**Regent’s Place Community Fund Guidelines and Criteria**

Thank you for your interest in applying for a grant from the Regent’s Place Community Fund (RPCF.)

This document outlines our key criteria and contains guidelines to help you answer the application form.

**Overview**

The Regent’s Place Community Fund is a collaboration of businesses based at Regent’s Place working together to support local grassroots charities and community groups by contributing funding, sharing resources, bringing together skills & expertise and creating opportunities for local people.

Contributors to Year 4 of the Regent’s Place Community Fund include:

* Debenhams
* JPC Cleaning
* CIS security
* Regent's Place
* Optimum
* Digital Cinema Media
* British Land
* Santander UK
* Lendlease
* Facebook
* Balfour Beatty
* Dentsu Aegis Network

**Aim**

The aim of the RPCF is to make a real difference to the local area. We recognise that this area, while being extremely exciting, also has multiple complex needs and challenges. We also know that there are some incredible organisations doing amazing work in the community. The RPCF enables us to support these local organisations to ensure that they are able to continue delivering the vital work that they do, champion social cohesion and ensure local people benefit from the huge range of opportunities and resource here at Regent’s Place.

**Grants available**

**Grants of up to £7,500 are available** for projects and/or programmes which support at least one of our key themes:

* **Social Cohesion** - bringing people in the community together, helping underrepresented and/or disadvantaged groups to access new opportunities and/or activities.
* **Health & Wellbeing** - improving both physical and mental health, reducing loneliness and isolation, and helping local people access opportunities which improve their quality of life.
* **Employability** - improving employability skills, providing support and guidance with finding work, and providing local people with job opportunities.

*\*These definitions are not exhaustive and are intended as a guide only. If you have a project which you believe fits into one of these themes but isn’t signposted in the definition we absolutely encourage you to apply.*

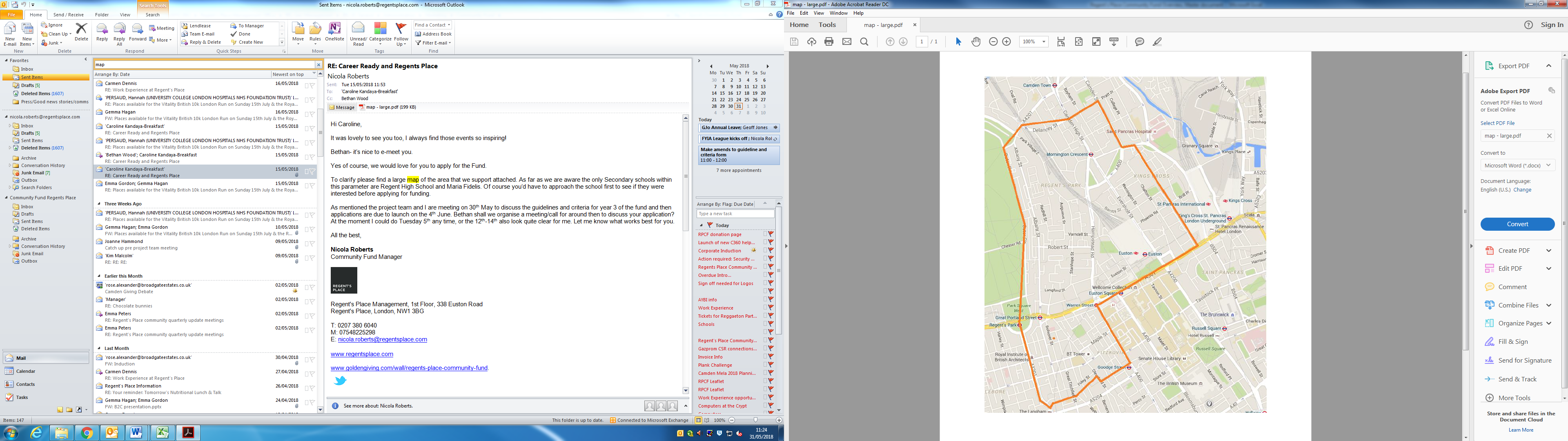
You can read about projects we have previously supported [here](http://www.regentsplace.com/news/year-2-of-the-regents-place-community-fund-sees-over-40000-donated-to-local-projects).

**Time line**

* Applications open: August 2019
* Applications close: 23rd September 2019
* Shortlisting: October 2019
* Panel meeting to select successful grants: October 2019
* Grants allocated: November 2019

**Who can apply?**

The Fund was set up to support the immediate local area. Therefore, to be eligible for funding the projects need to cater for beneficiaries that live within the below parameter.



**Type of Organisations**

Any non-profit making organisations can apply including **registered charities**, **not-for-profit organisations**, **schools**\* and **community-interest-companies**. **Social enterprises** are also welcome to apply. Individuals cannot apply for their own personal projects and we don’t accept applications from informal community groups.

