;
- d) notify the Authority immediately if any financial irregularity in the use of the GLA Funding is suspected, and indicate the steps being taken in response. Irregularity means any fraud or other impropriety, mismanagement or use of funds for any purposes other than those approved;
- e) notify the Authority immediately if any other financial irregularity is suspected, and indicate the steps being taken in response;
- f) notify the Authority immediately if the Recipient is Insolvent, or if it has no reasonable prospect of avoiding Insolvency in the future;
- g) keep a record of all Expenditure Incurred together with full supporting evidence including (without limitation) copy invoices clearly showing Expenditure Incurred on the Milestones and/or Project Outputs or in the absence of such invoices contract documents and transaction listings from the Recipient's finance management system and certified as true and accurate records of such expenditure by the Recipient's Chief Financial Officer) and Additional Funding received. All evidence of Expenditure Incurred such as original invoices, receipts, timesheets and other relevant documents must be kept for at least 6 years after the end date of the Project. The Authority and any person nominated by the Authority has the right to audit any and all such evidence at any time during the 6 years after the end date of the Project on giving reasonable notice (whether in writing or verbally) and at any reasonable time to inspect any aspect of the Recipient's performance of the Project and the Recipient shall give all reasonable assistance to the Authority or its nominee in conducting such inspection, including making available documents and staff for interview;
- h) make (complying always fully with the requirements of the Data Protection Act 1998 and, from 25 May 2018 only, the Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and all applicable regulations) all relevant data, information and documents available and provide access at any time for:
 - i) inspection visits and scrutiny of files by the Authority or any other public body undertaking an audit function (whether by itself or its contractors, servants and/or agents);, and
 - ii) an external audit and review of the Project Objectives, Milestones and/or Project Outputs and of financial appraisal and monitoring systems;

and cooperate fully with the Authority and/or anyone acting on their behalf or

any other public body undertaking an audit function (whether by itself or its contractors, servants and/or agents) in this regard; and

- i) retain and maintain data and systems required (in the reasonable opinion of the Authority) for the verification of the delivery of Project Objectives, Milestones and/or Project Outputs providing the Authority with copies of and access to the same upon request; and
- j) notify the Authority in writing of any change in the identity of the Recipient's Representative.

6.2 No Capital Asset should be sold charged loaned or otherwise disposed of by the Recipient or cease to be used for the purposes of the Project without the prior written consent of the Authority which (if given) may be conditional on re-payment to the Authority of the relevant part of the GLA Funding and shall be subject to Clauses 6.5 and 6.6 below.

6.3 The Recipient shall procure the maintenance of an insurance policy with an insurer of good repute for every Capital Asset which must cover loss or damage for the full replacement value of those Capital Assets and (for the avoidance of doubt) in the event of any loss of or damage to any Capital Asset the Authority shall not be obliged to pay for its replacement or repair.

6.4 The Recipient shall keep a register of all Capital Assets which shall be accessible to the Authority its agents and auditors upon request at all reasonable times. Where the GLA Funding is used for the purchase of a Capital Asset such item or items must be included on the register of Capital Assets and the register shall include (for each Capital Asset):

- a) the date of purchase;
- b) a description sufficient to identify it;
- c) the purchase price excluding recoverable VAT;
- d) any third party interests or charges over the Capital Asset;
- e) the location of the documentation showing the Recipient's title to the Capital Asset; and
- f) date of disposal and sale proceeds (net of VAT).

6.5 Where a Capital Asset is disposed of (subject always to the Authority having consented to such a disposal being made) the Authority shall require the Recipient to reimburse the Authority with the actual or estimated open market value of the Capital Asset at the time of disposal less any necessary sale expenses reasonably incurred or where the Capital Asset was partly funded by the GLA Funding the Authority may require the reimbursement of the percentage of the net sale value which represents the initial GLA Funding contribution to the purchase.

6.6 Unless otherwise agreed by the Authority all disposals of Capital Assets shall be at the best price reasonably obtainable based on an open market valuation evidenced

in writing.

7. Breach of Conditions, Retention, Suspension, Withholding and Recovery of GLA Funding

- 7.1 The Authority may at its absolute discretion reduce, suspend or withhold GLA Funding, or require all or part of the GLA Funding to be repaid and, at its option, terminate this Agreement by giving written notice to the Recipient (with such termination to take effect either immediately or at the end of such notice period as the GLA may stipulate), if:
- a) the Recipient fails to comply with Clause 1.7;
 - b) the Recipient fails to comply with Clause 2A.2 and/or apply the Recipient's Contribution to the Project Objectives Milestones and/or Project Outputs;
 - c) in the Authority's opinion the Recipient fails to deliver or unsatisfactorily delivers the Project Objectives, Milestones and/or Project Outputs;
 - d) there is a substantial change to the Project or the Project Objectives, Milestones and/or Project Outputs which the Authority has not approved, or any attempt is made to transfer or assign any rights, interests or obligations created under this Agreement or substitute any person in respect of any such rights, interests or obligations, without the prior consent in writing of the Authority;
 - e) any information provided in the application for funding or in a claim for payment or in subsequent or supporting correspondence is found to be incorrect or incomplete to an extent which the Authority reasonably considers to be material;
 - f) the Recipient fails to comply with any other term set out in this Agreement;
 - g) the composition, ownership or control (save where control refers to the makeup of a London Borough Council's elected executive) of the Recipient changes, or the Recipient becomes Insolvent or is dissolved in any way;
 - h) any other circumstances significantly affect the Recipient's ability to deliver the Project and/or meet the Project Objectives, Milestones and/or Project Outputs or result in or are in the reasonable opinion of the Authority likely to lead to the Project and/or the meeting of the Project Objectives, Milestones and/or Project Outputs as approved not being completed;
 - i) insufficient measures are taken by the Recipient to investigate and resolve any financial irregularity or the Authority reasonably concludes the GLA Funding is at risk of being misapplied; and/or
 - j) the Recipient fails to comply with the Authority's policies on sustainability and accessibility from time to time in place in undertaking activity pursuant to the Project including (without limitation) those comprised in the London Plan

<http://www.london.gov.uk/priorities/planning/london-plan>)) ;

k) the Recipient fails to provide the Authority upon request with:

- (i) copy invoices clearly showing Expenditure Incurred on the Milestones and/or Project Outputs or in the absence of such invoices contract documents and transaction listings from the Recipient's finance management system and certified as true and accurate records of such expenditure by the Recipient's Chief Financial Officer; or
- (ii) documentary evidence verifying (in the opinion of the Authority) the delivery of the Project Objectives, Milestones and/or Project Outputs; and/or
- l) the acts or omissions of the Recipient, its contractors, agents, servants of any persons receiving grant funding from the Recipient might (in the reasonable opinion of the Authority) conflict with the objectives of the Authority, bring the Authority into disrepute or adversely affect the reputation of the Authority.

7.2 The Recipient shall notify the Authority immediately and provide the Authority with a full written explanation, if any of the circumstances in Clause 7.1 above arise.

7.3 If the Authority becomes entitled to exercise its rights under Clause 7.1, it may nevertheless decide not to exercise those rights, or not to exercise them to the fullest extent possible, or to delay in exercising those rights. Any decision not to exercise the Authority's rights under Clause 7.1, or to exercise them only partially or to delay in exercising them, may be made on conditions which will be notified to the Recipient provided always that any such decision by the Authority shall not prevent the subsequent enforcement of any subsequent breach of that provision, and shall not be deemed to be a waiver of any subsequent breach of that or any other provisions.

7.4 The Authority may also in addition to but without prejudice to its rights under Clauses 7.1 to 7.3 (inclusive) and at its sole discretion terminate this Agreement at any time by giving two calendar months' notice in writing to the Recipient.

7.5 In the event that the Authority exercises its right to terminate this Agreement under

a) Clause 7.1:

- i) the relationship of the parties shall cease and any rights granted under or pursuant to this Agreement shall cease to have effect save as (and to the extent) expressly provided for in this Clause 7.5;
- ii) any provision which expressly or by implication is intended to come into or remain in force on or after termination shall continue in full force and effect;
- iii) the Recipient shall promptly return to the Authority or dispose of in accordance with the Authority's instructions all information, other data and documents and copies thereof disclosed or supplied to the Recipient by the Authority pursuant to or in relation to this Agreement; and
- iv) the Recipient shall repay to the Authority upon demand such amounts of the GLA Funding paid to the Recipient prior to termination as it deems appropriate including (without limitation) such sums of the GLA Funding which are repayable pursuant to Clause 4 for and/or part C of Schedule 2;

- b) Clause 7.4:
 - i) the provisions of Clause 7.5(a) (i) to (iii) shall apply; and
 - ii) the GLA shall pay the Recipient a pro-rated sum calculated by reference to Expenditure Incurred on or before the date on which notice is served under clause 7.4 and for which it has yet to invoice the Authority provided always that the Recipient provides the Authority with an invoice for the same with all supporting documentation required by the GLA in accordance with Clause 4 of this Agreement and the Funding Schedule.

7.6 Where the Authority exercises its right to reduce, suspend or withhold GLA Funding, or requires all or part of the GLA Funding to be repaid pursuant to Clause 7.1, where the sums in question relate to GLA Funding paid in respect of Project Outputs, the GLA Funding may be re-calculated based on the revised maximum number of Sustained Outcomes deemed achievable by the Authority (at its discretion) and multiplied by the Overall Unit Cost, regardless of the associated value of the volume of prior Project Outputs achieved at the date on which the GLA notifies the Recipient of its exercise of its Clause 7.1 rights, provided always that the Authority reserves the right to apply an alternative methodology to re-calculate the GLA Funding amount.

8. Procurement and State Aid

- 8.1 All procurement of works, equipment, goods and services shall be based on value for money and suitable skills and experience and conducted:
- a) using a fair and transparent documented decision making process taking account of public sector accountability and probity;
 - b) in accordance with all relevant law including the Public Contracts Regulations 2015 and GLA Contracts and Funding Code and in any event, where the Recipient is a London Borough Council, in accordance with its relevant contracting and/or procurement procedures and rules, which for the avoidance of doubt the Recipient hereby warrants are compliant with the aforementioned regulations and related best practice; and
 - c) in accordance with government best practice relating to procurement practices and procedures.
- 8.2 In accepting and disbursing the GLA Funding the Recipient shall comply with all applicable European Union rules on State Aid and shall ensure that all requirements for any application of the Block Exemptions or notification and approval by the European Commission under such rules are met.
- 8.3 Unless otherwise notified by the Authority when utilising the GLA Funding to fund Relevant Aid to a Relevant Enterprise under the Project (whether directly by the Recipient itself or by funding the Relevant Enterprise in question to do so) the Recipient shall ensure that such aid is provided as “de minimis aid” in accordance with the De Minimis Aid Exemption.
- 8.4 In order to prevent any single Relevant Enterprise receiving aid in excess of the De Minimis Threshold (whether under the Project or otherwise from the Authority or any other public body or public source) the Recipient shall:

- a) obtain a completed De Minimis Disclosure Form from the Relevant Enterprise before allowing it to participate in the Project, providing it with any Relevant Aid or releasing any funding to it;
- b) only provide Relevant Aid to a Relevant Enterprise when satisfied that doing so will not raise the total amount of Relevant Aid received by that Relevant Enterprise from the Authority or any other public body or public source above the De Minimis Threshold;
- c) maintain copies of the De Minimis Disclosure Forms and information about the amount and nature of the Relevant Aid provided for a period (in each and every case) of ten financial years after the date on which the Relevant Aid is provided to the Relevant Enterprise in question; and
- d) permit the Authority its auditors and agents access to the Minimis Disclosure Forms and to any other related records and information it considers necessary for assessing whether relevant State Aid rules have been complied with within ten (10) working days of a request for the same which the Authority may then disclose to the Department of Business Energy & Industrial Strategy and European Commission.

8.5 The Recipient shall notify the Authority when;

- (a) the value of Relevant Aid provided under the Project to any single Relevant Enterprise reaches the Relevant Aid Trigger Point; and
- (b) the Recipient envisages that the Relevant Enterprise's continued participation is required in the Project.

8.6 Following the Recipient notifying the Authority in accordance with Clause 8.5, the Authority may consider what measures need to be implemented to ensure that any further Relevant Aid received by the Relevant Enterprise complies with State Aid rules, including (without limitation) directing the Recipient:

- a) not to provide the Relevant Enterprise with any further Relevant Aid;
- b) to utilise the Block Exemptions or any other applicable exemption or European Commission notification and approval procedure.

8.6 If the Authority directs it to do so the Recipient shall itself complete a De Minimis Disclosure Form in respect of any portion of the GLA Funding utilised by the Recipient that the Authority considers to be Relevant Aid to the Recipient as a Relevant Enterprise and shall fully cooperate with the Authority in utilising the Block Exemptions or any other applicable exemption or European Commission notification and approval procedure to comply with State Aid rules.

