



## **OLD STREET DISTRICT COMMUNITY POT GUIDELINES FOR APPLICATIONS IN THE OLD STREET DISTRICT AREA – SUMMER 2021**

This document sets out guidelines for applying for funding for projects in the Old Street District area.

### **Old Street District Community Pot – Background**

The Old Street District Community Pot launched in 2021. It makes funding available for local charity groups and social enterprises. The pot support projects that will bring benefits to the local community focusing on events, employment and training opportunities for local people, health and well-being, small greening and space improvements, arts, culture, and educational projects.

Up to £20,000 is being invested in Old Street District from 2021 annually.

### **Funding available for the Old Street District area**

The £20,000 annual amount will be issued in one tranche in its inaugural year of 2021:

- November 2021 –Deadline for applications is 12 Sept 2021

Maximum funds available for each application:

Registered charities can apply for funding for a project up to £5,000.

Non-registered groups and community groups can apply for a maximum of £2,500.

### **Timetable – Summer 2021 round**

12 July 2021	Application details released
12 September 2021	Deadline for receipt of applications 5pm
November 2021	Announcement of fund recipients



## **The Application Process**

To apply for funding please check your eligibility and register your interest on the Old Street District Partnership by visiting <https://www.oldstreetdistrict.london/communitypot/>.

Details of submission deadlines are on page one of this document

### **Methods of submission**

- Online form – link to be sent by project team
- Paper - Alternatively, paper copies of the application form are available upon request from the Old Street District Partnership.

Once complete, please submit this electronically or post to the address shown under section 6. Contact details

### **Queries**

If you have any questions about the Community Pot or completing the form, please do not hesitate to contact us. Similarly, if any details are unclear or incomplete, you may be contacted by Old Street District to request further information prior to the application being put forward for consideration.



## **Eligibility and completing the application form.**

Please read the following notes to understand application criteria, thresholds and general guidance on completing the application.

Part A – Information about the applicant. Please complete main and secondary contact details.

Who can apply?

- Local community, voluntary or charitable groups. If there are any groups or individuals that you think should be invited, please contact us.
- Charities should be registered with the Charities Commission and should state their charity number on the application form
- Applicants can team up with national or non-local organisations if they are supporting the project.

Registered charities applying for funding must:

- Provide their charity number registered with the Charities Commission
- Be a not-for profit organisation
- Be established and active for a minimum of 12 months prior to the application
- Have a signed constitution or a set of rules
- Have at least 2 un-related management committee members if they are an un-incorporated organisation or voluntary group
- Have good financial management procedures, including a record of income and expenditure
- Have a bank account in the name of the group, with at least 2 unrelated cheque signatories
- Have a safeguarding policy in place if working with young people and children (under 18s) or vulnerable adults
- Have the relevant insurance cover in place before delivery of project begins

Non-registered groups, businesses or individuals applying for funding must:

- Deliver a non-commercial and non-profit-making project
- Have provable relevant experience
- Have proof of a residential or business address in the local area
- Name of a professional referee relevant to the project
- Have a safeguarding policy in place if working with young people and children (under 18s) or vulnerable adults
- Have the relevant insurances in place before delivery of project begins



Part B –Information about the project. Please read the notes below to understand the key criteria which your project should follow.

What kind of project can be funded?

The projects must take place within the target area shown on the map below, or sit very close to it, and fit within any of the following criteria:

- Community programmes or activities (e.g., with young people, the elderly and/or hard to reach groups)
- Increasing employment opportunities/apprenticeships for disadvantaged people in the area and for access into tech/start-up businesses
- Health and Well-being activities
- Small improvements to public space and greening the streets
- Arts and cultural activity
- Educational and extra-curricular initiatives in schools

Applicants must be able to demonstrate that:

- The project will have a positive impact on the community
- The project will involve local people in its activities
- The work is adding value to a space, facility, or programme and/or supporting existing successful community projects
- There is a plan in place to maintain the longevity of space/ installation post initial funding being awarded
- They have necessary permissions where applicable from relevant council departments in Islington and Hackney

