

# Building Strong Communities Fund Micro Grants – Up to £6,000 Grants

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Please complete this form to allow us to understand your organisation/group and project.

The deadline for submission of this form is 1pm on 13th March 2023.

Once you have read the Building Strong Communities Guidance document (plus the updated guidance supplement for round 2) and the FAQ, please contact Rocket Science at [accessibility@rocketsciencelab.co.uk](mailto:accessibility@rocketsciencelab.co.uk) or call 020 3291 3026 to complete a quick eligibility quiz over the phone. This is so we can ensure that you are eligible to complete this application and it is worth your while progressing to the application questions.

☐ I have completed the eligibility quiz

## **Section 1: About Your Organisation**

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**1. Please provide the details of the organisation making the application NOT the sponsor organisation**

Organisation/Group Name

Organisation/ Group's Correspondence Address

Postal Code

Telephone Number

In which London Borough are you based?  
E.g Kingston, Lewisham or Greenwich

### **1.1 How many paid staff (including any part-time or casual staff) does your organisation employ?**

This should be the number of people employed on the date you submit this application.

### **How many volunteers does your organisation have?**

This should be the number of volunteers on the date you submit this application.

As part of the GLA's mission to ensure we are supporting groups/organisations that are equity-led (see below for definition). It is important for us to capture this information. We recognise that in some cases it is not possible for the group/organisation to be led by those that the project is there to support, e.g. a project that supports toddlers. In such cases we need to know how your group/organisation has recognised this and how decision makers in your organisation have experience and knowledge of the issue(s) being tackled.

Definition: Organisations that are equity-led are those where at least 75% of the organisation's Trustees and at least 50% of staff members have personal experience of the issues they are tackling, or the communities that their projects are supporting.

### **1.2 Is your organisation equity-led?**

Organisations that are equity-led are those where at least 75% of the organisation's Trustees and at least 50% of staff members have personal experience of the issues they are tackling, or the communities that their projects are supporting.

☐ Yes

☐ Not possible

### 1.3 Is your organisation equity-led by people who identify as:

Black, Asian or Minority Ethnic

☐ Yes

☐ No

LGBTQ+?

☐ Yes

☐ No

Women?

☐ Yes

☐ No

Deaf or a person with a disability?

☐ Yes

☐ No

☐ Other (if you identify as another equity group, tell us here. For example, this could be people with experience of the criminal justice system or perhaps you are a community organisation, representing residents from an estate in London)

It is fine to identify with more than one equity group if that is the case. However, please do make sure that you address each equity group that your group/organisation identifies with in question 1.4.

**1.4 If you have answered yes to 1.2, please tell us why you consider your group to be equity-led**

If you have selected not possible, please tell us why it is not possible and how you ensure that Decision makers in your organisation have experience and/or knowledge of the issue(s) being tackled.

**1.5 What was your annual turnover in your last full financial year, for which you have published accounts? (£)**

If you do not publish your accounts to Charity Commission and/or Companies House, please use the accounts covering your last full financial year. A full financial year means 12 months of activity. Partial accounts cannot be accepted.

**1.6 Has your organisation received a grant from the Greater London Authority within the last three years? If yes, please provide details of the grant including the Fund name, amount and what the grant was for.**

## 1.7 Main Contact

This is the person we can talk to about this form.

Given Name

Family Name/ Surname

Contact number

Email address

## 1.8 Tell us about your organisation or group.

When answering this question please include information on the following:

- Your organisation's focus/mission
- Your background and the activities that you provide (e.g. training, education, specialist support, advice, networking, etc).
- The people that you support or involve within your activities (sometimes referred to as beneficiaries, customers, clients or service users)

**1.9 As an unconstituted group applying with a constituted sponsor organisation, please provide details of the sponsor organisation. This information is required and you will not be able to submit unless it is completed.**

Sponsor Organisation Name

Sponsor Organisation Address

Sponsor Organisation Postal Code

Sponsor London Borough

Sponsor Company registration number

Sponsor Charity registration number

Sponsor Organisation Type

Sponsor Contact Given Name

Sponsor Contact Family/Surname

E-mail

Contact Number

**1.10 How do you, as the applicant, know this sponsor organisation?**

**1.11 What the sponsor organisation's turnover in their last full financial year, for which you have published accounts? (£)**



## **Governance Uploads**

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**1.12 Please email a copy of your sponsor's UK bank statement to Rocket Science, along with this completed application form to [accessibility@rocketsciencelab.co.uk](mailto:accessibility@rocketsciencelab.co.uk).**

**1.13 Please email a copy of your sponsor organisation's governance documents that include a suitable 'dissolution' or winding up clause, along with this application.**

**1.14 Please upload a copy of your organisation/group's equality, diversity and inclusion policy (if your organisation has this policy already)**