8.7 The Authority reserves the right to vary the requirements relating to State Aid in line with changes to relevant European legislation from time to time.

8.8 The Authority may monitor the Recipient's compliance with the requirements of this Clause 8 (where applicable).

9. Publicity and Intellectual Property

- 9.1 The Recipient shall ensure that publicity is given to the Project and the fact that the Authority, and/or the London Economic Action Partnership (LEAP) is financially supporting the Project. In acknowledging the contribution made by the Authority, the Recipient must comply with any guidance on publicity and/or branding provided by the Authority from time to time and the Authority's logos (in the form set out in Schedule 3) shall be used wherever possible including (without limitation) on hoardings/construction signboards.
- 9.2 All publicity generated by the Recipient referring to the Mayor of London, the Authority, and/or the London Economic Action Partnership (LEAP) and/or each of their respective names, logos or branding including (without limitation) all press and media releases must be approved in writing at least two weeks in advance of any release of publicity material (in any form) by the Authority's Representative. The Recipient shall also ensure that any proposals for any launch or other related publicity activity are approved in writing by the Authority at least one month before the date of such proposed launch or other related publicity activity.
- 9.3 The Recipient shall ensure that it does not by its own actions or omissions, or those of its contractors or agents, harm the Authority's reputation or bring the Authority into disrepute.
- 9.4 If any part of the GLA Funding is used directly or indirectly to purchase or develop any Intellectual Property Rights then the Recipient shall take all necessary steps to protect such rights and hereby grants a perpetual, royalty-free licence to the Authority to use the same for the purposes related to, and connected with, policies, initiatives and campaigns, and related to, or connected with, the Authority's discharge of its statutory duties and powers.

10. Agency

- 10.1 The Recipient is not and shall in no circumstances hold itself out as being the agent or partner of the Authority.
- 10.2 The Recipient is not and shall in no circumstances hold itself out as being authorised to enter into any contract on behalf of the Authority, or in any other way to bind the Authority, to the performance, variation, release or discharge of any obligation or power; or to make any statement on behalf of the Authority (unless approved in writing in advance).
- 10.3 The employees of the Recipient are not, shall not hold themselves out to be, and shall not be held out by the Recipient as being, employees of the Authority for any purpose whatsoever.

11. Amendment

The Recipient understands that amendments to this Agreement may be necessary in accordance with instructions and guidance issued by the Authority. No amendment to this Agreement shall be effective unless it is in writing and signed by or on behalf of each of the parties hereto, but the Recipient shall comply with any formal procedures for amending agreements which the Authority may have in place from time to time, and shall not unreasonably withhold or delay its consent to any amendment proposed by the Authority.

12 Review, Consultation and Final Report

- 12.1 In preparation for each of the Review Meetings (as that term is defined in Clause 12.2), the Recipient shall not less than 7 days before the date of the relevant Review Meeting submit to the Authority a report detailing the Recipient's activities in relation to meeting the Project Objectives, Milestones and/or Project Outputs.
- 12.2 The Recipient and the Authority shall meet to review the progress of the Project and the meeting of the Project Objectives, Milestones and/or Project Outputs ("Review Meeting") from time to time on a regular basis, at such times as agreed by the parties. Review Meetings will be organised by the Authority.
- 12.3 The agenda for the Review Meeting (which shall be attended by the Recipient's Representative) shall be informed by the Recipient's claims for payment and Project Monitoring Forms and shall include but not be limited to:
- a) the progress and delivery of the Project and Project Objectives, Milestones and/or Project Outputs against the Milestones, any risks which may have any cost, funding, programme delay or quality implications and/or which may affect the delivery of the Project Objectives, Milestones and/or Project Outputs or any part thereof fully in accordance with this Agreement and the action the Recipient proposes to take to prevent and/or mitigate such risks adversely affecting the Recipient's ability to deliver the Project Objectives, Milestones and/or Project Outputs;
 - b) the amount of Additional Funding secured by the Recipient;
 - c) the Recipient's proposals for publicising, branding and acknowledging the Authority's funding of the Project; and
 - d) any revisions that may be necessary to the Project Objectives, Milestones and/or Project Outputs for whatever reason.
- 12.4 Any variations to this Agreement that appear to be necessary as a result of a Review Meeting shall be made in accordance with Clause 11.
- 12.5 In addition to the Review Meetings, throughout the term of this Agreement, the Recipient shall:
- a) comply fully with the requirements set out at Schedule 10;
 - b) cooperate fully with and provide the Authority and its agents including, but not limited to the IMS, servants and contractors with all information and assistance that it reasonably requests from time to time including (without limitation) participating in and supporting the Authority's evaluation of the Project;
 - c) procure that its agents, servants and contractors cooperate fully with and provide the Authority and its agents including, but not limited to the IMS, servants and contractors with all information and assistance that it reasonably requests from time to time including (without limitation) participating in and supporting the Authority's evaluation of the Project and the Authority's Skills for Londoners Capital Fund and related programmes; and

- d) provide upon request the IMS with such information and materials as the Authority requests;
- e) take all steps necessary to facilitate the Authority and/or the IMS conducting visits to the site(s) of GLA funded activity as notified by the Authority from time to time; and
- f) enable attendance at and provide reasonable notice and meeting papers for project team meetings by the Authority or its nominee including (without limitation) the IMS.

13. Compliance with Legislation and Policies

13.1 The Recipient shall ensure that it, and anyone acting on its behalf, complies with the law for the time being in force in England and Wales, and in particular:

- a) shall take all necessary steps to secure the health, safety and welfare of all persons involved in or attending the Project;
- b) shall ensure it complies and its Sub-Grantees, suppliers and sub-contractors comply with the provisions of Bribery Act 2010 and any guidance issued by the Secretary of State under the same (whether or not so obliged expressly by that act or such guidance); and
- c) shall have in place appropriate equal opportunities and complaints policy/procedures and shall not unlawfully discriminate against any person.

13.2 The Recipient warrants that it has or will obtain the necessary authority (legislative or otherwise) to deliver the Project.

13.3 Without prejudice and in addition to Clauses 13.1 and 13.2 the Recipient:

- (a) shall comply with all relevant enactments in force from time to time relating to discrimination in employment and the promotion of equal opportunities;
- (b) acknowledges that the Authority is under a duty under section 149 of the Equality Act 2010 to demonstrate it has paid due regard to the need to:
 - (i) eliminate unlawful discrimination and harassment;
 - (ii) advance equality of opportunity between groups who share protected characteristics and those that do not, in particular, minimise disadvantage suffered by the equality groups; taking steps to meet the needs of equality groups that are different from the needs of others; encouraging equality groups to participate in public life or in any other activity (such as elected office or management positions) in which their participation is disproportionately low.
 - (iii) Foster good relations between people who share a protected characteristic and those that do not.

The protected characteristics noted in the Equality Act include: age, race, sex, disability, religion or belief, sexual orientation, gender reassignment,

pregnancy and maternity. For the first tenet, marriage and civil partnership would also be applicable. In undertaking any activity concerning the Project the Recipient shall assist and cooperate with the Authority where possible in satisfying this duty in respect of the Authority's compliance with its duties under Clause 13.3(b); and

- (c) shall assist and co-operate with the Authority where possible with the Authority's compliance with its duties under section 149 of the Equality Act 2010 and section 1 when it comes into force, including any amendment or re-enactment of section 1 or section 149, and any guidance, enactment, order, regulation or instrument made pursuant to these sections;
- (d) shall (before the commencement of the Project):
 - (i) undertake Disclosure and Barring Service checks in respect of all persons engaged in or about the Project (by the Recipient, any agent, sub-recipient of GLA Funding, contractor or sub-contractor) where such persons shall be working with children or vulnerable persons or have access to personal data (as defined by the Data Protection Act 1998 and, from 25 May 2018 only, the Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, as applicable) concerning such children and vulnerable persons in relation as part of the Project; and
 - (ii) have in place (and maintain throughout the continuance of the Project) appropriate child and vulnerable persons safeguarding policies, which must, for the avoidance of doubt meet any requirements of the GLA's related policies in this place from time to time, including (without limitation) the GLA's Child Policy and Protection Procedures;
- (e) shall if required by the Authority, ensure that the Project shall incorporate and be carried out in accordance with the Responsible Procurement Policy in which case, if requested by the Authority, the Recipient shall develop a responsible procurement plan (the "Recipient's Responsible Procurement Plan") setting out how the Recipient intends to carry out the Project in accordance with the Responsible Procurement Policy, and the Recipient shall submit the Recipient's Responsible Procurement Plan to the Authority for approval, such approval not to be unreasonably withheld. The Authority shall monitor the Recipient's compliance with this clause and the Recipient's Responsible Procurement Plan, and any failure to comply with such requirements shall constitute a material breach of this Agreement; and
- (f) shall if relevant to the Project be fully responsible for complying with all obligations on the part of the "client" contained in the Construction (Design and Management) Regulations 2015 and the Recipient shall indemnify the Authority in respect of all liabilities which the Authority may incur or suffer in relation to such Regulations.
- (g) shall make reasonable efforts to utilise and adhere to the Authority's Sustainability Charter

<https://lep.london/sites/default/files/FE%20Capital%20sustainability%20charter%20>

final.pdf;

14. Liability and Insurance

- 14.1 The Recipient shall be liable for and shall indemnify and keep indemnified the Authority from and against any loss or damage incurred and any injury (including death) suffered and all actions, claims, costs, demands, proceedings, damages, charges and expenses whatsoever brought against the Authority and arising in connection with the management (including financial management) and delivery of the Project to the extent that such loss, damage, injury (including death), actions, claims, costs, demands, proceedings, damages, charges and expenses are due to the negligence of the Recipient or the default of the Recipient in carrying out its obligations under this Agreement.
2. The Recipient shall ensure that at all material times it maintains in force policies of insurance with an insurance company of long-standing and good repute in respect of:
- a) public liability for a minimum amount of five million pounds sterling (£5,000,000.00) in respect of any one occurrence or a series of occurrences arising out of any one event; and
 - b) such other insurance as may be required in order to fulfill the conditions of this Agreement including (without limitation) employers liability insurance for the statutory minimum amount of cover.
- 14.3 The Recipient shall on the written request of the Authority from time to time allow the Authority to inspect and/or provide the Authority with evidence that it has all necessary policies of insurance in place.

15. Data Protection, Freedom of Information, Confidentiality and Transparency

- 15.1 The Recipient shall ensure that at all times it complies with its obligations under this Agreement in such manner so as to comply with the Data Protection Act 1998 (and, from 25 May 2018 only, the Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data) and all applicable regulations including (without limitation) the maintenance of an appropriate registration with the Information Commissioner.
- 15.2 The Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR) gives a general right of access to information held by a public authority. Subject to any exemptions applicable, the Recipient shall co-operate fully with the Authority as reasonably requested by the Authority in respect of any request for information made to the Authority in connection with this Agreement pursuant to the FOIA, EIR or other applicable legislation.
- 15.3 Subject to Clauses 15.2, 15.4 and/or 15.5 the parties shall keep confidential any information exchanged between the parties which either party has specified as confidential or which would be likely to prejudice the interests of either party commercially or otherwise.
- 15.4 The obligations under Clause 15.3 above shall not apply to:

- (a) information which at the time of disclosure is in the public domain;
- (b) information which is required to be disclosed by law (including the Parties' under the FOIA);
- (c) information which is disclosed with the consent of the disclosing party.

15.5 Both Parties acknowledges and agrees that the Authority:

- (a) is subject to the Transparency Commitment and accordingly, notwithstanding Clause 15.3 hereby gives their consent for the other Party to publish the Agreement Information to the general public; and
- (b) may in its absolute discretion redact all or part of the Agreement Information prior to its publication. In so doing and in its absolute discretion the Authority may take account of the exemptions/exceptions that would be available in relation to information requested under FOIA. The Authority may in its absolute discretion consult with the Recipient regarding any redactions to the Agreement Information to be published pursuant to this Clause 15.5. The Authority shall make the final decision regarding publication and/or redaction of the Agreement Information.

15.6 For the avoidance of doubt in the event that the Authority consents to the Recipient's disposal or cessation of use in the Project of any Capital Asset (pursuant to Clause 6.2) the Recipient shall ensure all data collected used or in any way related to or connected with the Project is erased (so that it cannot be recovered there from) from the Capital Assets to which such consent relates.

16. Entire Agreement

This document sets out the entire agreement between the parties and supersedes all prior oral or written agreements, arrangements or understandings between them. The parties acknowledge that they are not relying on any representation, agreement, term or condition, which is not set out in this Agreement.

17. Force Majeure

- 17.1 Either party shall notify the other in writing of any Force Majeure Event as soon as it is aware of it.
- 17.2 Neither party shall be in breach of the Agreement by reason of any Force Majeure event. Each party shall bear their own costs arising as a consequence of the Force Majeure Event.

