

People
Powered
Places

FREQUENTLY ASKED QUESTIONS (FAQ)

For People Powered Places Application Forms



YOUR VOICES.
YOUR CHOICES.
YOUR NEIGHBOURHOOD.

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THE BASICS

How much funding can I apply for?

Residents can apply for up to £5,000 and Voluntary, Community, and Faith Sector Organisations can apply for up to £20,000. Ensure you use the correct application form.

Can I apply for more than one project?

No, applicants can only apply for funding from one Community Neighbourhood and may only submit one project application.

What is the deadline to submit my application?

The deadline has been extended to **Sunday 10 September 2023**. We encourage you to apply early to receive support with your application, including feedback if the team have capacity. Don't leave it to the last minute as it can take time to fill out all the sections of the form. Send completed application either electronically or written and sent by post to your Community Neighbourhood team. You can find contact details on the last page of the application form.

Can I apply for funding if I already had funding in previous cycles of People Powered Places (previously Community Assemblies)?

You can apply for funding again if you have already been given funding with this programme, but you need to make sure your project is different. This is to make sure that we continue to fund innovative ideas and that everyone has an equal chance to get funding.

Where does the funding come from?

The funding comes from Neighbourhood Community Infrastructure Levy (NCIL). The Neighbourhood Community Infrastructure Levy (NCIL) is a charge on new development to help fund strategic and neighbourhood infrastructure in Newham. Find more detail in the application form. An additional £80,000 comes from the Royal Docks Team, find out more in the section about the Royal Docks Team funding on page 11.

FILLING OUT THE APPLICATION FORM

How do I know which application form to fill in?

If you are an individual resident applying to fund your idea, you will need to use the Resident application form. If you are a group of residents but are not constituted as an organisation, you will also need to use the Resident application form and fill in the relevant information about your group. If you are a voluntary, community or faith sector (VCFS) organisation, you will need to use the VCFS application form.

How do I know which Community Neighbourhood I live, learn or work in?

Here is the list of the 8 Community Neighbourhood and their wards. You can find a map at the end of this document.

Beckton and Royal Docks Wards	Beckton, Royal Albert, Royal Victoria
Custom House & Canning Town Wards	Canning Town South, Custom House, Canning Town North
East Ham Wards	East Ham South, East Ham, Wall End
Forest Gate & Maryland Wards	Maryland, Forest Gate North, Forest Gate South
Green Street Wards	Boleyn, Green street East, Green street West
Manor Park Wards	Manor Park, Little Ilford, Plashet
Plaistow Wards	Plaistow North, Plaistow South, Plaistow West & Canning Town East
Stratford & West Ham Wards	Stratford, Stratford Olympic Park, West Ham

Do I need to fill in all parts of the application form?

Yes, you need to complete all parts of the application form so council services and the working group can assess your application against the essential criteria. Make sure you provide enough detail for the working group to be able to fully understand your project idea and score it. If some of the information is missing, the working group might ask you for additional information. If most of the information is missing, your application won't be shortlisted for the voting stage.

The only exception is when it says 'only if applicable' and that section doesn't apply to your case.

How much detail do I need to put in my application form?

Make sure that your application form is detailed enough for someone who has never heard of your project to understand how it will be delivered. You don't need to write long paragraphs but you do need to be precise. Refer to the word count for each question to get an idea of what is expected.

What is consultation and what do I need to do?

A consultation is a way of making sure that your project is supported by the local community and that no one will be negatively impacted by your project. For example, if you want to fund a parklet in your street, you will need to speak to your neighbours to make sure they know and agree with your project idea. This can be done in several ways such as door-knocking or questionnaires.

If you are unsure about how to do a consultation, you can watch the support clinic recording [here](#) or speak to your Community Neighbourhood team.

Does my project need to address one of the local priorities?

Yes, this is one of the essential criteria for your project to be shortlisted. If you had an idea before the priorities were chosen, make sure you adapt your idea to the local priorities of your neighbourhood. Your project can address more than one priority.

How much detail do I need to put in the budget section?

The budget section is important for the working group to understand how you will spend the grant. It will also help you to make sure that you are asking for the right amount of funding. Make sure you break down the different costs and that it helps understand how you will deliver what you have described. If your project needs to be fully or partially delivered in a public space, please refer to the catalogue of costs to make sure your budget is accurate. Don't forget to add maintenance costs and contingency costs to make sure your project is sustainable and resilient.

