**Newham 10 Year Anniversary - London 2012 Games - Community Grants**

**Guidance and Application Form**

This year celebrates the 10th anniversary of the London 2012 Olympic and Paralympic Games. We want to give community organisations throughout Newham the opportunity to commemorate the occasion by delivering events or activity projects inspired by the Games!

To help local people do just that we have set up the Newham 10 Year Anniversary London 2012 Games Community Grants Fund to help support community events and projects. It will be a great opportunity for organisations to celebrate the anniversary of the Games, develop ideas that help people to get active and maybe inspire our next generations of athletes!

We are focusing on groups who have significantly higher levels of inactivity:

* 0-5 years & Families
* Women and Girls
* People with a Disability / SEND
* People with Long Term Health Conditions
* Over 50s
* People who need support with Mental Health & Wellbeing

**What’s available:** Grant applications can be made up to a maximum of £2000.

**Deadline for application:** The Fund will open on 6 May and close on 10 June 2022. You will need to submit this form before 5pm on the closing date of 10 June 2022.

**Timeline for delivery:** July 2022 to October 2022.

**Who can apply:** You do not need to be a sports organisation to apply.Any organisation working in or supporting people in Newham can apply. We are not able to give money directly to individuals.

**How to apply:** Please return this application form to the Leisure & Sport Team at:

Nicole.Napier@Newham.gov.uk

**Selection Criteria:** We will fund ideas that are clear, account in some way towards sustainable activity and show how they will utilise the 10 year anniversary of the London 2012 Olympic and Paralympic Games to inspire people to become more physically active.

**Timeline:** Application decisions will be taken by week commencing 13 June 2022.

**Application Form**

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| **Lead Person for Application**  |  |
| **Name of Organisation or Group** *(if applicable)* |  |
| **Type of Organisation***(Registered charity/company etc.)* |  |
| **Brief Description of Organisation** |  |
| **Organisation Website**  |  |
| **Address**  |  |
| **Phone Number** |  |
| **Email Address** |  |
| **Name of event or project** |
| *Write your answer here*  |
| **Date/s and Time/s of event or project** |
| *Write your answer here*  |
| **Location of event or project** *(all events and projects must be delivered in Newham)* |
| *Write your answer here* |
| **Please describe your event or project (max 500 words):** *what you’re going to do, who it is for and why you think it will be a good way to celebrate the 10 year anniversary of the Games.*  |
| *Write your answer here*  |
| **Please tell us who your target audience is and how many people you plan to engage with (max 200 words):** *Tell us a bit more about who will be taking part in the event or project.* |
| *Write your answer here*  |
| **Please tell us why your event or project is suitable for them and how you know this (max 200 words):** |
| *Write your answer here*  |
| **Please let us know how you will ensure that your event or project will be inclusive and open to the wider community (max 200 words):** |
| *Write your answer here*  |
| **Please let us know how you will promote your event or project:** *consider what methods you will use and where you will advertise?* |
| *Write your answer here*  |
| **Budget - please tell us how much money you would like and what you will use it for:** *list all the items you would like us to fund and outline the individual costs.* |
| *Write your answer here*  |
| **Please tell us how you will measure the success and/or impact of your event or project (max 200 words):** |
| *Write your answer here*  |
| **Please tell us how you will continue your work once your event or project is completed (max 200 words):** |
| *Write your answer here*  |

 **Submission:** Email a completed copy of this form to Nicole.Napier@newham.gov.uk by 5pm on 1 June.

**Please Note**

\* We will consider your grant application using the information on this form. Grants approved will be up to a maximum of £2000.

\* We will require bank details if a grant is awarded. We will ask for this information on headed paper, signed by a senior member of your organisation.

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

**Declaration 🞎**

Please tick this box to confirm that these funds will be spent only on the items/costs outlined above specifically in relation to the delivery of events or projects celebrating the Newham 10 year anniversary of the London 2012 Olympic & Paralympic Games.

**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 or event 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 or event 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 8 weeks of completion 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 project or 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.

**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 must be inclusive of all sections of the Newham community and ensure it operates good practice in equal opportunities.

**17.** 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.

**18.** No member of the organising group or management committee shall receive payment for services from this grant.

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

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

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