18. Governing law and jurisdiction

This agreement and any dispute or claim arising out of it or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales. The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim

that arises out of or in connection with this agreement or its subject matter or formation (including non-contractual disputes or claims).

19. Contracts (Rights of Third Parties) Act 1999

A party who is not a party to this agreement shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this agreement.

20. Severance

If any court or competent authority finds that any provision of this agreement (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this agreement shall not be affected

21. Definition of Terms

In this Agreement the following terms shall have the following meanings:

- 21.1 **“Additional Funding”** has the meaning prescribed to that term in clause 4.3 of this Agreement.
- 21.2 **“Agreement Information”** means (i) this Agreement in its entirety (including from time to time agreed changes to the Agreement) and (ii) data extracted from the claims made under this Agreement which shall consist of the Recipient’s name, the expenditure account code, the expenditure account code description, the document number, the clearing date and the claim amount;
- 21.3 **“Authority’s Representative”** means any person nominated by the Authority from time to time to be its representative for any matters relating to this Agreement.
- 21.4 **“Block Exemptions”** the Commission Regulation 651/2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty of the Functioning of the European Union. .
- 21.5 **“Certificate of Output Delivery”** means (where applicable) the certificate to be completed and submitted to the Authority in accordance with part B of the Funding Schedule 2, in the form set out Schedule 8 as amended by the Authority from time to time.
- 21.5 **“De Minimis Aid Exemption”** means the De Minimis block exemption (EC Regulation 1407/2013 of 18 December 2013 on the application of Article 107 and 108 of the Treaty of the Functioning of the European Union.
- 21.6 **“De Minimis Disclosure Form”** means the form attached at Schedule 4 or such other disclosure form as the Authority may on the giving of notice to the Recipient require it to use.
- 21.7 **“De Minimis Threshold”** means the ceiling on Relevant Aid provided under the De Minimis Block Exemption to a Relevant Enterprise as more particularly set out in the De Minimis Disclosure Form.
- 21.8 **“Deliverables”** means any deliverables including the Sustained Deliverables to be met by the Recipient and as may be set out in the Annex to Schedule 1 and/or to any annexure thereto and any amendment thereto agreed between the parties in accordance with clauses 11 and 12,

and to be carried out in accordance with the undertakings set out in Schedule 1 and the achievement of which for the avoidance of doubt shall be measured by reference to Output and Outcomes Framework.

- 21.9 **“Output and Outcomes Framework”** means the Good Growth Fund Output and Outcomes Framework as amended from time to time and the current version of which can be found at <https://www.london.gov.uk/what-we-do/regeneration/funding-opportunities/good-growth-fund-supporting-regeneration-london>
- 21.10 **“ESF Project”** means not applicable.
- 21.11 **“ESF Sponsor”** means a person having entered into an ESF Sponsor Agreement with the Authority on the same date as having entered into this Funding Agreement.
- 21.12 **“ESF Sponsor Agreement”** means an agreement governing the Recipient’s provision (as an ESF Sponsor) to the Authority (acting as agent for the Department of Work and Pensions in the award of European Social Funding) in such form as is issued by the Authority from time to time.
- 21.13 **“Capital Asset”** means any item of equipment or other asset which has a purchase value of five thousand pounds sterling (£5,000.00) or more and which on the date of its purchase by the Recipient has a useful life of more than three (3) years and is purchased wholly or partly out of the GLA Funding.
- 21.14 **“Expenditure Incurred”** means expenditure connected with the Project in respect of which the Recipient has received relevant goods and services, or in respect of which it has entered into contractual obligations, for which payment has been made or is due to be made.
- 21.15 **“Financial Year”** means the annual period from 1 April to 31 March.
- 21.16 **“FOIA”** has the meaning given to it in Clause 15.2.
- 21.17 **“Force Majeure”** means any of the following: riot, civil unrest, war, act of terrorism, threat or perceived threat of act of terrorism, fire, earthquake, extraordinary storm, flood, abnormal weather conditions or other natural catastrophe or strikes, lock-outs or other industrial disputes to the extent that such event has materially affected the ability of the Party relying on the Force Majeure Event (“Affected Party”) to perform its obligations in accordance with the terms of the Agreement but excluding any such event insofar as it arises from or is attributable to the willful act, omission or negligence of the Affected Party or the failure on the part of the Affected Party to take reasonable precautions to prevent such Force Majeure Event or its impact .
- 21.18 **“Funding Schedule”** means the schedule of payments agreed between the parties as set out in Schedule 2 to this Agreement
- 21.19 **“GLA Funding”** means a sum of up to eight hundred and fifty thousand pounds sterling (£850,000) to be paid to the Recipient by the Authority in accordance with the terms and conditions of this Agreement.
- 21.20 **“IMS”** refers to any independent monitoring surveyor, acting on behalf of the Authority from time to time.

21.21 **“Insolvent”** means:

- where the Recipient is an individual (or if more than one individual than any one of them):
 - (a) the subject of a bankruptcy petition;
 - (b) is the subject of an application for an interim order under Part VIII of the Insolvency Act 1986 as amended by the Insolvency Act 2000 and the Enterprise Act 2002;
 - (c) enters into any composition, moratorium or other arrangement with its creditors, whether or not in connection with any proceeding under the Insolvency Act 1986 as amended by the Insolvency Act 2000 and the Enterprise Act 2002; and
- where the Recipient is a body corporate (or if more than one body corporate than any one of them):
 - (a) a proposal for a voluntary arrangement is made under Part 1 of the Insolvency Act 1986 as amended by the Insolvency Act 2000 and the Enterprise Act 2002 or the Directors of the Recipient resolve to make such a proposal;
 - (b) a petition for an administration order is presented under Part II of the Insolvency Act 1986 as amended by the Insolvency Act 2000 and the Enterprise Act 2002 or the Directors of the Recipient resolve to present such a petition;
 - (c) a receiver (including a receiver under section 101 of the Law of Property Act 1925 or manager or administrative receiver of its property (or part of it) is appointed;
 - (d) a resolution for its voluntary winding up is passed under Part 1V of the Insolvency Act 1986 as amended by the Insolvency Act 2000 and the Enterprise Act 2002 or a meeting of its creditors is called for the purpose of considering that it be wound up voluntarily (in either case, other than a voluntary winding up whilst solvent for the purposes of and followed by a solvent reconstruction or amalgamation);
 - (e) a petition for its winding up is presented to the court under Part IV or by virtue of Part V of the Insolvency Act 1986 as amended by the Insolvency Act 2000 and the Enterprise Act 2002 or a resolution is passed that it be wound up;
 - (f) an application is made under section 895 of the Companies Act 2006 or a proposal is made which could result in such an application;
 - (g) entry into or a proposal to enter into any arrangement, moratorium or composition (other than any referred to above) with its creditors; or
 - (h) the dissolution or removal from the Register of Companies of the Recipient or it ceasing to exist (whether or not capable of reinstatement or reconstruction).

21.22 **“Intellectual Property Rights”** means copyright, patents, registered and unregistered trade marks, registered and unregistered designs and all other industrial and intellectual property rights anywhere in the world whether registered or unregistered and including any applications for any of those rights

- 21.23 **“Milestones”** means the milestones for the Recipient’s fulfillment of the Project Objectives set out in part A of Schedule 2.
- 21.24 **“Output Related Funding”** means (where applicable) the any GLA funding paid in respect of Project Outputs as may be set out in Part B of Schedule 2.
- 21.25 **“Outputs Value Return”** means (where applicable) the return confirming Outputs delivered in a quarterly claim period and cumulatively from which, using the Unit Rates, the claim amount for the Quarter will be calculated as well as the cumulative amount claimed to date in the form set out at Schedule 5(c) as amended by the Authority from time to time.
- 21.26 **“Project Outputs”** means (where applicable) any outputs including the Sustained Outcomes to be met by the Recipient and as may be set out in the Annex to Schedule 1 and/or to any annexure thereto and any amendment thereto agreed between the parties in accordance with clauses 11 and 12, and to be carried out in accordance with the undertakings set out in Schedule 1.
- 21.27 **“Project”** means the Construction of the central warehouse for the Every One Every Day programme, providing LBBD residents with access to shared tools and equipment.
- 21.28 **“Project Monitoring Form(s)”** means the form(s) to be completed and submitted to the Authority by the Recipient under Clause 4.2 and which shall take the form of the template set out at Schedule 5a.
- 21.29 **“Project Objectives”** means the objectives to be met by the Recipient as set out in Schedule 1, including (without limitation the Deliverables) and any amendment thereto agreed between the parties in accordance with clauses 11 and 12, and to be carried out in accordance with the undertakings set out in Schedule 1.
- 21.30 **“Quarter”** means the following periods in the relevant calendar year (i) 1 April to 30 June, (ii) 1 July to 30 September, (iii) 1 October to 31 December and (iv) 1 January to 31 March.
- 21.31 **“Recipient’s Chief Financial Officer”** has the meaning given to it in paragraph 1 of Part A of Schedule 2.
- 21.32 **“Recipient’s Representative”** means the representative of the Recipient responsible for ensuring the effective delivery and management of the Project whom as at the date of the commencement of this Agreement is Tessy Britton.
- 21.33 **“Recipient’s Responsible Procurement Plan”** has the meaning given to it in Clause 13.3(e).
- 21.34 **“Relevant Aid”** means any financial or non-financial aid or assistance provided to a Relevant Enterprise incusing (without limitation) any capital or revenue grant payments any diagnosis and/or consultancy services and/or training services provided to a Relevant Enterprise and/or its employees at less than market value and subsidies towards the normal operating costs of the Relevant Enterprise any guarantees against any of its liabilities and loans charged at less than market interest rates (in the case of novel or contentious forms of aid and assistance the Recipient should seek the Authority’s advice).
- 21.35 **“Relevant Aid Trigger Point”** means unless the Authority notifies the Recipient otherwise the value of the Euro equivalent (at the date of this Agreement) of fifty thousand pounds sterling (£50,000.00) of Relevant Aid provided by the Recipient to a Relevant Enterprise within the last three consecutive financial years.

- 21.36 **“Relevant Enterprise”** means an entrepreneur sole trader partnership firm of business (whether incorporated or not) or other body (public or private) undertaking activities of a commercial character or conducted with a view to profit or providing goods and services in an environment for which there is a commercial market but (for the avoidance of doubt) excluding aid and assistance to children young people and adults in education unemployed persons apprentices persons on work placements and employees where the Relevant Aid provided does not directly assist their employer.
- 21.37 **“Responsible Procurement Policy”** means the GLA Group Responsible Procurement Policy in place from time to time and the current version of which can be obtained from https://www.london.gov.uk/sites/default/files/gla_group_rpp_v7.12_final_template_for_web.pdf.
- 21.38 **“Review Meeting”** has the meaning given to it in Clause 12.2.
- 21.39 **“State Aid”** means aid defined by the Treaty of the Functioning of the European Union, Article 107(1). It is granted through state resources in any form which could distort competition and affect trade by favouring certain undertakings or the production or certain goods is incompatible with the common market unless the Treaty of the Functioning of the European Union allows otherwise.
- 21.40 **“Schedule”** means a schedule to this Agreement which shall form part of this Agreement as if set out here.
- 21.41 **“Statement of GLA Funding Expenditure”** means the statement to be provided by the Recipient to the Authority in accordance with section 1 of Part B of the Funding Schedule setting out full details of Expenditure incurred on the Project and in respect of which claims for GLA Funding have been made [in the previous Financial Year], which shall be accompanied by copy invoices clearly showing Expenditure Incurred on the Project Outputs or in the absence of such invoices contract documents and transaction listings from the Recipient’s finance management system and certified as true and accurate records of such expenditure by the Recipient’s Chief Financial Officer in the form set out in Schedule 7 as amended by the Authority from time to time.
- 21.42 **“Sub-Grantee”** means any person which the Recipient funds in whole or in part from the GLA Funding.
- 21.43 **“Sustainability Charter”** means the Authority’s policies and guidance on sustainability as comprised in the Sustainability Charter (<https://lep.london/sites/default/files/FE%20Capital%20sustainability%20charter%20final.pdf>),
- 21.44 **“Sustained Deliverables”** means any deliverables including the Sustained Deliverables to be met by the Recipient and as may be set out in the Annex to Schedule 1 and/or to any annexure thereto and any amendment thereto agreed between the parties in accordance with clauses 11 and 12, and to be carried out in accordance with the undertakings set out in Schedule 1.
- 21.45 **“Sustained Outcomes”** means (where applicable) any outputs or outcomes which by their nature are to be measured over a sustained period as may be set out at Annex 1 to Schedule 1.

