



Lyle's Local Fund 2024/25

Guidance notes

Background

The Lyle's Local Fund has been set up by Tate & Lyle Sugars, and administered in partnership with the London Borough of Newham, to support projects that help to create local communities in Newham that are safe, prosperous and healthy.

The Lyle's Local Fund have doubled their commitment this year offering £50,000 to this year's programme and we look to support projects costing up to £5,000. Not all projects require financial support, may need advice, guidance or volunteers to deliver their project idea. We are happy to provide this type of support and make introductions to others groups (including previous grant recipients) who may have similar projects and necessary experience.

We encourage you to think 'outside the box' on how you can achieve your project outcomes by considering other source of funding, in-kind contributions and partnership working. This will help us to fund more projects and bring better value and impact to Newham.

Key notes

The Lyle's Local Fund is open to not-for-profit organisations, such as schools, charities community and faith groups, who are based in Newham and whose work benefits the residents of Newham. Organisations that are based outside of Newham can also apply but must substantially support Newham residents and will be at the discretion of the grant panel.

You may only submit 1 application form. We will assess your application using the information you provide on the application form and any subsequent supporting documents we may ask for. The preferred method to send us your application is for you to make an online submission using the dedicated link [here](#). For queries or to request a Word version of the form please email Lyleslocalfund@newham.gov.uk.

We will contact you if we are not clear about any aspect of your application. We may also ask for further information, clarity or evidence while undertaking the scoring exercise and if your submission is successful. It is important that you answer all the questions fully and send us the information we have requested.



Deadline

The deadline to receive completed applications is on Sunday 3 November 2024 by 11.00pm. We endeavour to inform you of an outcome with 4 weeks of the closing date. Unfortunately, late applications will not be considered.

Support

The Council will be hosting 2 grant information sessions where you can learn more about the grant and ask questions. The first one will be an in-person session at Stratford Library on Monday 14 October from 1.00 PM to 2.30 PM and the second will be an on-line session via Microsoft Teams on Thursday 24 October from 6.00 PM to 7.30 PM.

Please register your interest using Eventbrite. In-person session [here](#) and Online session [here](#). If you experience any trouble registering, please email Lyleslocalfund@newham.gov.uk.

Guidance

The form is divided into six sections:

Section A asks for details about your organisation	Section D is about monitoring your project
Section B is about your project idea	Section E is about keeping in touch
Section C is about your project finances	Section F is your declaration



Section A: About your Organisation

Q1	State the name of your organisation
Q2	State the name of the project. This is distinct from the name of your organisation and helps to refer to the project in more specific terms. We advise that you choose a suitable name for your project.
Q3	State the full name of the lead person making the grant application. Ensure you have the permission from your organisation to apply.
Q4	State the job title or position of the lead person making the application
Q5	State your organisation's full address. Please do not provide your home address unless it is also the registered address for your organisation.
Q6	State your organisations postcode
Q7	Provide and the email address of the person completing the application and ensure the email address is monitored. Kindly double check the information to ensure it is correct
Q8	Provide phone numbers for the lead person. Ideally provide a mobile and landline and double check that the digits are correct
Q9	Please indicate which Community Neighbourhood your organisation is located in. If you have multiple sites, please choose your substantial place of work/delivery.
Q10	Briefly describe the main activities of your organisation. Keep the information concise highlighting information which would be useful headlines for someone who may not familiar with your project. 1 paragraph of 5-8 lines should be suffice.
Q11	How long your organisation has been actively delivering programmes in Newham? Tell us the period your organisation has been delivering regular and substantial activities in Newham. This could be in a formal or informal setting.
Q12	Tell us about the organisational income for the last year. Informal groups with no formal accounts can provide an estimate. This information will help us to understand the size of your organisation and to ensure we have balance of different types of groups being considered for funding.
Q13	Tell us about the set-up of your organisation or group from the list. If none apply, please choose 'Other' and specify
Q14	Please state your official Charity number
Q15	Please state your official registration number



Q16	Please tell us if you have any volunteers (regular or occasional) supporting the project or your organisation. The Council is keen to develop the quality and number of opportunities for volunteering.
Q17	Please tell us how many volunteers support the project or organisation. You are welcome to give more details about what they do.
Q18	The Council's Volunteering Team can provide support for recruitment of volunteers, training, new opportunities and help access a free online volunteer management tool. Contact volunteers@newham.gov.uk for more information.

