

People
Powered
Places

VOLUNTARY, COMMUNITY AND FAITH SECTOR (VCFS) APPLICATION FORM

Share your idea for an exciting community project to improve your local area and you could be awarded up to £20,000 funding



YOUR VOICES.
YOUR CHOICES.
YOUR NEIGHBOURHOOD.

INTRODUCTION

People Powered Places give Newham residents the chance to change their local area for the best. It is one of the largest participatory budgeting programmes in the UK. Newham residents have £1.6 million to spend across Newham on local projects delivered by local people, for local people.

HOW DOES IT WORK?

Newham has 8 Community Neighbourhoods. Each Community Neighbourhood has been allocated £200,000 to spend on improvements to the area. Beckton and Royal Docks and Custom House and Canning Town will receive an additional £80,000 to share from 'Create Your Docks' community fund through the Royal Docks team.

1

Step 1: Our priorities

In May, residents discussed and voted for their local priorities at 'Our priorities' events. All project proposals will need to meet at least one of the priorities to receive funding.

2

Step 2: Our solutions

Between 21 June – 17 July 2023, residents are coming together again for 'Our solutions' events to discuss ideas that improve the area and meet local priorities. Project ideas can be tested with experts at these events. Find out more on Newham Co-create (newhamco-create.co.uk/peoplepoweredplaces).

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Step 3: Project applications & shortlisting

From 20 June, if you are a resident (live, work or learn in Newham), or you are a voluntary, community or faith organisation (VCFS) you can apply for funding. Residents can apply for up to £5,000 and voluntary, community and faith organisations (VCFS) can apply for up to £20,000. Support will be available at 'project clinics'. Support will be available at 'project clinics'. Find out more on Newham Co-create (newhamco-create.co.uk/peoplepoweredplaces).

All project proposals are reviewed and scored by Working groups and council services. Working groups are made up of local residents, council staff and councillors. Internal services also review project proposals to assess feasibility of each project. This is the shortlisting phase. At the end of October, all shortlisted projects are put forward for voting. Each resident and organisation will receive a letter to let them know whether they have been shortlisted or not. Feedback will be given to unsuccessful applicants wherever possible.

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Step 4: Voting

In late October/early November 2023, voting will be open online on Newham Co-create, Newham's online participation platform, and there will also be in person voting events. Projects with the most votes will be awarded funding within the limits of £200,000 per Community Neighbourhood.¹ Results will be announced by the end of November/early December 2023. Unsuccessful applicants will be offered support to find other funding wherever possible.

1. Please note that this amount may differ slightly from one Community Neighbourhood to another when funding that hasn't been spent in previous cycles has been brought forward to this cycle.

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Step 5: Project delivery & evaluation

From January 2024, all successful applicants will have a full year to deliver their project until 31 December 2024. Project leads will need to sign a grant agreement and deliver their project within this timeline. Monitoring of each project will be done by Working groups through monitoring visits. Funding will be allocated in three instalments of 50%, 25% and 25% of the grant, subject to monitoring forms being completed by the project leads.

Project leads will need to complete an evaluation form at the end of the delivery period to demonstrate the impact of the project. Project leads will also be asked to showcase their progress at local events during the delivery period. Support will be available at 'project clinics' throughout the year and via the local Community Neighbourhood teams.

Between January and March 2025, the programme will be evaluated and project leads will be invited to give feedback about their experience.

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Step 6: Celebration

In May/June 2025, a community event will be organised to celebrate all the achievements from projects funded across Newham.

WHERE DOES THE FUNDING COME FROM?

The funding comes from Neighbourhood Community Infrastructure Levy (NCIL). NCIL is a charge on new developments to help fund strategic and neighbourhood infrastructure in Newham. The essential criteria for NCIL funded projects are as follows:

1. All projects need to help with the development and growth of the Community Neighbourhood area
2. All projects need to either:
 - improve our public spaces and infrastructure (see Infrastructure list on Newham Co-create or ask a copy at your local library)
 - improve the health and happiness of the local community

NCIL funding is closely monitored and all allocated funding will need to be matched with relevant invoices and receipts, to be sent with monitoring forms.

We will use the information you provide us to assess whether your project:

1. Meets the law which controls how we can spend this money.
2. Addresses the local priorities identified by the community.
3. Can be delivered by 31 December 2024.

GENERAL GUIDANCE

Use this form for projects led by constituted organisations from the Voluntary, community and faith sector. Use the resident form for any unconstituted resident group.

Make sure that you fill all parts of this application form in detail so that the Working group can best score your application. Please read the conditions of the grant at the end of this document to make sure you understand how it works and that this the right funding for your organisation.