*\*Applications from schools should be for extra-curricular activity, enriching opportunities, programmes and projects rather than core activity and the general running of a school.*

**Organisations who have already received funding are not excluded from applying again.**

**Holistic Support**

In order to really utilise the huge amount of resource and opportunity here at Regent’s Place we would, where appropriate, like to support local groups holistically. We would aim to create a legacy by showcasing good news stories and raising the profile of local charities as well as offering opportunities for further engagement from pro-bono support, staff volunteering, work experience opportunities and workplace visits.Applications will not be negatively affected if this type of activity is not suitable for the project.

To help us build and share these stories, projects who are awarded funding will be required to share their developments and progress by blogging and posting updates on social media using the hashtag #RegentsPlaceCommunityFund. Support will be given to carry this out. We will also showcase projects by arranging for professional pictures to be taken, apart the case wherein the subject matter is of a sensitive nature.

**Judging panel**

Applications will be shortlisted by Semble, an independent company that specialises in managing and coordinating grant funding campaigns in support of grassroots community projects.

Shortlisted applicants will then be presented at a panel meeting, the panel will be made up of key stakeholders (representatives from a selection of the contributing businesses) and members of the panel will decide which projects will receive funding.

All available funds will be allocated to groups.

**Judging criteria**

The panel will take into account the following criteria when selecting the winning projects:

* **Level of community need** – How high is the need for this project in the local community? What would be the alternative for the community if it did not happen?
* **Attainability & Timeframe** – How achievable is the goal? Are there too many unknowns and complexities?
* **Level of Impact** – If achieved, how much will it impact the local community? How many people will it benefit? And is there a legacy to the project?
* **Quality of application** – How much detail was provided in the application and how well was the goal communicated?

**Delivery Timeframe**

Winning projects will be selected by mid-October. The selected projects should aim to have achieved their objectives within 12 months of receiving the funding.

A full evaluation will be completed 12 months following funds being transferred and grantees will provide more detailed information to determine the success of the fund. Grantees will also provide a short 6 month progress update and on-going light touch updates through social media posts, images and blogs.

**Application form**

You can access the application form [here.](https://www.surveymonkey.co.uk/r/RPCommunityFund)

Please submit your application by midnight on the **23rd September**

RPCF is happy to support local groups’ applications by providing further guidance and assistance with completing the form. If you would be interested in this support or would like to discuss your project please contact marilyn.mensah[@regentsplace.com](mailto:communityfund@regentsplace.com).

**Due-Diligence**

Semble will carry out initial, light-touch due diligence on all applicants to ensure entries are suitable for the Fund.

For those applications that are selected to receive funding, Semble will perform a more rigorous second phase of due diligence. Applicants will be expected to produce documentation as evidence of their ability to deliver the project. These will include, but won’t be limited to, the following:

• A copy of an official document that indicates the group’s legal status.

• A copy of a recent bank statement.

• A copy of a safeguarding policy, if group works with children or vulnerable adults.

If further investigation is required on any uncertainties, Semble will propose a call or meeting with the applicant to clarify these.

**Application guidelines**

Please see guidelines to some of the longer questions below:

Q. In no more than 500 words, please outline the initiative that you are seeking funding for.

* Give a full overview of what the project/programme involves, including activities, training, timings if applicable etc.

Q. How will the Fund be spent?

* Please provide a full break down of the costs.
* We strongly encourage all applications to adopt the **full cost recovery model and take into account “core costs” associated with the project or service.**

Q. Why is this service needed in the local area? Please outline the local need and the issues local people face.

* Explain the issues your project is helping to address e.g. loneliness, isolation, unemployment, poor health, etc.
* Include stats which show the extent of the problem in the area.
* Explain why your programme is needed, are there any other organisations in the area running similar services and why is yours different?
* How well attended are your current programmes?

Q. What do you hope to achieve with this funding? Who will benefit from it and what benefits and outcomes do you expect to see?

* Include ‘soft’ outcomes such as participants reporting increased levels of confidence and wellbeing etc.
* Include any wider benefits to area e.g. less disruption for neighbours living on the estate/reduced levels of crime as young people identified as at risk will be off of the streets and engaging with positive programmes and activities.

Q. Please clearly state the outputs and outcomes that you expect to achieve.

* These should be measurable as you will be asked to report against these at project evaluation stage.
* Include ‘hard’ outcomes such as number of people attending the programme/event, number of people finding employment etc.

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Thank you for your interest in the Regent’s Place Community Fund.

If you have any further questions please contact the Regent’s Place Community Fund Manager:

Marilyn Mensah

Regent’s Place Community Fund Manager

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**The very best of luck with your application!**