**1.15 Please provide the text of your charitable dissolution or winding up clause below.**

**1.16 Please email a copy of your sponsor organisation's most recent audited accounts or accounts signed by an independent and qualified accountant to [accessibility@rocketsciencelab.co.uk](mailto:accessibility@rocketsciencelab.co.uk), along with this application. If you do not have audited or signed accounts, please submit your organisation's financial document**

**1.17 If your accounts do not show income, such as in company micro-accounts, please upload a copy of your financial income and expenditure document, showing what your organisation / group has spent and any funds received in your last financial year.**

**1.18 Please email the sponsor reference letter. [The template is available by clicking this blue link here.](#) This must confirm they are aware of the application and happy to hold and receive the grant on your behalf.**

**1.19 Please upload a copy of your organisation/group's equality, diversity and inclusion policy (if your organisation has this policy already)**

## Section 2: About your Project

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We understand that some applicants may wish or need to provide answers to the below questions in a variety of ways.

Therefore if you would prefer to provide this information via short video or audio (less than 5 minutes) or other means, please provide the link to access your video/audio file or other file type in your email to Rocket Science at [accessibility@rocketsciencelab.co.uk](mailto:accessibility@rocketsciencelab.co.uk), when submitting this application, instead of providing a written answer.

It is up to you to decide how you want to answer each question.

There are a number of ways you can create and share a short video or audio links such as via Youtube, vimeo, dropbox, google, wetransfer or OneDrive.

Please make sure that anyone with the link can access it or provide any passwords required. If you have any queries about this, please get in touch with the team at Rocket Science.

### 2. Please provide a project title/name

#### 2.1 Please provide a 75-word clear description of your project

## **2.2 Tell us about your idea, vision and ambitions for your project.**

Please include the following information, as well as anything else you feel will enable us to understand your project as clearly as possible:

- What is the overall ambition or aim for the project?
- Why does this project matter to you?
- How did this project idea come about?
- How will your provided services and activities meet your project aims?
- What are the reasons why you believe that your project will be a success?

**2.3 What will you offer as a result of this funding?** Tell us the activities or interventions that you will provide for the project participants and how often you will provide them. Please consider using a bullet pointed list. Example:

- 2 hour talk and tea' session held every fortnight for 3 months
- 1 celebration event, held at the 6 month point

**2.4 How would you best describe your proposed project idea: Please refer to the guidance for this information.**

- ☐ New
- ☐ Slightly different
- ☐ More
- ☐ Repeat

**2.5a Will your project be addressing the Cost Of Living Crisis (COLC)?**

- ☐ Yes
- ☐ No

**2.5b If you answered yes to Question 2.5a, please tell us how (max word limit 75).**

The COLC can be a direct or indirect outcome of a project. If indirect, it should be made clear how, in this response.

**2.6 Tell us about the community or communities whom your project will be supporting and a clear explanation of how this target group has been negatively impacted by COVID-19.** Provide clear evidence that demonstrates the need you have identified (this might be feedback from the community, data/statistics, research/report, etc).

**2.7 How has your designated community group been involved in the project design?** The strongest projects will be inclusive and collaborative. For example, have you had meetings with the community to discuss the sort of activities they would like and has this feedback been included in this application?

**2.8 How you will make sure that this project reaches your target audience?** How will you make potential participants aware of this project? Will you use posters, local advertising, social media? Please consider what is the most appropriate channels for your target audience.

**2.9 Approximately how many people will engage with the services and/or activities funded through this grant, if successful?**

This should be the number of individuals whom you expect to take part at least once in any activity within your project. If you expect people to attend multiple times in one activity/service or multiple activities/services, they should still only be counted once in this question.

### **2.10 How many volunteers will take part in your project?**

Your project does not have to include volunteers. If no volunteers are taking part, please put 0.

If your project does involve volunteers, what roles will the volunteers undertake?

### **2.11 What is your proposed project start date?**

Projects should not plan to begin before 24th July 2023

### **2.12 What is your proposed project end date?**

All projects should be completed by 28th June 2024

### **2.13 Please select the borough(s)/location where the project will occur:**

If your project is pan-London, please choose Greater London

### **2.14 Please provide more details about where the project will take place?** For example, will it take place in one or more community centres, a park, a studio etc?



**2.15 How will you make your project as accessible as possible to your target group, ensuring that everyone in the community group/s can take part in the best way possible and that no one in your target group is excluded?**

E.g. Deaf and disabled Londoners, members of the LGBTQ+ community, Londoners who don't have English as their first language, etc? Please ensure you include any costs to make your project accessible in the project budget

## **Section 3: Impact of your project**

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**3. Please summarise the impact that you believe your project will achieve (we appreciate that others may develop along the way). For example, the impact might be that people in your local community will make new friends and feel less isolated.**

**3.1 What methods will you put in place to monitor progress of your chosen outcomes e.g. surveys, questionnaires, focus groups. Please also tell us about any other information you would collect to illustrate your project's 'story' to others. This may be case studies, videos, quotes etc.**

**3.2 Is this a one-off project or do you plan to continue these activities once this funding ends? (this will not be part of the assessment).**

