Civil Society Roots Incubator

Micro Award Application Form and Guidance

Please complete this application form and email to [civilsociety@london.gov.uk](mailto:civilsociety@london.gov.uk) along with your due diligence documentation by 17:00 on Tuesday 26 January 2021.

Micro Awards

You can apply for up to £5,000. The award is for early-stage projects that need support to bring organisations together to address a gap in support for Londoners. The award is an opportunity to test an idea, with a view to developing proof of concept. By proof of concept, we mean there is a viable collaboration and/or partnership to address a gap in support and a plan for how to develop that partnership.

Please review the Civil Society Roots Incubator Prospectus for further information about the programme

**Eligibility Criteria for Micro Awards**

* Collaborations and/or partnerships must be made up of two or more organisations.
* Any type of organisation can apply (mutual aid, un-constituted or an individual) but must have a fiscal host to receive money on their behalf.

* The lead partner must be a not-for-profit organisation, such as;
  + Registered, exempted or excepted charity
  + Charitable incorporated organisation (CIO)
  + Community Interest Company limited by guarantee
  + Charitable company limited by guarantee (that is not also a registered charity)
  + Community benefit society (Industrial and Provident society)
  + Faith group, where the activity is not promoting religion
  + Community Amateur Sports Club
  + Constituted but unincorporated club or association
  + Constituted Tenants and Residents Associations, and Tenant Management Organisations
  + Constituted community group
  + Community Infrastructure Organisations
  + Un-constituted community group
  + Mutual Aid Groups
  + Individual
* Annual income of under £250,000
* Your organisation must be user led. We define user led as an organisation where at least 51% of senior managers, management committee, board governing body or council are led by people the who have lived through the challenges the organisation is trying to tackle.

**Due Diligence**

Please provide the following documentation with your application

* A copy of your organisation’s most recent signed set of Financial Statements/Accounts
* A statement of your organisation’s cash flow for the current year
* Evidence of public liability and employer's liability insurance
* Submission of your organisation’s Financial Regulations

**If you are not a formally constituted group, or an individual you should provide;**

* Details of a nominated organisation who can accept the funds on your behalf -Details provided must include;
  + Name of Organisation
  + Charity/Company Number
  + Organisation Address
  + Primary Contact at Org; name, email address & phone number
* You **must also provide two referees** who can vouch for your work in your specified community

Organisation and Eligibility Questions

|  |  |  |
| --- | --- | --- |
| 1. | Name of organisation:  *Please use your organisation’s legal name (i.e. the name that appears on your organisation’s bank statement)* |  |
| 2. | Is your organisation known by any other name or did you have a former name? Please tell us the name. |  |
| 3. | Organisation address: |  |
|  | Street Address 1 |  |
|  | Street Address 2 |  |
|  | City |  |
|  | Postcode |  |
|  | Website (if you have one): |  |
| 4. | Primary contact for this grant (must be from Lead organisation): |  |
|  | First Name: |  |
|  | Surname: |  |
|  | Role: |  |
|  | Telephone number: |  |
|  | Email address: |  |
| 5. | What year was your organisation established? |  |
| 6. | What geographic area does your organisation operate in? e.g. Ward, borough etc. |  |
| 7. | What type of organisation are you? | Please select:   * Registered, exempted or excepted charity * Charitable incorporated organisation (CIO) * Community Interest Company limited by guarantee * Charitable company limited by guarantee (that is not also a registered charity) * Community benefit society (Industrial and Provident society) * Faith group, where the activity is not promoting religion * Community Amateur Sports Club  Constituted but unincorporated club or association * Constituted Tenants and Residents Associations, and Tenant Management Organisations * Constituted community group * Community Infrastructure Organisations * Social Enterprise * Unconstituted community group (see Qu.7a) * Mutual Aid Groups (see Qu.7a) * Individual (See Qu.7a) |
| 7a. | If you ticked   * Un-constituted community group * Mutual Aid group * Individual   in Qu.6. please give details of the organisation who will be receiving the funds on your behalf and the name of your two references here. |  |
| 8. | If your organisation is part of a larger organisation, what is its name?*Note that only one application can be accepted per organisation, unless you are acting as a host for a mutual aid unconstituted group* |  |
| 9. | Please give your charity number (if you have one) |  |
| 10. | Please give your company number (if you have one) |  |
| 11. | Which of the funding priorities does your proposal aim to respond to? You can tick more than one priority. | Please select:   * Raising unheard Londoners voices to ensure they can participate more fully in all aspects of community life, lead London’s renewal and bring about change * Increasing feelings of belonging and/or address social isolation and loneliness * Increasing access to support, services and mutual aid |
| 12. | Are you an organisation led by and for marginalised communities and those most affected by the Covid-19 crisis? We define ‘led by’ as at least 51% of an organisation’s leaders (trustees and senior managing staff) are people with lived experience. | Please select:   * Black, Asian and Minority Ethnic (BAME) * Deaf and Disabled      * Lesbian, Gay, Bisexual and Transgender (LGBT+)      * Older People * Women * Not led by and for marginalised communities |
| 13. | If you are the lead partner, your annual income must be less than £250,000 per annum. What is your annual income? |  |
| 14. | You must be a partnership of two or more organisations. Please list your partner organisations and what they will be doing |  |