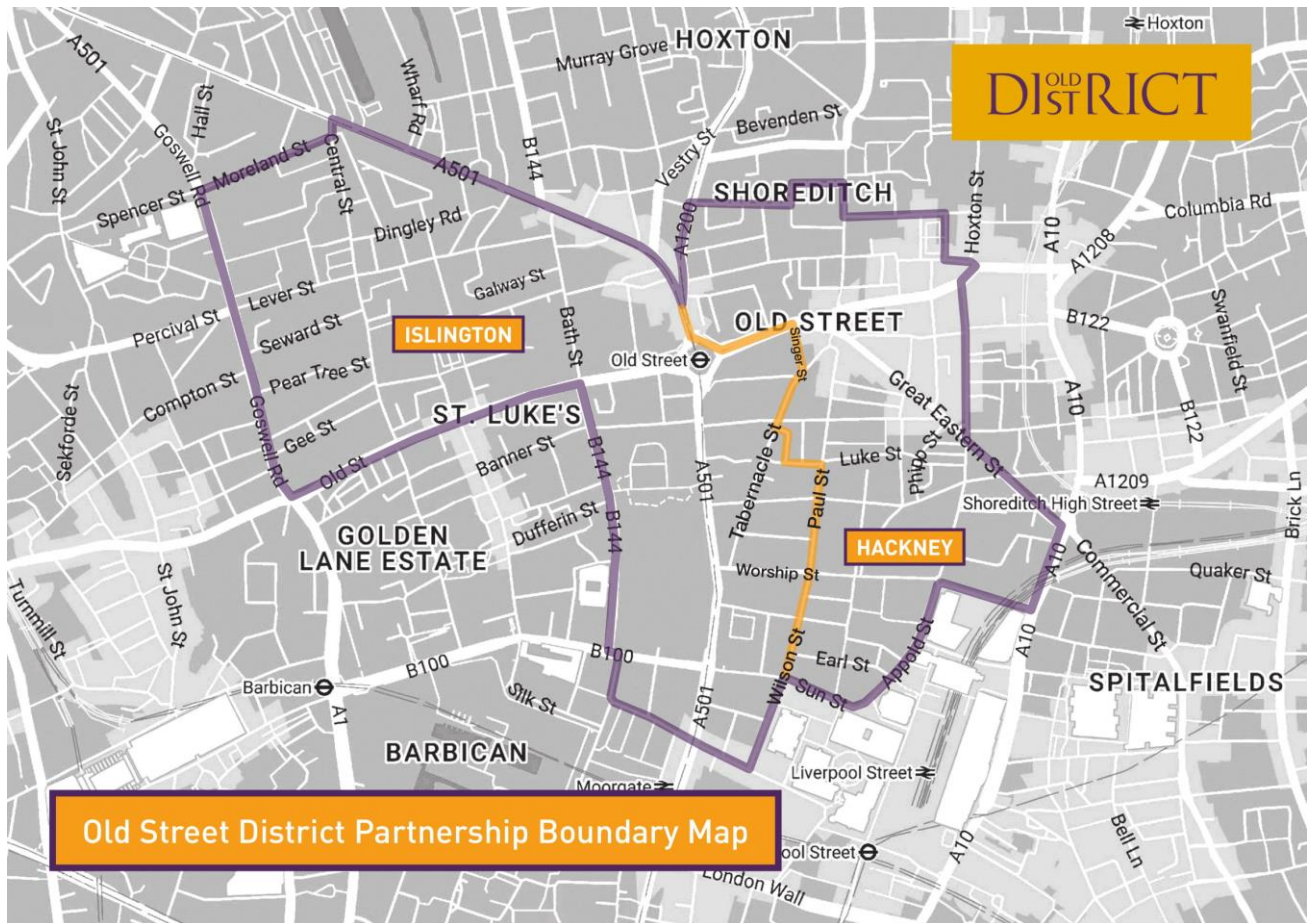
Funding exclusions for this programme:

- Commercial costs for small businesses/non-registered groups cannot be covered, unless these costs support local employment opportunities for disadvantaged people
- Projects taking place outside the target area cannot be supported. If the proposed project is taking place just outside the area, but is still benefiting residents within it, please contact Old Street District prior to submitting your application, to discuss whether it is eligible
- Political activities and campaigns
- Projects promoting religious activities
- Activities where people are excluded on grounds of religious beliefs, ethnicity, sexual orientation, or disability



## Pot target area

For 2021, applications should fall broadly within the area defined in the map below.



Part C – Budget breakdown.

Budget breakdowns should include a detailed split of costs categories and highlight staffing costs.

Staffing costs will be reviewed to ensure that they are reasonable and appropriate.

### Grant Thresholds

- Registered charities can apply for funding for a project up to £5,000.
- Community groups can apply for a maximum of £2,500.
- Part D - Additional information. Please provide the documents requested.
- Part E & F – Data protection and Declaration. Please tick and sign as shown.

Once your application is complete, please return this to Old Street District Partnership either electronically



or by post to be received by 5pm on 12 September 2021.

## **Contact details**

For any questions during the preparation of your application and for the submission of your application, please contact:

Community Team  
Old Street District Partnership  
38-39 St Johns Lane  
London EC1M 4BJ  
Tel: 020 3817 6296  
Email: [communitypot@oldstreetdistrict.london](mailto:communitypot@oldstreetdistrict.london)

## **The decision-making process**

The allocation of funding is dependent upon:

- Meeting eligibility criteria
- The robustness of the project
- Value for money
- The final decision will rest with Old Street District Partnership



Your application will be reviewed by a Community Panel. The Community Panel will assess the eligibility and appropriateness of each application. Funding will be awarded based on panel consensus.

As part of the decision-making process, applicants may be contacted where any more information is required.

After the Community Panel assessment, we aim to contact all applicants by November 2021 to inform them of the funding decision.

### **Successful applicants - Terms & Conditions**

Applicants will be required to sign the Community Pot Terms & Conditions (T&Cs) which will be issued once the funding decisions have been made.

Full T&Cs are available to view in advance if required and these can be requested by contacting the Community Team.

The groups or individuals awarded the funding will be expected to

- keep a record of the project progress
- produce a short report outlining how they have met their objectives and what the project outcomes were, including lessons learnt.
- Provide photographs of your events and activities which are copyright-cleared and have relevant consents. This will be used by Old Street District in printed and/or digital form.
- Applicants will also be required to provide a record of expenditure
- Applicants will need to acknowledge Old Street District support in their project publicity.