- 21.46 **“Transparency Commitment”** means the Authority’s commitment to publishing its agreements, contracts, tender documents and data from invoices and claims received in accordance with the Local Government Transparency Code 2015 and the GLA’s Contracts and Funding Code..
- 21.47 **“Unit Rates”** means (where applicable) the values associated with each specific Project Output as set out in Schedules 1 and/or 2 or any annexure thereto.
22. A reference to any statute, enactment, order, regulation or other similar instrument shall be construed as a reference to the statute, enactment, order, regulation or instrument as amended or re-enacted by any subsequent statute, enactment, order, regulation or instrument and shall include all statutory instruments or orders made pursuant to it whether replaced before or after the date of execution of this Agreement.

IN WITNESS OF THE ABOVE the parties have executed and delivered this Funding Agreement as a deed on the date written at the head of this document.

The Corporate Seal of the)
GREATER LONDON AUTHORITY)
hereto affixed is authenticated by:)

.....
(Signature of Authorised Signatory)

.....
(Print Name)

.....
(Date)

**[Execution block to be obtained from recipient
and inserted]**

Schedule 1

Project Objectives

Every One Every Day

Project Summary

The project will deliver the Central 'Warehouse' for the Every One Every Day Programme, which aims to build the first large scale, fully inclusive, practical participation system working with residents to co-create 250+ new practical neighbourhood projects and 100+ new businesses, with 25,000+ residents participating. Over 5 years (from 1 August 2017) Every One Every Day will build a team of 25 specialists within Barking and Dagenham that will be dedicated to creating an innovation participatory ecosystem within the borough.

The Warehouse project and wider Every One Every Day programme have been designed specifically to support inclusive growth and increase the wellbeing of residents across a whole range of indicators. It will do this by surfacing, connecting and supporting the many existing people, ideas, organisations and resources already in the borough and by drawing in extensive amounts of evidence-based innovation and research from the wider world.

The Warehouse will be a large public co-working and makerspace facility, freely accessible to local residents. It will be a central workshop resource for the borough of Barking and Dagenham that will serve as the central engine room for kickstarting an inclusive circular local economy in the borough. The warehouse forms a key part of large new ecosystem of spaces, projects and businesses being built across the borough through the Every One Every Day initiative. As well as supporting the development of many individual businesses and co-operatives across the borough, the Warehouse will also stimulate the development of new businesses to support the new film studios, Made in Dagenham, who will be in need of specialist creative services such as costume design, processing etc, as well as food suppliers, restaurants and logistic services.

The Warehouse project consists of 4 primary elements;

1. Warehouse design and construction
2. Incubation of community businesses and support offer to Every One Every Day participants
3. Establish connections with existing manufacturing businesses in LBBD
4. Development of a decant / legacy strategy

Project Objectives

1. Warehouse design and construction

The goal of the Warehouse is to bring to the Barking and Dagenham borough, a space for co-working, collaboration, skill-sharing, and local manufacture that will kickstart an inclusive circular local economy. The space needs to be welcoming and accessible by all for free, and allow for collaboration between different stakeholders. It also needs to be flexible and able to adapt in order to allow for a range of activities to take place in it. Finally, its design should allow for potential relocation to the Beam Park site in 2022.

Project design and development will be broken down into three different components; the Warehouse Structure, the Makerspace Modules, and the Urban Farm.

Prefabricated Warehouse Structure: There will be a prefabricated steel structure of 1,000 m² (20m x 50m). The structure will be fully insulated with eight 2mx1m windows, skylights and patio doors. The design process will give consideration to different forms of cladding attached on the exterior facades of the prefabricated structure to make it visually appealing and distinctive from the adjacent warehouses on the Made in Dagenham campus, during the development period.

Flexible Makerspace Modules: For the interior fit out of The Warehouse Shell, there will be Makerspace Modules with the necessary furniture, panels, machinery, and infrastructure needed for a makerspace. The modules are used to adapt the space based on the occasional needs the team and community have, and that they are easy to pack and relocate.

Engaging Urban Farm: The Urban Farm will be a 1,000 m2 area with grass, trees and raised planter boxes. It will allow for growing of vegetables during spring and summer. Additional hoop greenhouses will allow for partial year-round production. The garden will also have a deck area for community gathering and gardening workshops.

The three components of the Warehouse will then be developed in three distinct stages. The first one includes the submission of the planning permission for the site and construction of the Warehouse Structure. The second one involves the design competition for the Makerspace Modules and the Urban Farm, and the third one their actual design and construction.

Stage 01 - Planning Permission & Warehouse Construction: PCF have hired a Warehouse Project Manager, who will be responsible for the planning permission application, the acquisition, and construction of the warehouse. Design development of the warehouse structure will be prioritised with the intention to apply for a planning permission by end of April 2018.

The Mayor has set out his commitment to achieving high quality places for Londoners and a more inclusive and sustainable form of growth - summarised as Good Growth by Design. Design development of the warehouse will be subject to GLA Design Dialogue arrangements, set out at the end of Schedule 1.

2. Incubation of community businesses and support offer to Every One Every Day participants

Residents with ideas for new businesses will have free access to a range of business, technical and collaborative support through the Neighbourhood School based at the Warehouse. The Warehouse will therefore become the hub for the incubation of new businesses arising from the borough-wide platform, and it will be from here the majority of workshops, apprentice development and training sessions will take place.

The neighbourhood shops (two now, four by August 2018 and five by August 2019) and the neighbourhood projects they support will act as a pipeline to channel residents from neighbourhood projects into community business opportunities in the warehouse.

With an emphasis on developing business models which can support the circular economy in Barking and Dagenham, including co-operative and mutual models, the practical functionality of the workshop will be home to the business incubation programmes delivered by specialist tutors running through the year.

3. Establish connections with existing manufacturing businesses in LBBD

As described above, the primary purpose of the warehouse is to support local residents to develop the skills, confidence and business models to take advantage of some of the major developments which will take place in Barking and Dagenham over the coming years.

The location of the warehouse in both time and place is significant in terms of supporting resident pathways into long-term employment and self-employment, building on the manufacturing heritage of the borough and its people. It also brings significant opportunities to scale business models and ideas through connections with manufacturing companies along the Essex corridor situated east of The Warehouse site.

By 2022 the site around The Warehouse, London East, is planned to become a leading centre for British film-making, attracting large scale investment from a range of sources and bringing significant opportunities in direct film-related activities, as well as in the wider supply-chain.

It is anticipated that the business incubation programme will equip local residents to create businesses which can tap into this supply chain, and beyond the film industry, to develop the skills and confidence to take up

new employment opportunities emerging from the large scale investment anticipated into Barking and Dagenham in the coming years.

Every One Every Day will also be developing a large industry network to encourage existing local businesses to create new opportunities for work experience or apprenticeships.

4. Development of a decant / legacy strategy

The location of The Warehouse is secure for its first 4 years (the expiration of which will be at the same point as the conclusion of the broader Every One Every Day project in which it is embedded. The external structure of the building and internal maker space infrastructure are to be constructed in such a way as to enable a range of legacy options to be considered. These include;

- remaining at the Made in Dagenham film-making campus
- moving wholesale to another location such as the redeveloped Ford plant and Beam Park, scheduled for completion in 2022).

The final decision as to location of the warehouse will be made in the light of the commercial and practical opportunities which pertain in 2022. The decision will be made jointly between Every One Every Day staff, the GLA, the other members of the Every One Every Day funders board, and the residents of Barking and Dagenham who are the beneficiaries of The Warehouse.

Fundamentally, the aim of The Warehouse project is to ensure free and open access to residents of Barking and Dagenham wishing to develop projects and businesses which benefit the local economy.

In order to achieve this it is anticipated that The Warehouse will develop an appropriate access model. We will gathering evidence throughout the 4 years that the value of the outcomes produced by The Warehouse exceed the investment costs of supporting The Warehouse as a vital part of the civic infrastructure within the larger participatory ecosystem the Every One Every Day has created.

Participatory Cities Foundation, with support from GLA Regeneration, will meet with relevant stakeholders including LBBD and their development partners, to ensure that the warehouse is properly embedded within the early stage thinking of relevant developments and there is a robust decant / legacy strategy in place.

Schedule 1 (contin.)

Design Dialogue Arrangements

Good design is central to the Mayor of London's Good Growth Fund. Imaginative temporary interventions can have great impact while larger, longer term physical projects will affect an area for decades to come; together, regeneration projects should make places better and help them thrive. Design, in its broadest definition, should be careful and sophisticated, and delivered at the highest quality.

Good design is about much more than the look of a project, important though that is. It is also about ensuring that projects make the best use of money to address the issues in the place where they will be happening. Typical regeneration projects might include a number of sub-elements that need to work well together in order for the overall project to be effective. These might include printed and other marketing and communications material, public realm and other infrastructure projects, architecture and buildings, temporary installations and events, decoration, lighting, planting and landscaping, physical strategy setting and masterplanning.

A good design process asks whether these project proposals fit well with existing spaces and urban fabric adding to these and improving how they work. It asks whether they celebrate and support local communities and cultures and whether small local projects begin to fix wider strategic problems and seize opportunities. These are questions that go to the heart of good place-shaping and inform all good regeneration projects.

Integration with Every One Every Day Governance

The four current funders of the Every One Every Day project will invite the GLA to join the joint Funders Board which acts as the primary governance body for the whole initiative. Meetings of the board are quarterly and focus on the previous completed quarter's activity.

Project Scoping and Design Brief

Defining, and refining the project scope; ensuring priorities are balanced against each other. When a broad scope/project definition exists already, this should be checked against the wider context and projects being developed or delivered by others. Efficiencies and opportunities should be sought to make the best out of the total investment, whether or not projects have been developed.

Before a procurement process can properly begin, a brief needs to be written that captures the opportunities and challenges identified during scoping. A good, detailed brief will pay dividends as the project progresses and is a useful document in terms of generating confidence and trust between the various stakeholders.

In view of the rapid timescales envisaged for this project, PCF will meet with the GLA during the first week following signature of this agreement to agree the full scope for the project and confirm the design brief. With the agreement of the GLA, others (such as EOED funders) may be invited to this meeting, but the meeting will not be held up in order to accommodate others.

The purpose of this meeting is to;

- Confirm expectations around project timelines and delivery schedule
- Agree joint working arrangements
- Approve the design brief
- Finalise the design competition, including the shortlist of firms invited to the competition
- Authorise initiation of the design competition

Procurement

Well executed procurement ensures that the best talent available is used to deliver excellent projects.

Our bid outlined our approach to procurement. This has been discussed with the GLA team who have approved it in principle. The key elements of this are;

- An identified a shortlist of 5 architecture and design firms who would be interested and appropriate for the task
- Incentivisation through a competition fee or prize element.
- A briefing session for shortlisted firms to learn about the competition
- An assessment and selection panel to evaluate bids involving

The outcome of the procurement exercise will be communicated to the winning firm via a letter from the chair of the selection panel.

Review and Design-to-Delivery Phase

This milestone – to be agreed and embedded in every grant – will trigger the release of delivery funding and signals that the GLA is confident in the project. The milestone is tied to a satisfactory formal review and projects will be required to address issues raised at review before progressing through the milestone. Successful completion of this milestone, which would normally take the form of a high level presentation and/or review, is a prerequisite for the release of delivery funding.

Following the conclusion of the procurement exercise, identification of the winning firm, and some initial design work the project lead will arrange a **Design Review** conducted by Mayor's Design Advocate Design Review Panel. Appropriate MDAs would be selected by GLA officers.

Following the Design review;

- the Review Panel will issue a letter setting out the feedback from the review. The project partner will be expected to respond to any issues raised by the review.
- Successful completion of Design Review will trigger development-to-delivery milestone.
- The Review Panel, liaising with GLA Project lead, will recommend whether further reviews are required

Project meetings and reviews

During the project delivery phase, progress will be monitored and enabled through **Project design meetings** occurring at initially 3 weekly intervals attended by the GLA project lead, PCF project manager, and consultants where relevant.

These will occur at a minimum of a 3 weekly frequency in the early and critical stages of delivery, with the potential to reduce to monthly meetings in latter and less critical stages.

The agenda for these meetings will be prepared by the PCF project lead. Documents will be circulated to GLA and provided at meeting, at appropriate scales and number of copies.

Depending on the stage of the project these will be likely to include:

- Related reports and studies
- Briefs or project scoping documents
- Drawings – plans, sections, maps, illustrations as appropriate
- Site photographs

Notes of project design meetings will be circulated by project leads to other team members and GLA project lead.

Delivery

The delivery phase, which will vary in length and nature from project to project, is necessarily the time when urgent decisions that affect the physical make-up of a project are made, as new challenges emerge. Whether the project is for a website, shop front, park or building, it's important to maintain an ongoing design dialogue throughout the delivery phases so that emerging issues are picked up and resolved by the wider team, and to ensure that pragmatic constraints do not have an adverse effect on quality.

GLA Officers will remain part of the ongoing project delivery team, and invited to project meetings in order to help ensure that delivery matches agreed design specifications. PCF will ensure that these meetings are used to flag any issues that would impact on design quality.

