

# London Early Years Campaign – Small Grants: Frequently Asked Questions

These Frequently Asked Questions were last updated on 18 October 2018.

## 1. Where can I find appendix 1, needed for the 'budget' section of the application form?

Appendix 1 is an Excel worksheet which can be found on the London.gov website under 'London Early Years Campaign'.

## 2. How do I insert diagrams or charts into the application form?

You can only insert 'text' into the answer boxes in the application form. If you want to include a chart or diagram, please add this as an appendix, clearly labelling which question it relates to. In the question box in the application form, please state which appendix number contains the chart or diagram. Please take into account the chart size in reference to the total size allocation for that question response.

## 3. Do the questions have maximum word counts?

We have set word counts only for question 11. For the rest of the questions, we are looking for short and succinct responses that should fit into the size of the text boxes provided. Where the provided boxes can be extended, a note has been added above the answer box to indicate so (e.g. Q12). Please note that in such cases the answer should not exceed the number of pages stated above the answer box.

## 4. What due diligence information is a Local Authority required to submit?

Local Authorities are exempted from due diligence and are **not** required to provide the following documents requested in question 6 of the application form.

<input type="checkbox"/>	Copy of the most recent audited accounts or copy of the most recent accounts signed by an independent and qualified accountant
<input type="checkbox"/>	Copy of the organisation's Financial Regulations
<input type="checkbox"/>	Statement of the organisation's cash flow forecast for the current year
<input type="checkbox"/>	The organisation's budget for the current year
<input type="checkbox"/>	Evidence of Public and Employer's Liability Insurance
<input type="checkbox"/>	Name and contact details of bank.

**5. Is a Local Authority required to provide organisational references and complete Section E of the application (Monitoring Information)?**

Yes, Local Authorities are expected to complete both of these sections of the application form.

**6. Do bidding organisations need to have a have a minimum financial turnover?**

We haven't specified that bidding organisations must have a minimum financial turnover, however we will assess turnover as part of the due diligence process. Generally, we would expect a bidding organisation's turnover to be more than the annual funding they would receive through the project.

**7. Are applicants expected to provide match funding?**

There is no expectation that match funding will be provided, however any contribution from partners is welcomed, particularly where it will extend the reach of the project. Any confirmed match funding should be detailed in Section D of the application form and Appendix A, outlining the overall budget for the programme. The availability of match funding will not influence the outcome of the application.

**8. Can we include social media in the activity we run?**

Yes, but remember that the GLA have allocated a separate £50,000 to a pan-London social media campaign. The aim is for this campaign to complement other the more local activity funded by the small bids round.

**9. How many grants will be awarded?**

We're looking to award up to 30 small grants.

**10. Are grants expected to fund activity across a whole local authority?**

Whilst the GLA is not specifying the geographic coverage, we expect projects to be delivered in areas of low take up of free early education for 2-year-olds. The project's proposed geographical area may be based on a neighbourhood level or a ward level. If your project is targeting a specific community group it can be delivered across a whole borough or across more than one borough.

**11. Can this funding be used as an extension to existing work we're doing?**

Yes, but you need to explain this in your application and be clear about what additionality the funding would bring.

**12. Can organisations collaborate to apply for this funding?**

Yes, although there will need to be one lead organisation who makes the application. Partnerships don't necessarily need to be formal – you can set this out in your application.

**13. If we're collaborating with another organisation, can we both submit a bid?**

No, if you plan to collaborate with another organisation you should submit one bid. The total grant awarded to your project will not exceed £15,000.

**14. We want to support multiple communities within the same local authority. Should we make just one bid?**

We can accept multiple bids from one organisation, however each bid submitted must stand-alone and in general we expect each bid to be focused on a specific target group. The total funding given to one organisation cannot exceed £15,000.

**15. Is there a limit to the amount of applications that one organisation can make?**

Please see question 14. We can accept multiple bids from one organisation, however each bid submitted must stand-alone and in general we expect each bid to be focused on a specific target group. The total funding given to one organisation cannot exceed £15,000.

**16. Are local authorities excluded from applying?**

No. We welcome applications from all organisations who are able to excellent links with local communities and understanding of barriers to take up of free early education and childcare offer specific to those communities. Please see Section 6 of the Request for Proposals document for more details.

**17. Is it possible to submit a consortium bid on behalf of organisations in a locality?**

We welcome applications from organisations forming partnerships and consortiums. However, the total grant awarded to one consortium will not exceed £15,000.