Your Proposal

You will find guidance for completing the following six questions in the table below. Please stay within the allotted word count for each question.

1. **Describe your proposed partnership project and how it will meet unmet need in London.**We are particularly interested in gaps for community support and activity in London. Please answer this question in 500 words max, your answer should include;

* Outline of partnership idea and how it will meet one of the funding priorities
* Cite evidence that the need is currently unmet
* Evidence how the proposed partnership could fill the gap.

1. **This fund is focussed on groups who have been disproportionally affected by Covid-19 and the structural drivers of this disproportionate impact, tell us about how your proposed partnership meets this criteria.**Please answer this question in 300 words max, your answer should include;

* Evidence of how the work of partner organisations support those who have been disproportionally affected and respond to the structural drivers
* Outline why you think bringing these partners together will increase the impact each can have when working with these communities.

1. **Tell us how the partnership will use the incubator to explore the potential of the partnership and what success would look like at the end of the programme?** Please answer this question in 300 words max, you should include

* What the grant will enable you to do that you could not otherwise
* What you will have hoped to achieve by the end of the programme

1. **Budget**
   1. **How much funding are you requesting from Civil Society Roots Incubator?**

All costs should be based on a grant award of a maximum £5,000 from us. We will expect funded organisations to make time to engage with the incubator programme

* 1. **How will you spend your grant?**

Please list how you will spend your grant in the table below. It might be helpful to group items together under headings i.e. ‘staff costs’, ‘training’, etc.

|  |  |  |
| --- | --- | --- |
| **Item** | **Description** | **Total cost (£)** |
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|  |  |  |
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|  |  |  |

**Guidance on next page.**

**Application Guidance for Micro Awards**

|  |  |
| --- | --- |
| 1. **Describe your proposed partnership project and how it will meet unmet need in London.** | Outline of intended proposal and partnership and how this will meet one of the following funding priorities;   * Raising unheard Londoners voices to ensure they can participate more fully in all aspects of community life, lead London’s renewal and bring about change * Increasing feelings of belonging and/or address social isolation and loneliness * Increasing access to support, services and mutual aid     Please provide an overarching outline of the partner organisations involved and how your partnership will make use of this grant to meet the objectives of the Building Stronger Communities Mission with reference to the group you will be focussing on.    Applications should demonstrate a clear rationale for how this funding would support the proof of concept of their partnership idea.    Evidence of need of partnership  Evidence of need for your partnership and why there’s a gap in support here for the community you intend to support.    Evidence of ability to convene partnership, what it would look like and Evidence how the proposed partnership could fill the gap. |
| 1. **This fund is focussed on groups who have been disproportionally affected by Covid-19 and the structural drivers of this disproportionate impact, tell us about how your proposed partnership meets this criteria.** | Evidence of how the work of partner organisations support those who have been disproportionally affected and respond to the structural drivers.    Evidence and examples of work with the disproportionally affected community and demonstration of how the organisation is user-led.    Clear rationale for why partner organisations are key to the partnership, demonstrating the knowledge, skills and expertise they will bring which will ultimately support the disproportionally affected community.    Outline why you think bringing these partners together will increase the impact each can have when working with these communities. |
| 1. **Tell us how the partnership will use the incubator to explore the potential of the partnership and what success would look like at the end of the programme?** | What the grant will enable you to do that you could not otherwise    What you will have hoped to achieve by the end of the programme |
| 1. **Budget** | Please use the template provided and share full details of how you will use the grant funding you are applying for.    As this is a learning programme, we will expect funded organisations to make time to engage with the design lab and other funded projects. This might be up to 6 meetings a year. You may include the cost for this in the budget. |

**Each of the above areas will be assessed in accordance with the following criteria:**

|  |  |
| --- | --- |
| **0 – No response** |  |
| **1 – Unsatisfactory** | **Criteria not met and unacceptable** |
| **2 – Poor** | **No real evidence** |
| **3 – Satisfactory** | **Not met exactly but acceptably** |
| **4 – Good** | **Most aspects of criteria are met** |