**Good Thinking Newham small grants programme**

[**https://www.good-thinking.uk/**](https://www.good-thinking.uk/)

**Application Form**

**Deadline for application:** Please email a completed copy of this form to [Agata.Roszczynska@newham.gov.uk](mailto:Agata.Roszczynska@newham.gov.uk) by **10am Monday 24th June 2024.**

**Information session:** There is an information session scheduled on **Tuesday 11th June, 10-11am** for anyone interested in applying. We will be able to share information from this session to anyone unable to attend.

Please book your space here - [Good Thinking Newham Grant information session](https://www.eventbrite.co.uk/e/good-thinking-newham-grant-information-session-tickets-626097623847)

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| **Name of organisation** |  |
| **Address of organisation** |  |
| **Name of key contact** |  |
| **Phone number** |  |
| **Email address** |  |

1. **Please provide a description of your experience of engaging with communities and residents in Newham (maximum 300 words).**  
   This should include:
   * Experience of engaging with communities and residents, including a description such as ethnicities, gender, age range, locations/areas
   * Which community groups you seek to engage with for the project you intend to carry out (include a description as above of ethnicities, gender, age range, locations/areas)
   * Why these groups
   * How many people are you seeking to reach

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1. **Please describe how you will use the grant to increase awareness and use of Good Thinking in Newham (maximum 300 words).**This should include:

* How you plan to engage with the communities described above including a description of why you are using these approaches
* Methods of providing support – online or in person events
* The role of the Super User
* The project timeline. Please note that while the funding is available from early July 2024, the Super User training begins in August with the expectation that each organisation attends **one** of the sessions in question below. Funding can be used through December 2024 so please set your timeline based on the best Super User training and use of the funding.

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1. **Please describe your organisation/s experience in delivering events and engaging with communities and residents in Newham (maximum 300 words).**  
   This should include:
   * Experience of engaging with communities and residents, including a description such as ethnicities, gender, age range, locations/areas
   * Any previous examples of successful engagement methods (such as types of events you conduct, use of social media, phone/online engagement)

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1. **Budget - please tell us how much money you would like (up to £2,000) and what you will use it for**

This should include:

* + Staff costs
  + Materials and resources
  + Venues / refreshments
  + Other

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1. **Which days work best for you for the Super User training?**

Please indicate which Super User training you will attend

* + **Wednesday 14 August, 10:30-12:00**
  + **Tuesday 10 September, 10:00-11:30**
  + **Thursday 26 September, 14:00-15:30**
  + **Friday 18 October, 10:00-11:30**
  + **Wednesday 13 November, 10:00-11:30**

**Please Note**

\* We will consider your grant application using the information on this form.

\* It is a condition of this grants programme that all projects and events are free to enter / at no cost to the public - charging for any part of your project is not permitted.

**ANNEX A**

**Improving fairness in Small Grants processes in Newham Council**  
Newham Council is committed to tackling racism, inequality and disproportionality across all of our work. **Please note, your answers to these questions are to help improve our processes and will not influence the grant application decision.**

Partnerships with voluntary groups, community organisations and faith organisations is an important part of this. Making sure that small grants programme give equal opportunity to organisations across Newham is also very important.

Please answer the below questions in order to help continue to make funding opportunities equal. None of the below questions have to be answered, though please do answer as many as you can.

**You can answer the questions by clicking on the relevant box and it will mark it with an x**

**Would you consider your organisation ethnically diverse led?**Yes

No

Unsure

**Is more than half of the management team and / or board of the organisation from an ethnic minority background (this is the current definition of a minority-led organisation).**

Yes

No

Other

**Is the organisation led by someone with any of the following protected characteristics? If so, please tick all that apply *these come from the government's definitions of protected characteristics***LGBTQ+

Physical Impairment

Mental Impairment

None of the above ☐

**Please tick your average annual turnover for the last 4 years (or less). *The groupings are from National Council for Voluntary Organisation’s categories, see table at: https://www.ncvo.org.uk/news-and-insights/news-index/uk-civil-society-almanac-2021/profile/how-many-voluntary-organisations-are-there/#/***Less than £10,000 - Micro