Value for money is one of the essential criteria that the working group will assess.

If you are unsure about how to cost your project, you can watch the support clinic recording [here](#) or speak to your Community Neighbourhood team.

How do I upload my project brief on Newham Co-create?

Newham Co-create is Newham's online participation platform. It is used to inform residents of the progress of all ideas and projects. Residents will also be voting for their favourite projects on this platform so it is important that you manage your project tile to make it as informative as possible.

As well as submitting your application form, you need to post a short summary of your project onto Newham Co-create by clicking on 'Submit your idea'. Please make sure to use the same name for your project idea on Co-create that is stated in your application form.

You can sign up by visiting: newhamco-create.co.uk/en/peoplepoweredplaces

If you are unsure of how to upload your project brief, contact your Community Neighbourhood team.

Can I receive support to fill out the application?

Yes, the Community Neighbourhood teams are available to support you to complete your application form and give you additional information. You can find your local team's contact details at the end of the application form.

Watch the recording of the support clinic giving guidance on project applications from VCFS organisations [here](#) and the support clinic giving guidance on project applications from residents [here](#). Your Community neighbourhood team also have local project clinics to support you.

APPLICATION RESULTS

How will my application be scored?

Project applications will be reviewed and assessed in two different ways during the shortlisting phase. There will be a feasibility assessment carried out by our council services for all projects happening in public spaces. All projects will also be reviewed, assessed and scored by the working groups. Each working group is made up of local residents, council officers and councillors who make sure that project applications meet the essential criteria and benefit the Community Neighbourhood.

The essential criteria are meeting the NCIL funding requirements, addressing at least one of the local priorities, value for money and being able to deliver within one year. However, all the information you provide in your application will be used to make sure it meets the criteria and benefits the Community Neighbourhood.

When will I know if my project was successful?

You will be informed of the result of the shortlisting phase in October. If your project is shortlisted, this doesn't mean it has been given funding. Next, it will go to the voting stage where Newham residents will vote for their favourite project. This is the participatory budgeting phase and will happen in October/November 2023. You will then be informed of the results of the vote. If your project is successful, we will be in touch to offer a grant agreement and you will be able to start delivering your project from January 2024.

What if my project is unsuccessful?

If your project is unsuccessful, we will do our best to provide feedback and direct you to alternative funding opportunities. There will be a support clinic organised after the voting stage for all unsuccessful applicants to find alternative ways to fund their ideas.

DELIVERING THE PROJECT

What happens if my project is successful?

If your project is successful, you will be asked to sign a grant agreement and you will be expected to deliver the project. If your project needs to be delivered in a public space, you might choose for the project to be delivered by one of the council services on your behalf. Please refer to the catalogue of costs for more guidance on projects delivered in public spaces.

How will the grant be paid?

Successful applicants will need to sign a grant agreement before they can receive funding. The funding will be paid in three instalments of 50%, 25% and 25%. Instalments two and three will be subject to the completion of monitoring forms evidencing the successful delivery of the project and appropriate spending of the funding, including receipts of all spends.

What if I don't have a treasurer's bank account?

If your organisation doesn't have a treasurer's bank account, we will be able to support you to access funding for your project via our trusted third party banker. Please note that this third party banker will typically charge 2.5% commission from the total grant allocation which will need to be factored into your budgeting. For example, if you are applying for £5000, the commission will be £125 leaving £4875 on the project costs. You can choose another accredited organisation to act as your third party banker but you need to indicate this in your application form and have consent from both parts.

How long will I have to deliver my project?

You will have one year to deliver your project. This will be between January and 31 December 2024.

Can I start my project straight away?

You will need to sign the grant agreement before you can start delivering your project. Some projects will be able to start soon after the agreement is signed, but please note that the release of instalments can take time. For projects that need permissions, signing a lease or acquiring a license, you might not be able to start delivering your project straight away. If this is your case, please make sure you have put this in your application form.

What if my circumstances change and I can no longer deliver the project?

If you can no longer deliver your project, you will need to inform the Community Neighbourhood team immediately. The team will discuss options with you and take necessary steps to support the delivery of the project or end the project and put the funding back into the main pot.

What happens if I run into problems during delivery?

You will need to inform the Community Neighbourhood team of any issues arising while delivering your project.

The team will do their best to support you to deliver your project. If the project requires significant changes from the original idea voted for by residents, this will need to be discussed and approved by the working group.

What support will I receive to complete my project?