Annex to Schedule 1

Deliverables

Note: outputs below are only those attributable to the warehouse project (GLA funded) and NOT across the wider Every One Every Day programme.

<u>Deliverables</u>	Baseline	Target	Monitoring Approach Overview	Information Collected	Theory of change
	<i>Where applicable include a baseline figure</i>	<i>What is your overall aim against this Deliverable?</i>	<i>Please insert a brief description of the approach you will take</i>	<i>List monitoring & verification information you intend to collect</i>	<i>How deliverable relates to specific aspects of the project</i>
Number of people who actively participate in a project	0	5,000	In the beginning of every project, participants are asked to register with us and fill in a consent form. Residents' participation in sessions and events is tracked by the team, reported through daily diaries and logged on our CRM platform. An aggregate of people participating in a project can then be estimated.	User data across all programmes in the Warehouse	The Warehouse creates a new space for collaborative making and manufacturing, building, as well as a centre for community and resident led events.
Number of people progressing in work and employment	0	235	Through our documentation process, the progress of people is also documented in our CRM through daily observations. Also a series of participant surveys and interviews will take place every 4-6 months to track their progress. An aggregate of people progressing into to work can then be estimated.	User data across all programmes in the Warehouse	The Neighbourhood school and business incubation elements of the Warehouse build confidence, skills and opportunities for local residents to access external employment opportunities and create their own businesses.
Amount of public realm being created or improved (m ²)	0	1000 sqm		As built drawings and photographs of completed works	Freely accessible Warehouse space to Barking and Dagenham residents
Amount of new commercial / business space being created (m ²)	0 m ²	1,000 m ²		As built drawings and photographs of completed works	New space created to create businesses led and owned by Barking and Dagenham residents
Number of pre-start ups supported to incorporate	0	80	The journey of all projects & businesses started through the program are documented and reported in all of our quarterly reporting.	Project & business data across all programmes in the Warehouse	The warehouse offer completes the pipeline of business support which starts with resident-led projects in EOED shops and provides a safe space to test new business models

Hours of business support received by SMEs, pre-start ups	0	2500 hours*	For our participants' documentation, we log all of our meetings, calls, emails, and sessions with them on our CRM platform. We will also codify the type of support they are receiving from us. Then we can aggregate the hours of business support.	Project, business, and users data across all programmes in the Warehouse	The business incubation programme will run 4-6 times per year and will be freely accessible to Barking and Dagenham residents
No. of local people progressing into an apprenticeship	0	150	For our participants' documentation, we log all of our meetings, calls, and emails with them as well as sessions and programs they attended on our CRM platform. Then we can aggregate data by sessions and programs attended.	User data across all programmes in the Warehouse	The Neighbourhood school and business incubation elements of the Warehouse build confidence, skills and opportunities for local residents to access apprenticeship opportunities.
Numbers accessing community and cultural activities through community asset	0	36 events	All participants in the EOED events are being registered. The same registration practice will continue for all the events that will take place in the Warehouse as well.	Dates, times of events, details of advertising etc	The Warehouse creates a new space for collaborative making and manufacturing, building, as well as a centre for community and resident led events.
Volunteering on place based initiatives	0	5000	People who will dedicate time and skills in the development and operation of the EOED initiatives and projects overall, and the Warehouse specifically will be tracked.	No of people	Projects and businesses created in the Warehouse will provide a broad base for participation across Barking and Dagenham.

* Please note the reduction in the target hours of business support compared with the stage 2 application came about due to a reassessment of the underlying output assumptions and a desire to ensure that all committed outputs are realistic and reflective of the programme of support offered by the warehouse.

Schedule 2

Funding Schedule

Part A: Milestone Related GLA Funding

1. In addition and without prejudice to its other reporting obligations, on achievement of the Milestones and in any event no less than once per quarter, the Recipient shall submit a claim form in the form set out at part b of Schedule 5 (with supporting evidence of Expenditure Incurred on the Project Objectives including copies of third party invoices, and/or contract documents and transaction listings from the Recipient's finance management system and certified as true and accurate records of such expenditure by its statutory chief financial officer (which shall mean where the Recipient is a London borough council including, without limitation, the Royal Boroughs, the City of Westminster and Corporation of London, the officer of the Recipient who is responsible for the proper administration of its financial affairs pursuant section 151 of the Local Government Act 1972 (Recipient's Chief Financial Officer) or where the Recipient is not a London borough council, such officer validly authorised to act in such capacity on the Recipient's behalf) to the Authority for the appropriate amounts as set out in the Funding Schedule for the relevant Milestone such claims to be accompanied by:
 - (a) a written report detailing progress in meeting the Project Objectives, the application of the Recipient's Contribution to the Project Objectives and its efforts to secure and the details of any Additional Funding secured together with such evidence and other information as the Authority may reasonably require (in the form of the forms set out at part a of Schedule 5); and
 - (b) such other evidence and information as the GLA may require from time to time (as set out in the Funding Schedule or otherwise).
2. The Authority shall make payment to the Recipient, or as otherwise directed in accordance with the Funding Schedule, within 30 days of receipt of a valid invoices which the Recipient may issue following the approval by the Authority of valid claim forms submitted in accordance with paragraph 1 above.
3. If the report referred to in Clause 6.1(g) of this Agreement shows that the GLA Funding paid to the Recipient as at the date of the report is in excess of the total Expenditure Incurred by the Recipient for the achievement of the Project Objectives, then the Recipient shall repay that excess amount to the Authority forthwith and in all circumstances no later than 30 days following the approval of the report by the Authority in accordance with Clause 6.1(g) of this Agreement. Without prejudice to this obligation, the Authority may recover this excess by reduction of any funding still to be paid under this Agreement, or by set off against any other money due or to be due from the Authority to the Recipient.

			GLA budget forecast																Match Funding 2017/18 - 2021/22					
Milestone	Description of activity	Evidence (e.g. consultant brief, contract, invoice, staff entry notes and timesheets/cost codes, photos)	GLA budget totals		2016/19				2019/2020				2020/2021				2021/22 (Match Only)				Recipient Match		Non Recipient Match	
			Capital		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Capital	Revenue	Capital	Revenue
			£0																					
			£0																					
			£0																					
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			£0		£1	£2	£3	£4	£5	£6	£7	£8	£9	£10	£11	£12	£13	£14	£15	£16	£17	£18	£19	
					£1	£2	£3	£4	£5	£6	£7	£8	£9	£10	£11	£12	£13	£14	£15	£16	£17	£18	£19	
					£0				£2				£3				£2				£0		£0	
					£0																£0		£0	

Match budget forecast																			
Match Funding Totals				2016/19				2019/2020				2020/21				2021/22			
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Recipient Match	Capital	£0																	
	Revenue	£0																	
Non Recipient Match	Capital	£0																	
	Revenue	£0																	

Definition: Expenditure on the acquisition or creation of, or adding to, a tangible fixed asset.

Capital: The operating, maintenance, management or development costs incurred during the project.

Revenue:

Sample - to be completed in separate spreadsheet and inserted

Part B: Output Related GLA Funding

NOT APPLICABLE

1. The Recipient shall complete and submit to the Authority, within 14 days of the end of each quarter (Quarters commencing on 1 April 2018, for the term of this Agreement, a:
 - (a) completed Outputs Value Return (in the form set out at part C of Schedule 5 as amended by the Authority from time to time). The Recipient shall ensure that all Project Outputs claimed meet the eligibility criteria as specified in Schedule 9 (Programme/Project Output Definitions & Evidence Requirements);
 - (b) written report detailing progress in meeting the Project Outputs, the application of the Recipient's Contribution to the Project Outputs and its efforts to secure and the details of any Additional Funding secured together with such evidence and other information as the Authority may reasonably require from time to time (in the form of the Monitoring Forms set out at Schedule 5);
 - (c) in addition and without prejudice to the forgoing provisions of this paragraph 1 the Recipient shall prepare and submit to the Authority an end of financial year estimate claim which shall confirm actual Project Outputs delivered pursuant to the Project to date and the associated drawdown of GLA Funding and provide a prudent estimate of all outstanding Project Outputs to be delivered pursuant to the Project to the end of that financial year no later than 4 March in each Financial Year in respect of which GLA Funding has been or is to be sought;
 - (d) the Recipient shall no later than fifteen (15) working days after the end of a Financial Year in respect of which GLA Funding has been or is to be sought submit to the Authority a fourth Quarter actual claim indicating actual Project Outputs delivered in the fourth quarter (January-March) of the previous financial year; and
 - (e) as soon as reasonably practicable after the end of each Financial Year in respect of which GLA Funding has been or is to be sought and by such date as the Authority shall specify (provided always that such date shall be no later than 31 July in the Financial Year immediately succeeding that financial year) the Recipient shall submit to the Authority a Certificate of Output Delivery which shall confirm actual Outputs delivered and the associated drawdown of GLA Funding.
2. The Authority shall make payment to the Recipient in accordance with the Funding Schedule, within 30 days of receipt of a valid invoice which the Recipient may issue following the approval by the Authority of valid claim forms submitted in accordance with paragraph 1 above provided always that Recipient hereby acknowledges and agrees that in any event the Authority shall not pay any claim(s) for the final ten percent (10%) of the GLA Funding until it is satisfied, **that the Recipient has adhered to its obligations under this Part B of Schedule 2 under this Agreement**, having conducted any final monitoring and/or verification exercises which it considers, in its absolute discretion, necessary or otherwise.
3. The Recipient shall only include in any claims made in respect of Project Outputs made under this Agreement sums calculated in accordance with the Unit Rates for delivered Project Outputs as set out in this Output Related Funding Schedule and which meet the eligibility criteria as specified in Schedule 9.].
4. If the Certificate of Output Delivery shows that the GLA Funding paid to the Recipient as at the date of the submission exceeds the Project Outputs delivered in the period to which the Certificate of Output Delivery relates, then the Recipient shall repay that excess amount to the Authority forthwith and in all circumstances no later than 30 days following submission of the Certificate of Output Delivery to the Authority. Without prejudice to this obligation, the Authority may recover this excess by reduction of any GLA Funding still to be paid

under this Agreement, or by set off against any other money due or to be due from the Authority to the Recipient.

5. In accordance with the guidance set out in the Output Definitions & Evidence Requirements document (Schedule 9 of this Agreement), the Recipient shall retain data and systems needed for verification of each Output that has been delivered. This information shall be reviewed by the Authority at review meetings in accordance with Clause 12 of this Agreement.

Part C – Repayment Profile

Not applicable

Schedule 3

The Authority's Logo

MAYOR OF LONDON



For advice and guidance on how to reproduce and use these logos, please contact your assigned project lead for more information

Schedule 4

De Minimis Disclosure Form

GREATER LONDON AUTHORITY DE MINIMIS AID DISCLOSURE FORM DE MINIMIS DECLARATION

The GLA is considering giving you de minimis aid under Commission Regulation (EC) No. 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid (OJ L 352 ("the Regulation"))¹ up to a maximum of the GLA Funding (applicable Euro/Sterling exchange rate [enter details of applicable rate]) in relation to the Project

Under the Regulation, the GLA is required to check whether you will have received more than €200,000 (£100,000 if you are an entity operating in the road freight transport sector) of de minimis aid within the Member State in question (i.e. the UK) in this fiscal year (based on your accounting year e.g. by reference to your accounting reference date) and in the previous 2 fiscal years when combined with the proposed Project de minimis aid. **Please note if you are part of a group of companies your declaration needs to relate to funds received by all entities within that group for these purposes (see definition of "single undertaking" under Article 2 of the Regulation for further information).**

Please note you do not need to include funding that you may have received under a scheme or individual award which has been notified to and approved by the European Commission or under the State aid General Block Exemption Regulation unless such funding has been/is intended to be used by you in relation to the same costs as the proposed Project de minimis funding. If you have (in this fiscal year or the 2 fiscal years prior to that) received any de minimis aid or public funding in respect of costs to which you are intending to apply the de minimis aid proposed to be provided to you under the Project (as detailed above), you must inform the Grantor (through the contact provided below) of details of such sums by completing the tables set out below. If you have received no such funding please insert "None" in the Amount column in the relevant table(s). **Please also provide details of any de minimis aid not yet received but which you already have a legal right to receive during the remainder of this fiscal year.**

Accordingly please complete and return this documents having signed and dated it and (where applicable) having completed the tables below. Please then return the document to goodgrowthfund@london.gov.uk. If you do not return the document signed and dated (and provided detail of relevant funding, if any, as requested), the Grantor will be unable to provide you with a de minimis grant in relation to the Project.

Provider of de minimis aid	Purpose and Name of specific entity receiving de minimis aid	Amount	Date

¹ http://ec.europa.eu/competition/state_aid/legislation/de_minimis_regulation_en.pdf

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Amount of other public funding applied/ to be applied towards same costs as the required de minimis aid	Provider of other funding	Date (if already granted)

I confirm the above details are correct as at the date below.