Section B: About your project idea

Q19	In 100 words, please describe the most important parts of your project that you think the panel should know about. This is an opportunity to summarise key points of your project.
Q20	Please select one theme from the list. This should be the main focus of the project even though it may cut across other themes.
Q21	Please describe in detail what the main activities related to your project are. Include information which gives the panel members a clear impression of what to expect from your project and how it will be delivered.
Q22	Please tell us the benefits your project will bring to the residents of Newham. For example, improve health and wellbeing, increase awareness, learn new skills etc.
Q23	Please tell us how many people will benefit from taking part in the project? If you are unsure about the exact number, then a realistic estimate is fine. It will be helpful to hear other information if you may have about the beneficiaries. For example, do they live in Newham, special needs, socio-economic challenges etc.
Q24	Please tell us the start and finish date of the project. If you do not have a fixed date, you are welcome to provide an estimated timeframe. We strongly encourage you also tell us the timing and number of sessions for your project too.



Section C: Project Finances

Q25	How much money you are applying for in total? Please tally all the costs which you are requesting from Lyle's Local Fund. Remember that the maximum grant available is up to £5000 per project and you can only apply for 1 project. Kindly note that not all projects will require the full amount and we encourage you think about if the project can be delivered in partnership with others and with in-kind resources.
Q26	Provide a breakdown of the project costs and include itemised costing. Be realistic and accurate when describing the costs. At the very minimum, we expect a description of the item/service to be purchased, how much it costs, the quantity required, the source of purchase and the grand total which should match the total in question 24. To ensure that costs are accurate and consistent, we may check prices with other suppliers. We are happy to support any Management and Overhead costs associated with the delivery of the project; the maximum amount you can request is 5% for each and will need to be included as part of the overall budget. We are also happy to support staffing costs for the project and have not set a limit as each project is unique. We will assess staffing request on a case by case basis.
Q27	Tell us about whether you have applied to other sources for funding for this project. Please give details of who the funder is, what you have applied for and if you the funds have been confirmed. If you are waiting to hear back, then do let us know when you can expect a response. It is always useful to hear that organisations have considered other sources to improve their chances of success.

Section D – Monitoring your Project

Q28	Provide specific information about how you will monitor and record the effectiveness of your project. Tell us about how you will involve beneficiaries in planning your activities and find out what they think of your project. This is an important aspect of the grant programme as it helps us to improve the quality and effectiveness of the projects. Some monitoring methods include user surveys, feedback, comment cards, evaluation questions and testimonials.
Q29	Tell us how you will demonstrate a commitment to equality and diversity especially for underrepresented groups. You will need to show how your proposed project will engage wider Newham communities and actively encourage their participation. Think about how you will market your project and in doing so are you likely to unconsciously exclude certain groups? Will everyone be able to access digital media? Will your project run during times when people may be occupied with work, education etc.? Can the project be accessed by people with limited ability/mobility? What language/s will be used to communicate?



Section E – Keeping in touch

Q30	Tell us how you found out about the grant programme. This information is useful to help us understand which mediums are most effective to inform people so that we can continue to improve our communications and target grant opportunities in the future.
Q31	This is to request your permission for the Council to continue to communicate with you with opportunities and information relating to the Voluntary, Community and Faith Sector, including future grant funding updates.

Section F – Declaration

Q32	You are reminded to seek permission from your organisational leads (trustees/management committee or equivalent) before applying for the grant. If your application is successful, the Council may ask for further proof as listed in question 29 This is to ensure that the organisation is eligible to apply and has the legal governance in place to deliver the project in a safe and responsible manner.
Q33	Provide signature of an authorised person from your organisation
Q34	Write the full name of the authorised person from your organisation
Q35	State the role of the authorised person from your organisation
Q36	Date application on the day of submission