You will receive continued support from the Community Neighbourhood teams who will guide you through the process and help to link you up with relevant internal departments. There will also be project clinics organised throughout the year to support you to deliver your project, and networking session with other project leads. The working group is also here to support you and monitor your project.

Can I do what I want once I receive the grant?

No, your project will be monitored by the Community Neighbourhood teams and the working group to make sure that you deliver the project idea that residents have voted for. You will need to complete monitoring forms and attend People Powered Places events to share your progress. The working group will also be carrying out monitoring visits to check that you are delivering the project.

Am I done with my project after 31 December 2024?

You will need to make sure you have filled out all the documents, including monitoring forms and the evaluation form to finish your project. If your project needs maintenance, for example watering plants or looking after a planter, you will need to sign a maintenance agreement and agree to maintain your project in the long term. You will need to inform the council if and when you or your group can no longer maintain your project and discuss next steps.

GETTING SUPPORT

There are many ways of getting support with your project application:

‘Our solutions’ events.

You can watch the recordings of the ‘Our Solutions’ events where local residents came up with ideas and tested them with experts from the council on [Newham Co-create](#).

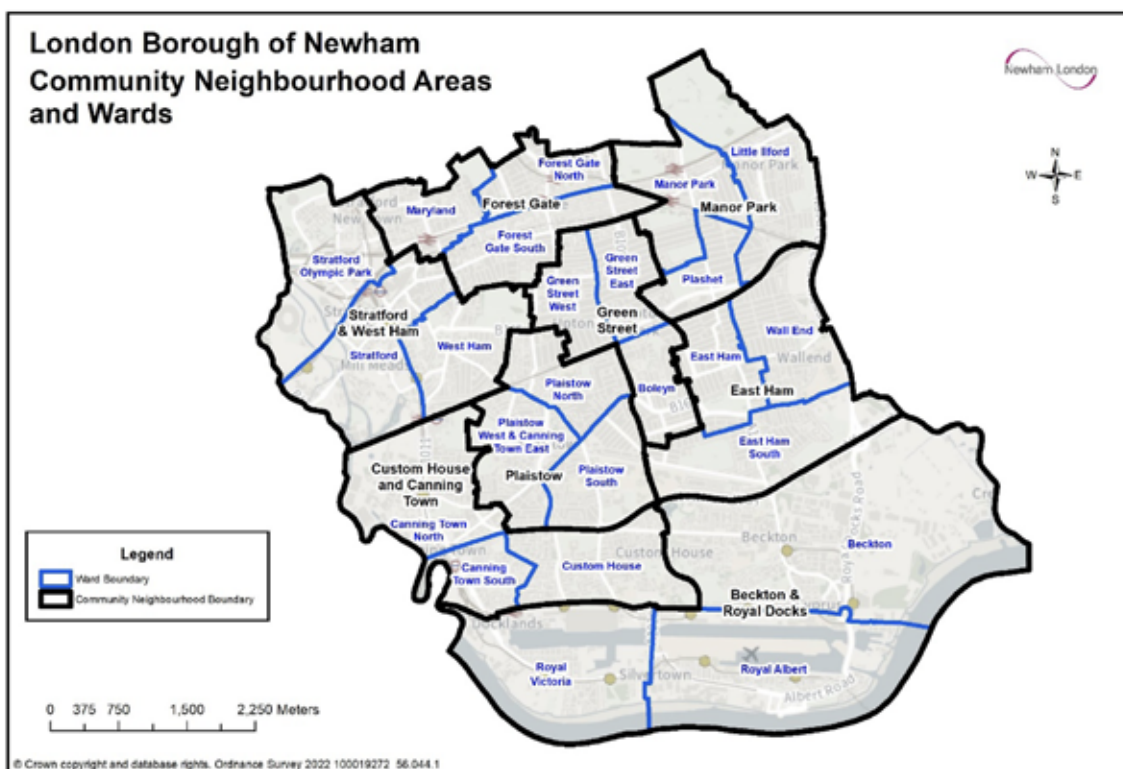
Support Clinics.

Watch the recordings of the support clinics held in July below:

How to submit a project application (Voluntary, Community and Faith Sector)	https://youtu.be/Vok54G2Xkew
How to submit a project application (Resident)	https://youtu.be/P9kaDHPV34k
How to cost your project	https://youtu.be/nRN22f1Aesg
How to do a consultation	https://youtu.be/BFRCNpmPOXo

Speak to your Community Neighbourhood Team.