All projects that are happening in public spaces will need to have carried out a consultation before submitting their application. This is to make sure that you gain support from the local community that will be directly impacted by your project.

Depending on where your project is located, you might need permission to use the land or premises for your project. This includes any event that takes place in a park. Please make sure you indicate if your project will need permission and include any related fees in the budget field of this application form.

If your project requires equipment to be installed in a public space, this will need to be purchased and installed by our services in accordance with our policies and agreed suppliers. Please refer to the catalogue of costs to fill the budget section if this is your case (find the catalogue of costs on Newham Co-create or ask a copy at your local library). If your project needs maintenance, make sure you include this in your budget and delivery plans.

All funded projects will need to have appropriate policies in place, including a safeguarding policy.

For more detailed guidance, please refer to FAQ on Newham Co-create.

SUBMITTING YOUR APPLICATION

The deadline to submit your application is **Sunday 10 September 2023.**

Please send your completed form to your local Community Neighbourhood Team using the email details provided on the last page of this document, or by posting or bringing a copy to your local library.

NEED SOME SUPPORT?

Watch the support clinics held on Zoom in July at the following links:

Voluntary, community and faith sector (VCFS) application form guidance
<https://youtu.be/Vok54G2Xkew>

Resident application form guidance
<https://youtu.be/P9kaDHPV34k>

How to cost your project
<https://youtu.be/nRN22f1Aesg>

How to do a consultation
<https://youtu.be/BFRCNpmPOXo>

Or contact your Community Neighbourhood team directly for support (contact details at the end of this document). Apply early to get support with your application.

<https://newhamco-create.co.uk/en/pages/people-powered-places>

PRIORITIES PUT FORWARD FOR VOTING IN MAY 2023



Health and wellbeing

People in Newham have poorer health outcomes than the population overall. This theme includes improving health and social care, tackling health inequalities and responding to the cost of living crisis. It also includes topics like life expectancy, loneliness and isolation, ageing well and mental health.



Inclusive economy

Newham's employment rate is lower than that of the UK. This theme includes inclusive economic growth, improving quality of life for all, supporting local businesses and creating accessible learning opportunities and job opportunities. It also includes topics like financial wellbeing and food security.



Environment and public spaces

Air pollution in Newham is worse than anywhere else in London. This theme includes making neighbourhoods quieter, safer and cleaner and responding to the climate emergency. It also includes improved public spaces, including parks, community gardens and green spaces; and cleaner environment, including reducing fly-tipping and air pollution.



Community safety

There has been a substantial drop in the proportion of people feeling safe in Newham. This theme includes improving women's safety, tackling the roots of crime and anti-social behaviour, raising awareness around hate crime and women's safety. It also includes building trust and accountability in Community Safety services, and improving feeling of safety during the day and at night, including in parks and open spaces.



Youth empowerment

Newham has the second youngest age profile of any borough in London – over nine in ten aged under 65. This theme includes enabling all children and young people to reach their potential, be safe, happy and healthy regardless of their background. It also includes youth safety, activities for children and young people, play, school readiness and high quality childcare.





Community development and participation




Around a quarter of residents agree that they can influence decisions in their local area. This theme includes increasing people's involvement and sense of belonging to their local community, improving the sense of getting on well together, being satisfied with the area and increasing participation. It also includes topics like volunteering, culture, interfaith and intercultural dialogue.

LOCALLY VOTED PRIORITIES IN MAY 2023

Beckton and Royal Docks

-  1. Community development and participation
-  2. Health and wellbeing
-  3. Environment and public spaces

Custom House and Canning Town

-  1. Health and wellbeing
-  2. Inclusive economy
-  3. Youth empowerment




East Ham

-  1. Health and wellbeing
-  2. Youth empowerment
-  3. Community development and participation




Forest Gate and Maryland

-  1. Health and wellbeing
-  2. Community development and participation
-  3. Community safety




Green Street

-  1. Health and wellbeing
-  2. Community safety
-  3. Youth empowerment




Manor Park

-  1. Health and wellbeing
-  2. Youth empowerment
-  3. Environment and public spaces

Plaistow

-  1. Health and wellbeing
-  2. Community safety
-  3. Environment and public spaces

Stratford and West Ham

-  1. Health and wellbeing
-  2. Community safety
-  3. Environment and public spaces

1. YOUR ORGANISATION

1. Contact details (provide details from the main organiser)

Title			
First name			
Last name			
Correspondence address			
Postcode			
Email			
Phone		Mobile	
<p>If there is anything we need to know before we contact you, or if you have any preference on how we communicate with you, please let us know.</p>			

2. Organisation details

Name of the organisation			
<p>Which of these best describes your organisation? (Please select all that apply)</p>			
<p>A company limited by guarantee Company number:</p>		<p>Community Interest Company Company number:</p>	
<p>A registered charity Charity number:</p>		<p>Affiliated to a regional or national organisation</p>	
		<p>Other (please specify what type of organisation)</p>	
When was your organisation established or founded?			
<p>Please give a brief overview of your organisation. (max 150 words)</p>			

Please list all trustees/members of your organisation:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Do you or any members of your organisation have a conflict of interest? E.g. being a member or be affiliated to any members of the People Powered Places Working Group from any Community Neighbourhood, being a Newham Council employee

YES NO

If YES please provide details below.

