

Aspers Good Causes Fund Grant Application Guidance

Who are Aspers?

Aspers Casino, Westfield Stratford City is the first Super Casino in the UK and part of a vibrant community hub in which local people can take genuine pride, and enjoy a diverse range of leisure activities including bars, restaurants, live entertainment and gaming.

Aspers also understands the importance of supporting local social and economic needs, in partnership with the local community, through donating £100,000 every year to the Good Causes Fund.

Partnership with London Borough of Newham

Newham Council and Aspers Casino agreed to enter into partnership to promote this grant programme which is specific to community organisations and projects in Newham, and other joint initiatives with the Council to benefit local residents. The Aspers Good Causes Fund of £100,000 per annum is part of the Casino Licence agreement. The Council has agreed with Aspers to provide administrative support to help process grant applications and to assist in the assessment of which bids best meet the programme criteria.

Objectives of the Grants Programme

The Aspers Good Causes Fund grants programme is open to any not-for-profit voluntary organisation working in Newham that helps residents participate in projects to improve their skills and confidence. Our Good Causes Fund grants are available to help you deliver a huge range of benefits from education, conservation and environmental activities to music, sport or cultural activities, like theatre, dance, arts or science.

Funding available

The total value of this year's Fund specifically for grants to voluntary organisations is set at £80,000 with maximum funding of £7,500 available for any single project.

£8,000 of the budget will be ring-fenced initially for smaller scale projects seeking funding for lower-level grants not exceeding £1,000. This will enable the funders to support at least eight organisations with lower-cost ideas and funding requirements

Eligibility Criteria

- The agreement states organisations that can benefit must be 'an individual charity, local association or other body established for charitable purposes' and must primarily benefit the residents of Newham.
- The 'purposes' listed in the Aspers schedule are 'supporting or promoting education, music, cultural activities, sports, race relations, the arts or science, conservation or environmental awareness or any charitable objects'.

- Statutory bodies, including schools, are **not** eligible to apply to this grant programme.
- Projects should be inclusive and open to all. They should promote community cohesion through providing opportunities for people from different backgrounds to get involved together in local activities.
- Projects will need to demonstrate value for money in terms of how residents will benefit, providing a detailed breakdown of costs and demonstrating how their costs are competitive. In addition, though not a requirement, it would help if applications could demonstrate some kind of added value either match funding or a volunteer element.
- **Please note: Organisations that have received a grant in previous years are eligible to apply again this year but will NOT be funded for the same project or purpose as before**

Examples of appropriate project objectives

- Support people through coaching, tutoring or access to new opportunities in one of the eligible fields of activity.
- Provide exceptional life building experiences working with a project or activity in these fields.
- Enable people to develop new skills and/or practice and improve skills, building their confidence and knowledge.
- Allow people to participate in projects where there may otherwise be financial barriers to their involvement, by keeping charges at reasonable levels.
- Provide positive and engaging activities which build confidence and enable people to widen their experience and interests.
- Support residents to organise their own activities and encourage others to get involved in their local community.
- Provide activities that can become sustainable and led by residents in the longer term.
- Engage residents who have not previously been involved in these activities.

Application & Assessment Process

Applications must be completed and received by the published closing date. An assessment process will follow with a joint panel representing Aspers Management and The Mayor of Newham making decisions within 10 weeks of the closing date.

Monitoring & Evaluation

Successful projects will need to keep records of delivery of the funded activities against the agreed target outcomes, and a short interim evaluation report on the successful establishment and delivery of the project will be required after 6 months (if not before), including an account of

project income and expenditure to that date. A final report will be required when all Aspers grant funding has been spent.

How to fill in your Application Form for Aspers Good Causes Fund Grants

These notes will help you to answer our questions fully. Please read them as you fill in the form.

We will assess your bid using the information you provide on the form and the supporting information we ask you to send to us. We will contact you if we are not clear about something. **It is important that you answer all the questions and send us all the information we have requested.**

The form is divided into four sections:

Section A asks for details about your project

Section B is about your project costs

Section C is about monitoring your project

Section D is about your organisation

Each bid should be submitted on a separate form.

Section A: About your project

Question 1

This asks for the contact details of your organisation. The contact person you give must be someone who can answer questions about your application.