They will be able to provide guidance and advice with your ideas and help you complete your application form.



COMMUNITY NEIGHBOURHOOD TEAMS

Community Neighbourhood	Address	Phone/email
Beckton & Royal Docks	Beckton Library 1 Kingsford Way, E6 5JQ	☎ 020 3373 0853 ✉ CN.BecktonRoyalDocks@newham.gov.uk
Custom House & Canning Town	Canning Town Library, 18 Rathbone Market, E16 1EH	☎ 020 3373 0854 ✉ CN.CustomHouseCanningTown@newham.gov.uk
East Ham	East Ham Library, 328 Barking Road, E6 2RT	☎ 020 3373 0827 ✉ CN.Eastham@newham.gov.uk
Forest Gate & Maryland	The Gate Library, 2-6 Woodgrange Road, E7 0QH	☎ 020 3373 0856 ✉ CN.Forestgate@newham.gov.uk
Green Street	Green Street Library 337 - 341 Green Street, E13 9AR	☎ 020 3373 0857 ✉ CN.Greenstreet@newham.gov.uk
Manor Park	Manor Park Library, 85-693 Romford Road, E12 5AD	☎ 020 3373 0858 ✉ CN.Manorpark@newham.gov.uk
Plaistow	Plaistow Library, North Street, E13 9HL	☎ 020 3373 0859 ✉ CN.Plaistow@newham.gov.uk
Stratford & West Ham	Stratford Library, 3 The Grove, E15 1EL	☎ 020 3373 0826 ✉ CN.Stratfordwestham@newham.gov.uk

ADDITIONAL FUNDING FROM THE ROYAL DOCKS TEAM

The Royal Docks Team is contributing up to £80,000 to People Powered Places. This funding is aimed at supporting and encouraging additional community projects around the Royal Docks.



This grant will replace 'Create Your Docks': a fund previously provided by the Royal Docks Team to encourage and support community involvement in the area's regeneration.

Who is the Royal Docks Team?

The **Royal Docks team** is a joint initiative between the Mayor of London and the Mayor of Newham to deliver an ambitious investment programme for the area. The Royal Docks is London's only Enterprise Zone and one of the UK's most significant regeneration projects, forecast to deliver 4,000 new homes and 35,000 jobs.

The team works in partnership with a wide range of stakeholders, from local community groups to developers and local businesses, to deliver its vision of transforming the area into a hub of enterprise, employment and culture. Communities are at the heart of this transformation and key to its success.

Why is the Royal Docks Team no longer running its community fund 'Create Your Docks' and instead contributing to People Powered Places?

Transferring delivery of the 'Create Your Docks' fund to People Powered Places offers a range of benefits.

The programmes share common objectives and priorities, as well as offering similar sized grants to applicants. 'Create Your Docks' offered opportunities for residents to engage in transforming their neighbourhoods. Grants were awarded to projects that brought people together, celebrated the area's heritage and diversity, promoted community participation and/or contributed to activating and improving public spaces. These themes align closely with Newham's strategic priorities for People Powered Places.

Delivering together avoids duplication and supports a more joined-up and effective service for communities. Sharing resources provides additional capacity to promote the programme, encourage a greater spread of funds and projects and the potential to create partnerships amongst different groups.

Click [here](#) for information on the projects funded by 'Create Your Docks' in 2022.

Which community neighbourhoods will receive the extra funding?

The additional funding will be allocated to the **Beckton & Royal Docks** and **Canning Town & Custom House** Community Neighbourhoods and is accessible to all residents and Voluntary, Community, and Faith Sector Organisations within these ward boundaries.

Is there a separate application process and criteria for these additional funds?

No, as an applicant you do not need to do anything differently. The process for allocating and awarding grants will be led by People Powered Places. The Royal Docks Team will work with the relevant working groups to ensure there is a representative range of applications that reflect and contribute to the Royal Docks Team's priorities.

Is it fair that my neighbourhood will not benefit from this extra funding?

As one of the most rapidly expanding regions in the UK, the Royal Docks is experiencing a huge transformation. Key to the long-term success of the area's regeneration is ensuring that local people can participate in and benefit from these changes. The Royal Docks Team works with a range of partners and stakeholders to encourage its communities to help drive this change. Aligning the Royal Docks community fund with People Powered Places provides an opportunity to strengthen shared commitments to putting communities at the heart of the borough's regeneration.