☐ Yes

☐ No

**3.3 Please select one Building Strong Communities Fund outcome that your project will work towards. We understand that your project may work across several of these, but please choose the one you feel fits best.**

The four Building Strong Communities Fund outcomes are:

- Londoners are supported to shape their communities post COVID-19
- Unheard voices are amplified
- Feelings of belonging are increased; loneliness and social isolation are decreased
- Feelings of connection within and across communities are increased

**3.4 Tell us specifically how your project meets the priority outcome that you have selected above.**

## Section 4: Risks and Policies

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### 4. Risk and Mitigation

Please describe the top three risks to your project succeeding and the actions you will carry out to reduce the chance of those risks happening or impacting on your project

Example:

Risk: Not enough volunteers recruited to support the project.

Actions: We will ensure there is a dedicated person, Debbie, to manage this task - to advertise, recruit and support volunteers. We will promote the role using a clear volunteer role description and advertise it in a number of local venues and online.

Risk 1

Risk 2

## Risk 3

### **4.1 Please tell us about your organisation's policies and insurances.**

#### **Which of the following do you have in place already?**

Please choose 'No' where you currently do not have these in place but which will be in place by the time you start your project.

If your project is successful, we will not make any payments until these are in place and a copy provided to us.

Safeguarding policy of the applicant organisation. This must have been updated within the last 2 years.

☐ Yes

☐ No

Public liability insurance of the applicant or sponsor organisation.

☐ Yes

☐ No

Employer's liability insurance of the applicant or sponsor organisation.

☐ Yes

☐ No

## Section 5: Budget

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### 5. What is the entire cost of your project?

The project may cost more than the amount you are requesting from this Fund. Please include here the entire cost of the project.

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### 5.1 How much funding are you requesting from BSC Grants Fund?

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### 5.2 Grant Expenditure

Please list how you will spend the amount provided in Q5.1, your requested grant amount, in the table below. Do not provide the entire cost of the budget. Be sure to break down your budget into the key headings, include a clear description of each and show your workings where appropriate i.e. 'venue hire (£100 x 10 sessions), 'sessional workers fees (2x staff x £20 per hour), etc. The cost should be the amount that will be covered by this funding and not the total item cost. Funding only covers revenue, not core capital costs. You can include project management time, including time to attend Building Strong Communities events. Please see the guidance notes on what we will and will not fund. Please ensure you include in your budget any costs required to make your project accessible. Where you are applying as a partnership, please ensure the split of funds is detailed in the budget below.

If you already have prepared a budget document showing the full cost of the project and have clearly identified the elements that will be paid for by this grant, or require more or larger fields than provided below, you can attach this with your application instead of completing the fields below. Please ensure that you either upload a document or complete the fields below.

It is often useful to ask someone unrelated to the project to review the budget to make sure it is clear and the total of the items requested equals the total grant amount you are seeking from this funding.

**Expenditure Area (1) (Largest) and explanation**

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£ Amount (1)

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**Expenditure Area (2) and explanation**

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£ Amount (2)

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**Expenditure Area (3) and explanation**

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£ Amount (3)

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**Expenditure Area (4) and explanation**

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£ Amount (4)

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**Expenditure Area (5) and explanation**

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£ Amount (5)

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**Expenditure Area (6) and explanation**

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£ Amount (6)

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**Expenditure Area (7) and explanation**

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£ Amount (7)

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**Expenditure Area (8) and explanation**

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£ Amount (8)

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### 5.3 Other funding

You don't have to have any other funding for your project but if you do, please tell us about it here. Please make sure that you tell us who you are receiving funding from, whether it is already secured or if you are awaiting a decision.

#### Funding Source (1) (Largest)

£ Amount (1)

#### Funding Source (2)

£ Amount (2)

#### Funding Source (3)

£ Amount (3)

#### Funding Source (4)

£ Amount (4)

## Funding Source (5)

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£ Amount (5)

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## 5.4 Non-cash support

Please tell us about any non-cash support for your project. This is something you need for your project, but you don't have to pay for it. You do not need to have non-cash support to apply, but can be really valuable in a funding application.

It helps to show us that you have considered all the costs associated with your project and that there is a lot of support and goodwill to make it happen. This in-kind support should not be included in question 5.3 Other funding.

Examples include:

- Volunteer time
- Materials that a business is providing for free
- If a venue is offering you space for free or heavily reduced rates

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## Declaration

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**I confirm that the information provided within this form is true to the best of my knowledge. I confirm that I will update Rocket Science, via email or phone, if any of the contact details change, or if our circumstances change and we no longer require funding.**

☐ Yes

☐ No

Thank you for completing this Building Strong Communities Grants form.

Please now review all your answers before submitting, ensuring that you have answered all questions. You will not be able to make any amendments to the form once submitted via email. Please contact Rocket Science after this period if you have not received your outcome notification email.

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We welcome feedback so please get in touch!  
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