£10,000 to £100,000 - Small ☐

£100,000 to £1m - Medium

£1m to £10m - Large ☐

£10m to £100m - Major

More than £100m – Super-major ☐

Other ☐

**Does your organisation participate in any of these activities with Newham Council? Please tick all that apply.**Anti-poverty alliance ☐

Diverse Communities Health and Wellbeing Group ☐

Co-production Forum ☐

MAC Panel ☐

Newham Food Alliance ☐

Older People’s Reference Group ☐

A member of staff sits on a council board ☐

Other ☐

**How does your organisation find out about grants in Newham? Please tick all that apply.**Word of mouth ☐

COMPOST ☐

One Newham ☐

Newham Council Website ☐

Other Council networks ☐

Other Voluntary/Charity/Faith sector organisations ☐

Other ☐

**Does your organisation have staff that are specifically employed to write/manage grant applications?**

Yes

No

Unsure

**Thank you for your information**

Please note your answers to these questions will not form part of the panel assessment of the applications.

**ANNEX B**

**Declaration YES / NO**

Please delete either Yes or No to confirm that these funds will be spent only on the items/costs outlined above specifically in relation to the delivery of the Good Thinking Newham project.

**Conditions of Grant**

**1.** The grant applicant, must provide a clear statement of aims and objectives (either within the form or as a separate document), and be non-profit making.

**2.** The project activity must be Newham-targeted and bring direct benefit to residents of Newham.

**3.** Funds granted must only be used for the purposes set out in the application form unless changes are agreed by the council in writing.

**4.** The project organisers shall not use any part of the council’s grant to support any political party or engage in publicity, which could reasonably be regarded as designed to affect support for a political party.

**5.** Funds may not be used to promote any religion or for religious activity.

**6.** Funds may not be used for the purchase of alcohol.

**7.** Any allocation from this programme must be spent and accounted for, within the agreed time period of the project activity, and submitted with other required project monitoring information.

**8.** Individual items of equipment purchased with Council funding with a value exceeding £500 must be insured and shall become the property of Newham Council if the organisation folds within two years of receiving the award.

**9.** The grant cannot be used for expenditure made before the date of your grant offer notification.

**10.** Proper and appropriate financial and accounting records must be maintained.

**11.** If the applicant owes an outstanding debt to the council, which is unrelated to the grant, the council will not pay grant funding until such time as the entire debt has been cleared.

**12.** If the applicant has failed to submit the required monitoring information from previous council funding, the council will not consider any new application until this has been rectified.

**13.** Council support should be acknowledged on project literature, as appropriate.

**14.** A council officer will be assigned to the funded project to provide liaison as necessary. This officer must be kept informed of the progress of the project monthly.

**15.** Monitoring information must be provided as specified in the grant offer notification and access given to the project at all reasonable times in order that council officers may provide development support and carry out monitoring and evaluation duties as appropriate.

**16.** The project organisers must comply with all legal requirements in relation to employment, insurance, health & safety, child & vulnerable adult protection, service delivery, premises & other relevant matters.

**17.** Grants may not be used to subsidise fundraising activities.

**18.** Funded projects will be expected to share information on their activities, outcomes and achievements, as and when required by the Council.

**19.** Risk assessments forms will be provided and will require completion prior to a funded event.

**20.** Ensure the necessary safeguarding checks and training are complete prior to commencing the project.

**21.** You will complete an End of project form on the completion of your project.

**ANNEX C**

**Council’s Oracle Fusion finance**

In order to receive the grant, you will need to be set up on the system – if you are unsure if you are already signed up get in contact and we can check for you.

We are asking all partners to sign-up to the Council’s Oracle Fusion finance system. This will help to create a more seamless method for paying out grants and support payments.

To Register on Oracle Fusion please click here: [https://www.newham.gov.uk/council/procurement-–-buy/2](https://www.newham.gov.uk/council/procurement-%E2%80%93-buy/2)

Link to the guide: <https://www.newham.gov.uk/downloads/file/2723/newham-supplier-registration-guide-v3>

Once you have completed stage 1 registering as a Prospective supplier, please notify [Agata.Roszczynska@newham.gov.uk](mailto:%20Agata.Roszczynska@newham.gov.uk)  to initiate you being promoted to spend authorised. You will receive an email notifying you of the change and requesting you to update the account, following stage 2 of the guide (pg.11).