

**WE ARE  
CELEBRATING.**

**WE ARE  
NEWHAM.**



**THE KING'S  
CORONATION GRANT**



# THE KING'S CORONATION GRANT

## INTRODUCTION

On Saturday 6 May 2023 the Coronation of His Majesty The King will take place. The Ceremony at Westminster Abbey, London will see His Majesty King Charles III crowned alongside The Queen Consort.

To mark this historic occasion, Newham Council has launched a small grant programme to support communities across Newham planning to organise celebratory activities.

The grant will be available to help with costs of hosting street parties and small community events commemorating the coronation. Applicants can apply for a maximum of £500. Successful projects must be directly related to The King's Coronation and demonstrate appropriate community benefit. For street parties that require a road closure, the Council will make the relevant arrangements and cover the fees associated with the road closure. Please let us know in your application.

Those receiving a grant will also receive a waiver of all non-statutory fees and charges such as road closures, hire of Council community venues, parks and libraries.

## GENERAL GUIDANCE

Applications received will be assessed and awarded on a rolling basis. The grant fund opens on Thursday 16 February and closes on Friday 17 March 2023. We will process the application forms as quickly as possible but please allow up to 10 days for a decision. Please return application forms by email quoting 'King's Coronation' in the subject to [communitygrants@newham.gov.uk](mailto:communitygrants@newham.gov.uk).

All events funded by this grant must take place between Sunday 7 and Wednesday 10 May 2023.

Applicants are reminded to consider the sustainability of their celebration and minimising its negative impact on the environment e.g. replacing single use plastics, prioritising local suppliers, etc.

Events must be free to access, open to the whole community to get involved and must be based in Newham.

We are particularly interested in celebrations that look to increase or develop volunteering opportunities and involve the wider community in their planning, organisation and delivery.

Where there are a number of applications for one geographical area or target audience and therefore potential duplication of efforts, we may suggest a partnership approach in planning and holding your event.

Events must not exceed 499 residents and organisers will need to ensure there is a method in place for counting attendees.

## STREET PARTY GUIDANCE

For street parties, there is no requirement to have Public Liability Insurance. You also don't need a licence for food or entertainment unless you're planning to charge or open your event to the general public (residents from your own street are fine).

Grant funding cannot be used for the purchase of alcohol. For more advice on street parties please visit the government advice page [here](#).

Please note that Borough Principal Roads (main roads) will not be considered for closure, these carry both emergency service response routes, and bus transport routes. We encourage the use of small streets and roads.

All organisers must confirm that they have consulted with neighbours and or/residents informing them of the proposed event and that there is consensus to go ahead with the event. This is an important aspect of the planning and must be undertaken.

## PARKS GUIDANCE

If you are thinking of hosting a community event in any Newham park, you will need to fill in a Park Booking Form and have Public Liability Insurance in place. You can download the Park Booking form [here](#). Our Parks Team will be happy to advise you on how to proceed and of any specific requirements for your event.

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## ORGANISATION DETAILS

<b>Name of organisation/group</b>			
<b>Charity or CIC number (if applicable)</b>			
<b>Name of main organiser</b>			
<b>Role of organiser</b>			
<b>Landline</b>		<b>Mobile</b>	
<b>Email</b>			
<b>Name of second organiser</b>			
<b>Role of second organiser</b>			
<b>Landline</b>		<b>Mobile</b>	
<b>Email</b>			
<b>Correspondence address</b>			
<b>Type of organisation</b>			

## EVENT DETAILS

<b>Name of event</b>			
<b>Type of celebration</b>			
<b>Date of event</b>			
<b>Set up time</b>		<b>Start time</b>	
<b>Finish time</b>		<b>Break down time</b>	
<b>Event description</b> Please provide a description on the main features of the event.			
<b>How much are you applying for?</b> Please outline the items and cost.			
<b>Event venue</b> Please provide the address of where your event will take place. If your event is in a Newham Park, you will need to fill in Park Booking Form.			
<b>Expected attendance</b> The Council will only support small events that have under 499 people in attendance.			
<b>Audience profile</b> Which audience group are you aiming the event at e.g. residents, community, older people, children, etc?			