Name	Position	Signature	Date

Schedule 5

a) Monthly Monitoring Form

GREATER LONDON AUTHORITY Monthly monitoring form		Organisation: 	Project: 				
1. Delivery progress							
Please provide an update on progress made in the last month highlighting the achievement of any key milestones, delivery of outputs / outcomes and any communications activities undertaken							
2. Current top three items to report							
1							
2							
3							
3. Project risks & issues							
Top 3 risks							
	Risk description (cause, 'risk event', potential impacts)	Mitigation / Risk response	Probability (1 to 4)	Impact (1 to 4)	RAG	Project owner (name)	
1					G		
2					G		
3					G		
Top 3 current issues							
	Issue description	Potential Impact	RAG	Action plan		Project owner (name)	
1			G				
2			G				
3			G				
4. Milestones							
#	Chronological milestones: what are the key actions and steps to be undertaken to deliver the project from inception to completion			Planned date	Revised date	Complete?	
1				dd/mm/yyyy	dd/mm/yyyy	N	
2				dd/mm/yyyy	dd/mm/yyyy	N	
3				dd/mm/yyyy	dd/mm/yyyy	N	
4				dd/mm/yyyy	dd/mm/yyyy	N	
5				dd/mm/yyyy	dd/mm/yyyy	N	
6				dd/mm/yyyy	dd/mm/yyyy	N	
7				dd/mm/yyyy	dd/mm/yyyy	N	
8				dd/mm/yyyy	dd/mm/yyyy	N	
9				dd/mm/yyyy	dd/mm/yyyy	N	
10				dd/mm/yyyy	dd/mm/yyyy	N	
5. Outputs							
The project has been commissioned to deliver: of GLA KPI							
What is the definition? How is it calculated?:							
	Delivered in previous years	Q1	Q2	Q3	Q4	2015-16 total	
Target profile as at Apr 15						0	
If required, revised profile as at XX 15							
Delivered to date						0	
Future years							
The project has been commissioned to deliver: of GLA KPI							
What is the definition? How is it calculated?:							
	Delivered in previous years	Q1	Q2	Q3	Q4	2015-16 total	
Target profile as at Apr 15						0	
If required, revised profile as at XX 15							
Delivered to date						0	
Future years							
The project has been commissioned to deliver: of GLA KPI							
What is the definition? How is it calculated?:							
	Delivered in previous years	Q1	Q2	Q3	Q4	2015-16 total	
Target profile as at Apr 15						0	
If required, revised profile as at XX 15							
Delivered to date						0	
Future years							
6. Finance							
REVENUE	Previous years	Q1 2018-19	Q2 2018-19	Q3 2018-19	Q4 2018-19	2018-19 total	Future years
	Budget profile						
	Revised profile						
	Actual spend						
CAPITAL	Previous years	Q1 2018-19	Q2 2018-19	Q3 2018-19	Q4 2018-19	2018-19 total	Future years
	Budget profile						
	Revised profile						
	Actual spend						
7. Communications							
List out the details of any upcoming events (i.e. markets, festivals, openings, launches, etc.) and list out the details of any communications materials (press releases, articles, leaflets, website screen shots, photographs) you are attaching. Please be sure to attach the relevant material when you submit this form to your GLA project manager.							
Date	Upcoming News Items				Description		

Sample - to be provided in spreadsheet at a later date

b) Quarterly Claim Form

GREATER LONDON AUTHORITY	
Schedule 6 Section B	
Cover Sheet	
For delivery partner use	Org Name: Project name: Project Manager: Start Date: Completion:
For internal use	GLA Lead: Date submitted to GLA Programme Manager:
Contents	Guidance
Section I	Please submit an electronic copy of this claim form signed by your Section 151 Officer/Chief Finance Officer, and follow up with an hard copy. Electronic copies should be returned to: your project manager and programme manager. Hard copies should be returned to: your project manager, Greater London Authority, City Hall, The Queen's Walk, London, SE1 2AA Please attach evidence of expenditure (see section II for guidance on acceptable evidence).
Section II	Set out the details of your use of GLA funding on the project objectives to date (with evidence of expenditure, e.g. third party invoices, purchase orders and/or contract documents and transactions listings from your finance management system and certified as true and accurate records of such expenditure and or committed expenditure by your section 151 officer/Chief Finance Officer).
Section III	A declaration that you have read, understood and complied with all the conditions of the grant set out in the Funding Agreement to which the particular claim refers. Please note, although we will not be asking delivery partners to evidence their match funding expenditure, a signed quarterly claim from your section 151 officer will act as a declaration that monies have been spent as agreed in the Funding Agreement. Should there be any slippage, an explanation would need to be provided. This declaration must be signed by both the project manager and the section 151 officer/Chief Finance Officer.
Section IV	A reminder of the deadlines for quarterly claim submissions and monthly monitoring forms. Please note, should you miss these claim deadlines, you will be required to wait until the following quarter to submit your claim.

GREATER LONDON AUTHORITY	
Section I: Quarterly Claim Form	Guidance
Organisation Name	
Project Name	
Quarter	
Name(s) of officer applying for grant	
Position in Organisation	
Email address	
Correspondence address	
Postcode	
Telephone Number	
Mobile Number	

Samples - to be provided in spreadsheet at a later date

Guidance on completing table:

A: Each Claim should have a unique ID. It should be in the order it is listed in on the claim form. Mark the claim form with the unique ID given below.

B: Projects should match with the projects set out in Schedule 2 of the funding agreement.

C: Workstream should match the projects set out in schedule 2 of the funding agreement.

D. Milestones should match with the milestones set out in Schedule 2 of the funding agreement

E. Only submit evidence relevant to this particular claim. Please indicate the nature of the evidence provided to support this expenditure. The evidence should be a copy of an invoice, or in the absence of such an invoice, transaction listings from your finance management system showing actual expenditure.

F. Self-explanatory

G. Budget should match the budget set out in Schedule 2 of the funding agreement.

H. Cumulative spend to date on this project against this milestone (i.e. to include all previous claims against this milestone if relevant)

I. Total amount claiming for this item in this claim.

[illegible]

Performance Reporting Schedule 2018/19

Financial period	Deadline for quarter (n) submissions by delivery partners
Quarter 1	20th July 2018
Quarter 2	19th October 2018
Quarter 3	18th January 2019
Quarter 4*	15th March 2019*

*Subject to change

Section III: Declaration and undertaking

[Guidance](#)

We declare that:

- We have read, understood and complied with all the conditions of the grant set out in the Funding Agreement to which this claim refers.
- The information on this form is correct to the best of our knowledge and belief and I/we accept full responsibility for it;
We undertake that we will keep accounts, invoices and receipts for 5 years after the last date grant is paid in connection with this grant and make them available for inspection on request by GLA officers;
- We have taken delivery of and/or incurred expenditure on the project objectives for which we are claiming grant and our claim covers only the amounts spent on the items described in this form. Our claim is for the net costs of the items, excluding recoverable VAT.
- We undertake that we will notify the GLA immediately in writing or by email of any changes to the details provided in this form.
- We confirm that this claim is for the following amount and relates to the following quarter:

Capital		Q1
Revenue		Q1

- We confirm that the following **match funding** has been spent on the project this quarter as set out in the schedule 4 of the funding agreement:

Delivery Partner	Forecast (£)	Actual (£)	Variance	Comments
			0.00	
			0.00	

- We confirm that the following is an accurate reflection of the **GLA** funding drawdown to date:

GLA Funds	Project Lifetime Budget	Previous Years Spend	FY 18/19 Budget	FY 18/19 YTD	18/19 Remaining Budget	Future Years Budget
Capital					0.00	
Revenue					0.00	

- We confirm that the following is an accurate reflection of the **match funding** accounts:

Match Funds	Project Lifetime Budget	Previous Years Spend	FY 18/19 Budget	FY 18/19 YTD	18/19 Remaining Budget	Future Years Budget
Capital					0.00	
Revenue					0.00	

- We confirm that the following is an accurate reflection of the overall project accounts, including both **match and GLA funds**:

Total Project Budget (inc GLA and Match funds)	Project Lifetime Budget	Previous Years Spend	FY 18/19 Budget	FY 18/19 YTD	18/19 Remaining Budget	Future Years Budget
Capital	0.00	0.00	0.00	0.00	0.00	0.00
Revenue	0.00	0.00	0.00	0.00	0.00	0.00

This declaration must be signed by the project manager and the Section 151 Officer/Chief Finance Officer

Signature	Name in BLOCK letters	Position	Date
		(Project Manager)	
		(S151/Chief Finance Officer)	

c. Output Values Return

Not applicable

Schedule 6

Self Evaluation Template

Section 1: Project Information

Note: this section is required for submission to the GLA, but may be excluded in versions of the evaluation for publication / sharing with your local partners.

Project Summary: please insert short description of your project	
Place and Borough	
Lead Delivery Organisation	
GLA Project Manager	
Self-evaluation lead	
Total GLA funding for project	
Total lifetime cost of project	
Other public/private investment	
Actual Project start date	
Actual Project end date	
Evaluation methodology: please include a short summary of the approach that you have taken to completing the self-evaluation, including the groups and individuals you have consulted with, and the primary research you have undertaken.	

Section 2: Stand-out Messages

A one page summary of your project and key achievements and/or lessons learned. This might include:

- A quick introduction to the project and what's been delivered
- A summary of impacts achieved to date
- An overview of wider achievements and lessons learned
- Project legacy.

Section 3: Project Context and Objectives and Design

This section will provide an overview of the context of the project and summarise how the project was designed to respond to this. This section effectively summarises the information and set out within your bid for funding, and within your grant agreement. It provides a basis against which to test the performance of project delivery.

Please complete the assessment under the following headings:

3.1: Project background: a summary of the local socio-economic and strategic context that your project was responding too.

3.2 Project rationale: a summary of how your project was designed to respond to this context, and the rationale for public sector intervention (i.e. the need for Good Growth Funding).

3.3 Project aims and objectives: an outline of the specific objectives identified by your project at outset.

3.4 Project design and delivery activities: please provide a short overview of the project delivery activities agreed at outset.

3.5 Funding and delivery mechanisms: please provide an overview of the GLA and match funding agreement for your project (as agreed at outset), and the delivery mechanisms that you were expecting to in place to deliver the project.

3.6 Project targets: please set out here the specific output and outcome targets that have been agreed with the GLA, along with any wider measures that you will be assessing your project performance against.

3.7 Project logic chain: *please insert your project logic chain which in effect summarises the above information.*

Section 4: Project delivery

This section will provide a review of the delivery process after grant agreement stage, including activities delivered, performance in terms of delivery timescales, funding, and outputs (deliverables):

Section 4.1: Overview of Project Design Process: a summary of how the project design process, including commentary on stakeholder and community engagement

Section 4.2: Activities Delivered: this section should provide an overview of the activities which have been delivered. It should include:

- A table summarised the different strands of delivery activity, and a summary of delivery progress

- Commentary on each of the strands of delivery activity, outlining what has been delivered and outlining any way in which this evolved from original plans. Photos / plans may help to illustrate this.

- Commentary on any strands of delivery not delivered, outlining the reasons for this and how funding was reallocated

Section 4.3: Delivery Timescales. A summary of delivery timescales, reflecting on how the project progressed versus the timescales planned at outset, and any reasons for delays.

Section 4.4: Funding Performance. A summary of how the project has performed financially. Please include a table which compares actual spend to budgeted spend for each funding source. Please include commentary on any reasons for variance.

Section 4.5: Delivery Mechanics. A summary of the mechanisms underpinning delivery. This should consider:

- A summary of external support procured (to support design, construction, and delivery), and approach taken to procurement

- A summary of project management mechanisms

- A summary of any project governance mechanisms put in place (eg project boards or steering groups).

Section 4.6: Summary of delivery performance: drawing on the above consideration, a brief summary of delivery performance. As part of this, please include a table outlining how the project has performed against the output targets agreed with the GLA at inception (note: this should focus on output targets only; outcome targets are considered in the next section). The table should include the output target, the agreed definition, the achieved figure (the timing of this figure should be recorded), and commentary which explains variance.

Section 5: Project impacts:

This section will focus on the impacts of the project to date.

Section 5.1: A review of economic, social and environmental impacts achieved to date.

The structure of this section will need to be developed to reflect the specific characteristics of the project and should explore the impact of your project on the places, communities, people, and businesses it has sought to support. Example impact themes include (but are not limited to): impact on town centre vitality; impact on skills and employment outcomes; impact on business / enterprise performance; impact on community inclusion and vitality.

The analysis is likely to need to draw upon bespoke research on or with the project beneficiaries: this might comprise surveys, focus groups, consultations, or observational research.