Question 2

This is the summary of the amount of grant funding you think you will need to provide the service. We will ask for further details in Question 4.

Question 3 Project Application Details

(a) This asks you to state clearly what your project's **objectives** are.

Example: to provide training provision for.... *or*
to provide environmental improvements....

and also asks you to relate your proposal to the Grant Programme's published objectives and criteria in the introductory information above.

Example: The Good Causes Fund has an objective for activities that improve residents' skills and confidence. A project could be meeting this objective by providing a programme of activities that enable the learning of new skills to enhance employment prospects.

(b) This asks you if your project is intended to continue and, if so, to explain how you will finance and maintain your project after any grant from Aspers has been spent

(c) **Activities** - asks for the details of the services and activities you will deliver with the funding, and how residents will benefit in ways that can be demonstrated and/or measured.

Example: x sports sessions per week x one hour for xx participants per session.

x number of people reporting specific improvements to their health

Example: x number of one hour IT training sessions per week for xx students

x number of people trained to xx certified standard

x number of people helped to acquire specific skills

(d) & (e) These questions are asking about the number of people who will benefit from your project activities, particularly those who are residents of the borough.

Example: A training course may have ten students, although they may attend several sessions. Please distinguish between total number of individual participants and total attendances over the period for which you are applying for funding.

Section B: Project Finances

Question 4 – Project Costs

The financial section of the form should be completed with your projection of a realistic level of funding needed for your project. It is important to calculate the costs for your activities as accurately as possible. It is unwise to exaggerate your budget in any area, as you will need to justify it, in some detail.

There are two columns to be completed:

- **Column A** - asks for the full annual costs for the project allowing for other income that will contribute towards these costs.
- **Column B** - asks for the specific elements of your project costs that you are asking Aspers to fund.

Please attach more detailed information to the form, if your budget is particularly complicated.

Employee Related Costs – These should only include the directly related staffing costs to deliver this particular project.

Running Costs - These should be the other costs to deliver this project, which may include such elements as premises or venue hire, equipment, public liability insurance, volunteer expenses, marketing and other costs. The nature of all expenditure must be specified and not included as 'miscellaneous' or 'contingency'.

Total Expenditure

Do not forget to complete these boxes, double-check your addition, and then enter the figure from column B back in Question 2.

Question 5 – Income

Income - this should include projected income from charges to users, contribution from your reserves and all other sources of funding, including grants from other bodies, which will be used for this project.

This question also asks what funding you have secured, or hope to secure towards this service. We need to know when you will hear the outcome of any other grant applications, to ensure that your project will be viable and sustainable from the start-date if any funding is awarded by Asperts Good Causes Fund.

Section C – Monitoring your Project

Question 6

This asks for specific information about how you will record and monitor the delivery of activities and outcomes you have proposed.

You need to describe the quality assurance systems or evaluation measures that you will use. Quality systems are procedures and/or practices that help you to be sure that your service is operating effectively and to a high standard.

Describe also how you will involve your customers in planning your services and telling you what they think of your services.

Important note: you may be asked to produce documentary evidence of your methods, when submitting monitoring reports after a project has received funding

Question 7 – Equalities & Inclusion

As a grant-awarding body working in partnership with Newham Council, the Asperts Company expects that funded groups will demonstrate a commitment to equal opportunities and social inclusion. This means that you should have a published equal opportunities policy and should be able to show how you will ensure that your proposed activities will be genuinely open to all sections of Newham's diverse community.

Section D – About your organisation

Questions 8 & 9

These questions are asking for information about your not-for-profit organisation and its legal status.

Remember to add any registration numbers that are being requested.

Finishing the Application - please ensure that the application has been approved by your Trustees and/or your Management/Executive Committee, and that the named person has the authority to submit the completed application.

Attachments Checklist

Please submit all of the documents requested to Newham Council Grants Team, at goodcausesfund@newham.gov.uk unless current copies are already held by the officers there. If any document is not available, you may still submit the application form, but also explain why the document is unavailable and submit it as quickly as possible.

This grant programme is administered on behalf of Aspers by the London Borough of Newham, at the following address:

**LBN Community Grants Team
Strategic Commissioning & Community,
Newham Dockside, 1000 Dockside Road
London E16 2QU**

**Enquiries to 020 3373 1460
or goodcausesfund@newham.gov.uk**