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<p><b>Is the event accessible to everyone?</b> What plans are in place to ensure that those with limited mobility or disability can take part?</p>	
<p><b>Do you have permission to use the venue?</b> Please tell us if the venue had been confirmed and the venue owner has given permission for usage.</p>	
<p><b>Will you require street/road closure?</b> Please tell us the name and extent of the road or street you wish to apply for temporary closure. It is important to include the door number so street closure is accurate. <b>Note:</b> The Borough Principal Roads (main roads) will not be considered for closure, these carry both emergency service response routes, and bus transport routes.</p>	
<p><b>Signage</b> Please confirm where you would like the street closure signage to be delivered.</p>	
<p><b>Consultation</b> Please confirm that you have consulted with neighbours and or/residents informing them about the proposed event and that you have consensus to go ahead with the event. This is an important aspect of the planning and must be undertaken.</p>	
<p><b>Will your event feature music or other entertainment?</b> Please provide details. Will the music be amplified? How will you ensure noise does not affect local residents? <b>Note:</b> Inflatables including bouncy castles are prohibited by the Council.</p>	
<p><b>Please detail any other infrastructure for your event including gazebo and stages</b> Please describe the infrastructure including dimensions. For small community events these should be structures that can be easily broken down.</p>	
<p><b>Will there be stalls at the event?</b> The Council will not support your event if there is sale of goods, promotion of offensive or controversial materials.</p>	
<p><b>Will there be food and beverage at the event?</b> Please provide details including how you will ensure food safety and hygiene. The Council will not support an event where there is a charge for food and drink.</p>	
<p><b>Will there be face painting, henna art or other personal treatment?</b> Please detail how you will ensure activities are delivered safely bearing in mind possible skin reaction, burns and allergy.</p>	

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<b>Will you have provision for toilets?</b>	
<b>Will you require access to power?</b> How do you intend to bring power to the event in a safe and responsible way? <b>Note:</b> The Council does not support the use of fuel powered generators for small community events.	
<b>Are you applying for other funding for this project?</b> If yes, please give brief details.	
<b>Do you require volunteer support for your event?</b> Please contact volunteers@newham.gov.uk with your request and a colleague from the Volunteering Team will get back you.	
<b>Guidance</b>	<ul style="list-style-type: none"> <li>• <b><u>Food Standards Agency - Allergen</u></b></li> <li>• <b><u>Newham Safeguarding Guidance</u></b></li> <li>• <b><u>HSE Running Your Event Safely</u></b></li> <li>• <b><u>HSE Managing Risks and Risk Assessment</u></b></li> <li>• <b><u>National Counter Terrorism Crowded Places Guidance</u></b></li> <li>• <b><u>MET Police Protecting your business from terrorism</u></b></li> </ul>
<b>Organiser to complete</b>	<ul style="list-style-type: none"> <li>• Risk Assessment</li> <li>• Event Management Plan</li> <li>• Public Liability insurance (if applicable)</li> <li>• Park Booking Form (if applicable)</li> </ul>

## DECLARATION

If you tick this box we will consider your application for a grant using the information on this form. Grants approved will be up to a maximum of £500	
Please tick this box to confirm that these funds will be spent only on the items/activity outlined above and specifically in relation to The Kings Coronation	
If you are applying on behalf of an organisation we will require the organisation's bank details if a grant is awarded	
Please tick this box to confirm that you are happy for Newham Council to hold your contact details so that we can share news, information and any future funding opportunities in the future	

<b>Signature</b>	
<b>Print name</b>	
<b>Organisation</b>	
<b>Date</b>	



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## CONDITIONS OF GRANT

1. The project activity/event must be targeted in, and directly benefit the residents of, Newham
2. Funds granted must only be used for the purposes set out in the application form or approval correspondence, unless changes are agreed by the Newham Council in writing.
3. The project or event organisers shall not use any part of the Council's grant to support any political party or to engage in publicity, which could reasonably be regarded as designed to affect support for a political party.
4. Funds may not be used to promote any religion or for religious activity.
5. Funds may not be used for the purchase of alcohol or any form of gambling.
6. Any allocation from this programme must be spent and accounted for. Within 8 weeks of completion of the project activity you will submit monitoring information and proof of expenditure.
7. 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 group folds within two years of receiving the award.
8. The grant cannot be used for expenditure made before the date of your grant offer notification.
9. Proper and appropriate financial and accounting records must be in maintained.
10. 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.
11. 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.
12. Council support should be acknowledged on project literature, as appropriate.
13. 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.
14. 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.
15. The project must be inclusive of all sections of the Newham community and ensure it operates good practice in equal opportunities.
16. The project organisers must comply with all legal requirements in relation to employment, insurance, health and safety, child and vulnerable adult protection, service delivery, premises and other relevant matters.
17. No member of the organising group or management committee shall receive payment for services from this grant.
18. Grants may not be used to subsidise fundraising activities.
19. Funded projects will be expected to share information on their activities, outcomes and achievements, as and when required by the Council.