Your organisation's website or social media if available:

Please tell us if your organisation has received any previous funding from Newham Council in the last five (5) financial years, including projects funded by this programme (previously Community Assemblies).

	What was it for? E.g. Project name	Name of the grant programme	How much did you receive?	Financial year the funding was awarded
Grant 1				
Grant 2				
Grant 3				

**Please provide evidence that your organisation operates in Newham or benefits Newham residents.
(max 200 words)**

2. PROJECT DESCRIPTION

1. Project details

Which Community Neighbourhood are you applying for funding from?		
Beckton & Royal Docks	Forest Gate & Maryland	Plaistow
Custom House & Canning Town	Green Street	Stratford & West Ham
East Ham	Manor Park	
Name of the proposed project		
Project summary: Please describe what your project is about, detailing the purpose of the project and why you are applying for funding (max 300 words)		

2. Project location

Where will your project take place? (please be as precise as possible and include all locations if multiple locations apply)

Do you know who owns the land or premises?

YES NO, I need help finding out

If yes, please indicate the owner:

Will you need permission to deliver your project or parts of your project? (This includes permissions to run an event in a park)

YES NO I need help finding out

If you have already discussed permission with the owner, please describe below:

Please describe the consultation carried out to make sure your project is supported by the people directly impacted by your project (max 150 words)

3. Project impact

Please describe how your project will benefit the Community Neighbourhood
For example, provide more access to green space, make people feel safer walking home etc (max 150 words)

Who will be your main project beneficiaries?

How many people do you hope will participate or be impacted by your project?

3. ESSENTIAL CRITERIA

Local priorities: Please describe how your project helps to address at least one of the three local priorities from the Community Neighbourhood you are applying for. Refer to the local priorities on page 6 of this document. (max 250 words)

Neighbourhood Community Infrastructure Levy (NCIL-see page 3) criteria 1: Please explain how your project will help your local area grow and develop to make it a better place to live (max 150 words)

Neighbourhood Community Infrastructure Levy (NCIL-see page 3) criteria 2: Please explain how your project improves our community facilities, public spaces and infrastructure OR contribute towards our priorities to improve health and wellbeing for residents as described in the Corporate Plan (max 150 words) (the infrastructure list and the corporate plan can be found on Newham Co-create or at your local library)

4. YOUR BUDGET

1. Project funding

Please complete the table below to show how much Neighbourhood CIL funding will be needed to support your project. Make sure you include as much detail as possible on your project costs, and any costs related to maintenance. Please also detail any match funding and confirm the status of the funding. If your project involves installing public infrastructure, please refer to the catalogue of costs available on Newham Co-create or at your local library.

Breakdown of project costs	Amount requested from NCIL	Amount from other funding sources	Name of other funding sources
£	£	£	
£	£	£	
£	£	£	
£	£	£	
£	£	£	
£	£	£	
£	£	£	
£	£	£	
£	£	£	
Maintenance costs			
£	£	£	
£	£	£	
Total amount requested: £			
Total cost of project from all sources of funding: £			
If you are relying on other sources of funding, is this funding confirmed?			
<p>YES NO, not yet</p>			
Value for money			
Please confirm that your budget makes the most of the available funding to deliver the impact described in your project description			
I confirm			

5. PROJECT DELIVERY

Who will be delivering your project? Please indicate if you will be involving volunteers and if additional residents from People Powered Places can participate in the delivery. (max 200 words)

Third party involvement: describe any proposed third party involvement in the delivery of the project and the measures that will be taken to ensure delivery timescales and cost control is managed such as inflation of material costs over the next 2 years. (max 150 words)

If a third party is going to deliver the project you need to provide a formal statement from them that they agree to deliver the project if it receives funding, and provide evidence of this as an appendix to your application.

Timeline: fill in the table below with your expected timeline of delivery.