Analysis should draw on both quantitative and qualitative insights. Case studies of beneficiaries can be used to supplement quantitative analysis, and are helpful in telling the story of your project.

Section 5.2: A review of strategic and financial impacts achieved to date:

Please provide an overview of the strategic impacts of your project. This might include improvements in partnership working, strong leadership shown by partner organisations in working towards shared objectives, improving efficiency by testing new ideas / approaches, or putting in place new systems / structures, or leveraging in new funding / resource

If there are any financial impacts of your project (e.g. generation of new business rates, council tax, or improved financial resilience of delivery organisations), please summarise these here. This section can be excluded if not.

Section 5.3: Future Impact. A short section exploring how the impacts achieved might be expected to evolve over the coming years (acknowledging that it may take time for certain impacts to emerge).

Section 5.4: Summary of impacts to date performance: drawing on the above consideration, a brief summary of impact achieved to date. As part of this, please include a table outlining how the project has performed against the outcome targets agreed with the GLA at inception. The table should include the outcome target, the agreed definition, the achieved figure (the timing of this figure should be recorded), and commentary which explains variance.

Section 6: Project achievements and lessons:

Building on the assessment of delivery performance and impacts achieved, this section should provide an overview of overall achievements and lessons learnt. Please complete the assessment under the following headings:

6.1: Project achievements: building on the preceding section, identify the areas of greatest achievement for the project. These might relate to any aspect of delivery (from stakeholder engagement, to impacts achieved).

6.2: Barriers to achievement: please identify any challenges experienced which acted as barriers to achievement. This might include practical issues (such as problems during construction, to strategic issues (such as challenges securing agreement on designs).

6.3: Lessons to take forward: please identify the main lessons that you will take forward in delivering future projects of this nature.

Section 7: Project legacy and forward plan

Please provide a summary of the legacy of the project and next steps. Please complete the assessment under the following headings:

7.1: Project Legacy: a overview of the legacy of the project. This might include ongoing / complementary delivery activities, the physical / operational legacy of the project, and planned next steps to embed and build on the legacy

7.2: Challenges and Opportunities: a summary of remaining challenges or emerging opportunities. These might relate to the delivery / bedding in / long term management of the project, or the surrounding socio-economic context

7.3: Recommendations: drawing on the research undertaken, a summary of recommendations to inform ongoing project delivery, or future areas for action / intervention.

Section 8: Conclusions

To conclude, please provide short assessment of the extent to which project objectives have been achieved to date, with specific reference to each of the objectives listed in section 3. This should acknowledge where there is further / ongoing work needed to help achieve objectives.

Schedule 7

Name of programme: **Good Growth Fund**

Name of applicant organisation: **Participatory Cities Foundation**

	Total project value (GLA + Match)	Total GLA funding	GLA capital funding	GLA revenue funding	Total Match	Recipient Match	Non Recipient Match	Recipient Match capital	Recipient Match revenue	Non Recipient match capital	Non Recipient match revenue
2017-18	£62,700	£0	£0	£0	£62,700	£62,700	£0	£0	£62,700	£0	£0
2018-19	£1,188,800	£620,000	£620,000	£0	£338,800	£338,800	£0	£0	£338,800	£0	£0
2019-20	£329,200	£280,000	£280,000	£0	£329,200	£329,200	£0	£0	£329,200	£0	£0
2020-21	£329,200	£0	£0	£0	£329,200	£329,200	£0	£0	£329,200	£0	£0
2021-22	£190,920	£0	£0	£0	£190,920	£190,920	£0	£0	£190,920	£0	£0

I hereby certify that:

1. the organisation named above is eligible to provide public match funding
2. the match funding provided does not contain any funds which have been provided by the GLA group

Signed: _____

Name: _____

Date: _____

Schedule 8

Certificate of Output Delivery

Not applicable

Schedule 9

Programme/Project Output Definitions & Evidence Requirements

Not applicable

Schedule 10

Performance reporting

The Recipient shall unless otherwise agreed in advance by the Authority in writing submit updates on performance to the Authority in the forms set out at :

- Part a of Schedule 5 on a monthly basis; and
- Part b of this Schedule 5 on a Quarterly basis.

Without prejudice and in addition to the foregoing the Recipient shall also provide the GLA and/or the IMS with:

- such information as is requested and in such form as notified by the GLA and/or the IMS at regular intervals as set by GLA Officers; and
- notice of, access and invitations to Project sites, Project meetings and board meetings of the Recipient (as an observer at board meetings of the Recipient) and all documentation relating to such Project meetings including (without limitation) agendas for the same at least five working days in advance.

GREATER LONDON AUTHORITY
Monthly monitoring form

Organisation:

Participatory City

Project:

Every One Every Day Warehouse - Barking and Dagenham

1. Delivery progress

G

Please provide an update on progress made in the last month highlighting the achievement of any key milestones, delivery of outputs / outcomes and any communications activities undertaken

Key successes

1 - architecture firm (Public Works) engaged on the basis of a competitive, invitation only competition

2 - project kick off meeting held with the GLA

3 - initial site visits undertaken to assess key aspects including services, soil testing etc

4 - Warehouse fully incorporated into EOED summer programme with 90 signed up members interested in co-designing the warehouse and making use of its facilities (see EOED newspaper)

In all other respects the project remains on hold awaiting final confirmation of the site (expected in late July, early August).

2. Current top three items to report

1

Excellent local response to Warehouse opportunities (90 early adopter members)

2

3

Architects enaged to delvier an innovaive and collaborative design

Site not yet finalised due to delays in council purchase of the site

3. Project risks & issues

R

Top 3 risks

	Risk description (cause, 'risk event', potential impacts)	Mitigation / Risk response	Probability (1 to 4)	Impact (1 to 4)	RAG	Project owner (name)
1	We cannot use the site earmarked for the build due to a) delays in the council purchase, or b) unforeseen issues with the developers	The council have confirmed that they will source an alternative site should the planned sit ebecome unavailable	2	2	A	TessyBritton / Nat Defriend
2					G	
3					G	

Top 3 current issues

	Issue description	Potential Impact	R A G	Action plan	Project owner (name)
1	Delays in council purchase of the land earmarked for the Warehouse location means we cannot yet access the site to begin details work	Delays in the delivery of the project	A	We have discussed an appropriately flexible timeline with the GLA and are managing expectations in B&D accordingly.	TessyBritton / Nat Defriend
2			G		
3			G		

4. Milestones

#	Chronological milestones: what are the key actions and steps to be undertaken to deliver the project from inception to completion	Planned date	Revised date	Complete?
1	Finalise access to the site	15/08/2018	dd/mm/yyyy	N
2	Finalise design	15/08/2018	dd/mm/yyyy	N
3	initiate planning permisson	15/08/2018	dd/mm/yyyy	N
4	Commission warehouse construction	15/09/2018	dd/mm/yyyy	N
5	lay slab	15/09/2018	dd/mm/yyyy	N
6	initiate co-design process of warehouse features with residents	01/10/2018	dd/mm/yyyy	N
7	install cladding	01/12/2018	dd/mm/yyyy	N
8	warehouse compeltion	14/02/2019	dd/mm/yyyy	N
9	warehouse open to residents	28/02/2019	dd/mm/yyyy	N
10		dd/mm/yyyy	dd/mm/yyyy	N

5. Outputs

The project has been commissioned to deliver:

5,000

of

Project participants

What is the definition? How is it calculated?:

Number of people who actively participate in a project

Delivered in previous years	Q1	Q2	Q3	Q4	2015-16 total	Future years
0	900				900	
If required, revised profile as at XX 15						
Delivered to date						0

The project has been commissioned to deliver:

235

of

Number of people progressing in work and employment

What is the definition? How is it calculated?:

Delivered in previous years	Q1	Q2	Q3	Q4	2015-16 total	Future years
0					0	
If required, revised profile as at XX 15						
Delivered to date						0

The project has been commissioned to deliver:

1000 sqm

of

Amount of public realm being created or improved (m2)

What is the definition? How is it calculated?:

Amount of public realm being created or improved (m²)

Delivered in previous years	Q1	Q2	Q3	Q4	2015-16 total	Future years
0					0	
If required, revised profile as at XX 15						
Delivered to date						0

The project has been commissioned to deliver:

1,000 m2

of

Amount of new commercial / business space being created (m2)

What is the definition? How is it calculated?:

Amount of public realm being created or improved (m²)

Delivered in previous years	Q1	Q2	Q3	Q4	2015-16 total	Future years
					0	
If required, revised profile as at XX 15						
Delivered to date						0

The project has been commissioned to deliver:

80

of

Number of pre-start ups supported to incorporate

What is the definition? How is it calculated?:

The journey of all projects & businesses started through the program are documented and reported in all of our quarterly reporting.

Delivered in previous years	Q1	Q2	Q3	Q4	2015-16 total	Future years
					0	
If required, revised profile as at XX 15						
Delivered to date						0

The project has been commissioned to deliver:

2500 hours*

of

Hours of business support received by SMEs, pre-start ups

What is the definition? How is it calculated?:

For our participants' documentation, we log all of our meetings, calls, emails, and sessions with them on our CRM platform. We will also codify the type of support they are receiving from us. Then we can aggregate the hours of business support.

Delivered in previous years	Q1	Q2	Q3	Q4	2015-16 total	Future years
					0	
If required, revised profile as at XX 15						
Delivered to date						0

The project has been commissioned to deliver:

150

of

No. of local people progressing into an apprenticeship

What is the definition? How is it calculated?:

For our participants' documentation, we log all of our meetings, calls, and emails with them as well as sessions and programs they attended on our CRM platform. Then we can aggregate data by sessions and programs attended.

	<table><tr><td>Delivered in previous years</td><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td><td>2015-16 total</td><td>Future years</td></tr><tr><td>Target profile as at Apr 15</td><td></td><td></td><td></td><td></td><td>0</td><td></td></tr><tr><td>If required, revised profile as at XX 15</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Delivered to date</td><td></td><td></td><td></td><td></td><td>0</td><td></td></tr></table>	Delivered in previous years	Q1	Q2	Q3	Q4	2015-16 total	Future years	Target profile as at Apr 15					0		If required, revised profile as at XX 15							Delivered to date					0						
Delivered in previous years	Q1	Q2	Q3	Q4	2015-16 total	Future years																												
Target profile as at Apr 15					0																													
If required, revised profile as at XX 15																																		
Delivered to date					0																													
The project has been commissioned to deliver: 36 events of Numbers accessing community and cultural activities through community asset What is the definition? How is it calculated?: All participants in the EOED events are being registered. The same registration practice will continue for all the events that will take place in the Warehouse as well. <table><tr><td>Delivered in previous years</td><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td><td>2015-16 total</td><td>Future years</td></tr><tr><td>Target profile as at Apr 15</td><td></td><td></td><td></td><td></td><td>0</td><td></td></tr><tr><td>If required, revised profile as at XX 15</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Delivered to date</td><td></td><td></td><td></td><td></td><td>0</td><td></td></tr></table>							Delivered in previous years	Q1	Q2	Q3	Q4	2015-16 total	Future years	Target profile as at Apr 15					0		If required, revised profile as at XX 15							Delivered to date					0	
Delivered in previous years	Q1	Q2	Q3	Q4	2015-16 total	Future years																												
Target profile as at Apr 15					0																													
If required, revised profile as at XX 15																																		
Delivered to date					0																													
The project has been commissioned to deliver: 5,000 of Volunteering on place based initiatives What is the definition? How is it calculated?: People who will dedicate time and skills in the development and operation of the EOED initiatives and projects overall, and the Warehouse specifically will be tracked. <table><tr><td>Delivered in previous years</td><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td><td>2015-16 total</td><td>Future years</td></tr><tr><td>Target profile as at Apr 15</td><td></td><td></td><td></td><td></td><td>0</td><td></td></tr><tr><td>If required, revised profile as at XX 15</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Delivered to date</td><td></td><td></td><td></td><td></td><td>0</td><td></td></tr></table>							Delivered in previous years	Q1	Q2	Q3	Q4	2015-16 total	Future years	Target profile as at Apr 15					0		If required, revised profile as at XX 15							Delivered to date					0	
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If required, revised profile as at XX 15																																		
Delivered to date					0																													
6. Finance																																		
REVENUE	Previous years	Q1 2018-19	Q2 2018-19	Q3 2018-19	Q4 2018-19	2018-19 total	Future years																											
	Budget profile	104,700	107,400	104,700	84,700	401,500																												
	Revised profile					0																												
	Actual spend					0																												
CAPITAL	Previous years	Q1 2018-19	Q2 2018-19	Q3 2018-19	Q4 2018-19	2018-19 total	Future years																											
	Budget profile		100,000	320,000	150,000	570,000																												
	Revised profile					0																												
	Actual spend					0																												
7.Communications																																		
List out the details of any upcoming events (i.e. markets, festivals, openings, launches, etc.) and list out the details of any communications materials (press releases, articles, leaflets, website screen shots, photographs) you are attaching. Please be sure to attach the relevant material when you submit this form to your GLA project manager																																		
Date	Upcoming News items				Description																													
July to August 2018	Various warehouse related events taking place as part of the EOED summer programme				8 events taking place across Barking and Dagenahm to engage residents in the warehouse opportunities																													

GREATER LONDON AUTHORITY
Monthly monitoring form

Organisation:

Participatory City

Project:

Every One Every Day Warehouse - Barking and Dagenham

1. Delivery progress

G

Please provide an update on progress made in the last month highlighting the achievement of any key milestones, delivery of outputs / outcomes and any communications activities undertaken

Key successes

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In all other respects the project remains on hold awaiting final confirmation of the site (expected in late July, early August).