Approximate Date	What you expect to achieve by this date	How much of your budget do you expect to have spent
		£
		£
		£
		£
		£

Maintenance: How will you ensure that your project is successfully maintained? (max 150 words)

Risk factors: Are there any risks that could affect the successful delivery of your project within the budget and timescale proposed? If so, how do you plan to mitigate the risks? (max 150 words)

6. PROJECT EVALUATION

Impact measures: Please give a brief outline of how you will show the benefits of your projects .

For example, this could be targets in the number of residents you want to engage or the number of visits. You may also decide to do a before and after survey with local residents. (150 words max)

7. SUBMITTING YOUR APPLICATION

Please ensure you upload a brief project description (Maximum 200 words) onto the Newham Co-create platform in your Community Neighbourhood folder by 10 September 2023. This brief description will be available for other residents to see and comment on to facilitate wider discussion and bring awareness to your project application, in advance of the voting stages.

I have submitted an online description of my project

8. DECLARATION

I certify that the information supplied is accurate to the best of my knowledge. I understand and accept that providing deliberate false information could result in legal action being taken against me and withdrawal of funds awarded.

Sign	
Print name	
Position	
Date	

Information that you provide us about yourself will be held on Council records for the remainder of the People Powered Places cycle. Successful applicants'/organisations' names and projects will be published on the website and digital platforms. By completing this form, you consent to that data being collected. Any information provided to us will be used for the purposes of complying with any legal and/or statutory obligation, to contact you to deal with an enquiry you have raised and email you content that you have requested from us. Read our privacy statement on www.newham.gov.uk for information about your data rights.

Newham Council carries out checks to prevent and detect fraud. If fraud is detected, you could be refused certain services, finance or employment. We may share information provided to us with other bodies responsible for auditing or administering public funds, law enforcement agencies, or undertake local anti-fraud initiatives, in order to prevent and detect fraud or money laundering. The personal information we have collected from you will be shared with fraud prevention agencies. Further details of how your information will be used by us, fraud prevention agencies, and your data protection rights can be found on our website and Cifas.

Thank you for completing this application form. Please save a copy of your completed form and send it to your local Community Neighbourhood Team by email or post.

CONDITIONS OF THE GRANT

1. Successful applicants will need to sign a grant agreement before they can receive funding.
2. 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.
3. No single project will be allocated more than £20,000 and all applicants must have a minimum budget of £500.
4. Voluntary, community and faith groups may only apply for funding in this People Powered Places cycle once, in only one Community Neighbourhood.
5. Voluntary, community and faith groups who have already received funding from People Powered Places (previously Community Assemblies) will need a different project proposal for it to be eligible for funding.
6. Community Partner owned-assets are eligible to be utilised. Hiring of commercial premises is not permitted.
7. All applicants must demonstrate that meaningful consultation has taken place with any local residents that may be affected by the project where applicable. Please seek guidance from your local Community Neighbourhood team if you are unsure.
8. Any project involving supervision, care of, or significant direct contact with children or vulnerable adults must have appropriate safeguarding policies and procedures in place prior to receipt of funds.
9. Any third party involvement will require partnership agreements to be in place.
10. All necessary permissions will need to be obtained.
11. Any project that needs maintenance will need to sign a maintenance agreement with the council to ensure sustainability of the project.
12. All successful applicants will need a Public Liability Certificate in place.
13. All successful applicants will need to ensure they have all relevant documentation in place, including, but not limited to, risk assessments, data protection policy and equal opportunities policy.
14. Working groups may request additional information from applicants during the application process. All successful applicants will need to agree to attend their local working group when asked.
15. All successful applicants will need to agree to give updates at People Powered Places events when asked.
16. All successful applicants will need to agree to inform the Community Neighbourhood of any unforeseen circumstances that may affect the successful delivery of their project.
17. All successful applicants will need to agree to inform the Community Neighbourhood of any unforeseen circumstances or changes to the scope of the project that may affect the successful delivery of the project as described in the application form.
18. Any unspent amount from the allocated grant will be going back to the Community Neighbourhood NCIL funding pot.
19. Projects that require Parks or Highways permissions will need to meet with the relevant officers before work can begin onsite to discuss licence requirements and have plans signed and agreed.
20. Any staff or salary expenses need to be detailed in the budget section on page 12. All staff and salary expenses must follow employment rules, provide value for money and directly support the delivery of the project. This may be subject to further enquiries from the Community Neighbourhood team for further clarification, including supporting documents.
21. Re-imbusement of volunteer expenses is eligible for funding in the form of out-of-pocket expenses such as travel or light refreshments. This cannot be in the form of a salary or any other payments. Estimated expenses need to be added in the budget on page 12. Receipts for all claimed expenses will also need to be provided on request and when submitting monitoring forms.

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