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Excellent local response to Warehouse opportunities (90 early adopter members)

2

3

Architects enaged to delvier an innovaive and collaborative design

Site not yet finalised due to delays in council purchase of the site

3. Project risks & issues

R

Top 3 risks

	Risk description (cause, 'risk event', potential impacts)	Mitigation / Risk response	Probability (1 to 4)	Impact (1 to 4)	RAG	Project owner (name)
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2					G	
3					G	

Top 3 current issues

	Issue description	Potential Impact	RAG	Action plan	Project owner (name)
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2			G		
3			G		

4. Milestones

#	Chronological milestones: what are the key actions and steps to be undertaken to deliver the project from inception to completion	Planned date	Revised date	Complete?
1	Finalise access to the site	dd/mm/yyyy	dd/mm/yyyy	N
2	Finalise design	dd/mm/yyyy	dd/mm/yyyy	N
3	initiate planning permisson	dd/mm/yyyy	dd/mm/yyyy	N
4		dd/mm/yyyy	dd/mm/yyyy	N
5		dd/mm/yyyy	dd/mm/yyyy	N
6		dd/mm/yyyy	dd/mm/yyyy	N
7		dd/mm/yyyy	dd/mm/yyyy	N
8		dd/mm/yyyy	dd/mm/yyyy	N
9		dd/mm/yyyy	dd/mm/yyyy	N
10		dd/mm/yyyy	dd/mm/yyyy	N

5. Outputs

The project has been commissioned to deliver:

Lifetime number

of

GLA KPI

What is the definition? How is it calculated?:

Delivered in previous years

Q1

Q2

Q3

Q4

2015-16 total

Target profile as at Apr 15

If required, revised profile as at XX 15

Delivered to date

0

0

Future years

The project has been commissioned to deliver:

Lifetime number

of

GLA KPI

What is the definition? How is it calculated?:

Delivered in previous years

Q1

Q2

Q3

Q4

2015-16 total

Target profile as at Apr 15

If required, revised profile as at XX 15

Delivered to date

0

0

Future years

The project has been commissioned to deliver:

Lifetime number

of

GLA KPI

What is the definition? How is it calculated?:

Delivered in previous years

Q1

Q2

Q3

Q4

2015-16 total

Target profile as at Apr 15

If required, revised profile as at XX 15

Delivered to date

0

0

Future years

6. Finance

	Previous years	Q1 2018-19	Q2 2018-19	Q3 2018-19	Q4 2018-19	2018-19 total	Future years
REVENUE							
	Budget profile					0	
	Revised profile					0	
	Actual spend					0	
CAPITAL							
	Budget profile					0	
	Revised profile					0	
	Actual spend					0	

7.Communications

List out the details of any upcoming events (i.e. markets, festivals, openings, launches, etc.) and list out the details of any communications materials (press releases, articles, leaflets, website screen shots, photographs) you are attaching. Please be sure to attach the relevant material when you submit this form to your GLA project manager

Date	Upcoming News Items	Description

GREATER LONDON AUTHORITY
Monthly monitoring form

Organisation:

Participatory City

Project:

Every One Every Day Warehouse - Barking and Dagenham

1. Delivery progress

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Please provide an update on progress made in the last month highlighting the achievement of any key milestones, delivery of outputs / outcomes and any communications activities undertaken

Key successes

1 - Clarification over council timescales for land purchase

2 - plans eveloped for pop-up micro-factory and temporary Warehouse location to sustain momentum in the Warehouse project

3 - engaged sector experts in developing the above.

4 - extensive comms around the pop-up micro factoy concept. Launch of retail incubator.

In all other respects the project remains on hold awaiting final confirmation of the site (expected in late July, early August).

2. Current top three items to report

1

Launch of retail incubator / pop-up micro factory (over 120 registratants for the Warehouse)

2

3

engagement of experts to support the above (Nat Hunter and Gareth Lloyd Jones from Machines room)

Site not yet finalised due to delays in council purchase of the site

3. Project risks & issues

R

Top 3 risks

	Risk description (cause, 'risk event', potential impacts)	Mitigation / Risk response	Probability (1 to 4)	Impact (1 to 4)	RAG	Project owner (name)
1	We cannot use the site earmarked for the build due to a) delays in the council purchase, or b) unforeseen issues with the developers	The council have confirmed that they will source an alternative site should the planned sit ebecome unavailable	3	2	A	TessyBritton / Nat Defriend
2					G	
3					G	

Top 3 current issues

	Issue description	Potential Impact	RAG	Action plan	Project owner (name)
1	Delays in council purchase of the land earmarked for the Warehouse location means we cannot yet access the site to begin details work	Delays in the delivery of the project	A	We have discussed an appropriately flexible timeline with the GLA and are managing expectations in B&D accordingly.	TessyBritton / Nat Defriend
2			G		
3			G		

4. Milestones

#	Chronological milestones: what are the key actions and steps to be undertaken to deliver the project from inception to completion	Planned date	Revised date	Complete?
1	1A. Scope project with GLA	01/06/2018	01/06/2018	Y
2	1B. Select design organisation for invited competition	01/06/2018	01/06/2018	Y
3	1C. Complete initial design work (RIBA stages 2-3)	31/12/2018	dd/mm/yyyy	N
4	1D. Mayor's Design Advocate Design Review	15/01/2019	dd/mm/yyyy	N
5	1E. Complete technical design up to construction	31/01/2019	dd/mm/yyyy	N
6	2. Construct Warhouse	01/02/2019	dd/mm/yyyy	N
7	3. Warehouse fit out	01/05/2019	dd/mm/yyyy	N
8	4. Warehouse management and business support programme	01/07/2019	dd/mm/yyyy	N
9	5. Ongoing maintenance and running of the warehouse	01/07/2019	dd/mm/yyyy	N
10		dd/mm/yyyy	dd/mm/yyyy	N

5. Outputs

The project has been commissioned to deliver: 5,000 of Project participants

What is the definition? How is it calculated?:

Number of people who actively participate in a project

Delivered in previous years	Q1	Q2	Q3	Q4	2015-16 total	Future years
Target profile as at Apr 15 0	900				900	
If required, revised profile as at XX 15						
Delivered to date					0	

The project has been commissioned to deliver: 235 of Number of people progressing in work and employment

What is the definition? How is it calculated?:

Delivered in previous years	Q1	Q2	Q3	Q4	2015-16 total	Future years
Target profile as at Apr 15 0					0	
If required, revised profile as at XX 15						
Delivered to date					0	

The project has been commissioned to deliver: 1000 sqm of Amount of public realm being created or improved (m2)

What is the definition? How is it calculated?:

Amount of public realm being created or improved (m²)

Delivered in previous years	Q1	Q2	Q3	Q4	2015-16 total	Future years
Target profile as at Apr 15 0					0	
If required, revised profile as at XX 15						
Delivered to date					0	

The project has been commissioned to deliver: 1,000 m2 of Amount of new commercial / business space being created (m2)

What is the definition? How is it calculated?:

Amount of public realm being created or improved (m²)

Delivered in previous years	Q1	Q2	Q3	Q4	2015-16 total	Future years
Target profile as at Apr 15 0					0	
If required, revised profile as at XX 15						
Delivered to date					0	

The project has been commissioned to deliver: 80 of Number of pre-start ups supported to incorporate

What is the definition? How is it calculated?:

The journey of all projects & businesses started through the program are documented and reported in all of our quarterly reporting.

Delivered in previous years	Q1	Q2	Q3	Q4	2015-16 total	Future years
Target profile as at Apr 15 0					0	
If required, revised profile as at XX 15						
Delivered to date					0	

The project has been commissioned to deliver: 2500 hours* of Hours of business support received by SMEs, pre-start ups

What is the definition? How is it calculated?:

For our participants' documentation, we log all of our meetings, calls, emails, and sessions with them on our CRM platform. We will also codify the type of support they are receiving from us. Then we can aggregate the hours of business support.

Delivered in previous years	Q1	Q2	Q3	Q4	2015-16 total	Future years
Target profile as at Apr 15 0					0	
If required, revised profile as at XX 15						
Delivered to date					0	

The project has been commissioned to deliver: 150 of No. of local people progressing into an apprenticeship

What is the definition? How is it calculated?:

For our participants' documentation, we log all of our meetings, calls, and emails with them as well as sessions and programs they attended on our CRM platform. Then we can aggregate data by sessions and programs attended.

	<table><tr><td>Delivered in previous years</td><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td><td>2015-16 total</td><td>Future years</td></tr><tr><td>Target profile as at Apr 15</td><td></td><td></td><td></td><td></td><td>0</td><td></td></tr><tr><td><i>If required, revised profile as at XX 15</i></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Delivered to date</td><td></td><td></td><td></td><td></td><td>0</td><td></td></tr></table>	Delivered in previous years	Q1	Q2	Q3	Q4	2015-16 total	Future years	Target profile as at Apr 15					0		<i>If required, revised profile as at XX 15</i>							Delivered to date					0						
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Target profile as at Apr 15					0																													
<i>If required, revised profile as at XX 15</i>																																		
Delivered to date					0																													
The project has been commissioned to deliver: 36 events of Numbers accessing community and cultural activities through community asset What is the definition? How is it calculated?: All participants in the EOED events are being registered. The same registration practice will continue for all the events that will take place in the Warehouse as well. <table><tr><td>Delivered in previous years</td><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td><td>2015-16 total</td><td>Future years</td></tr><tr><td>Target profile as at Apr 15</td><td></td><td></td><td></td><td></td><td>0</td><td></td></tr><tr><td><i>If required, revised profile as at XX 15</i></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Delivered to date</td><td></td><td></td><td></td><td></td><td>0</td><td></td></tr></table>							Delivered in previous years	Q1	Q2	Q3	Q4	2015-16 total	Future years	Target profile as at Apr 15					0		<i>If required, revised profile as at XX 15</i>							Delivered to date					0	
Delivered in previous years	Q1	Q2	Q3	Q4	2015-16 total	Future years																												
Target profile as at Apr 15					0																													
<i>If required, revised profile as at XX 15</i>																																		
Delivered to date					0																													
The project has been commissioned to deliver: 5,000 of Volunteering on place based initiatives What is the definition? How is it calculated?: People who will dedicate time and skills in the development and operation of the EOED initiatives and projects overall, and the Warehouse specifically will be tracked. <table><tr><td>Delivered in previous years</td><td>Q1</td><td>Q2</td><td>Q3</td><td>Q4</td><td>2015-16 total</td><td>Future years</td></tr><tr><td>Target profile as at Apr 15</td><td></td><td></td><td></td><td></td><td>0</td><td></td></tr><tr><td><i>If required, revised profile as at XX 15</i></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Delivered to date</td><td></td><td></td><td></td><td></td><td>0</td><td></td></tr></table>							Delivered in previous years	Q1	Q2	Q3	Q4	2015-16 total	Future years	Target profile as at Apr 15					0		<i>If required, revised profile as at XX 15</i>							Delivered to date					0	
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Delivered to date					0																													
6. Finance																																		
REVENUE	Previous years	Q1 2018-19	Q2 2018-19	Q3 2018-19	Q4 2018-19	2018-19 total	Future years																											
	Budget profile	104,700	107,400	104,700	84,700	401,500																												
	Revised profile	0	10,000	30,000	104,700	144,700																												
	Actual spend					0																												
CAPITAL	Previous years	Q1 2018-19	Q2 2018-19	Q3 2018-19	Q4 2018-19	2018-19 total	Future years																											
	Budget profile		100,000	320,000	150,000	570,000																												
	Revised profile		0	150,000	450,000	600,000	200,000																											
	Actual spend					0																												
7.Communications																																		
List out the details of any upcoming events (i.e. markets, festivals, openings, launches, etc.) and list out the details of any communications materials (press releases, articles, leaflets, website screen shots, photographs) you are attaching. Please be sure to attach the relevant material when you submit this form to your GLA project manager																																		
Date	Upcoming News items			Description																														
Sept to Dec	Launch of pop-up micro factory and retail incubator			retail incubator launched as part of autumn EOED programme. Invovles design, manufactor and test retail of up to 40 resident products and collborations between October and December.																														