

The Mayor of London's Citizen Led Engagement Programme

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Funding Prospectus Round 2 – 2019/20



Introduction

The Mayor is committed to making the capital a City for All Londoners, where every community can thrive. He is committed to making London fairer and more inclusive. This will only be possible in collaboration with London's communities. However, some communities in London are not engaged with City Hall, and this has led to a gap in the GLA's insight and relationships with these communities.

The Mayor's Community Engagement team created the Citizen-Led Engagement Programme in 2017/18 to begin to address these inequalities. The programme commissioned six community-based projects, and the delivery of a tailored learning programme.

Year 2 of the Citizen Led Engagement Programme will continue to focus on communities which have historically been less represented at City Hall. It will also include themes which relate to a specific social/political challenge or issue in the categories of Community Engagement, Health and Equality and Fairness. The programme will continue to build on the existing relationships with community researchers developed through the pilot programme.

Background

The Mayor's Citizen Led Programme was launched last year to support community-based engagement projects that build relationships and develop civic leadership in communities that currently do not have a voice in City Hall. The programme aims to support communities in telling their own stories, collating community insights and then sharing findings with policy teams in City Hall for these to inform ongoing work.

The programme will fund engagement projects, designed and led by community groups, focusing on key issues which are pertinent to the identified groups. The groups leading the inquiries will receive funding to conduct their research, through peer researchers and a series of capacity-based training from the GLA. The training will cover research techniques, data analysis and presenting findings. There will also be a focus on strengthening relationships between these community groups and policy teams in the GLA to ensure these voices continue to influence our work.

The Citizen Led Programme aims to:

- Strengthen connections and engagement with communities whose voice and influence on public policy is under-represented.
- Improve insights into communities who do not currently have a voice in City Hall.
- Identify and develop community leaders within community groups and support capacity building within these groups.
- Generate insight which is valued and used to inform policy and practice in City Hall.
- Build on the learnings from the pilot round of Citizen Led Programme, as a way of engaging communities and groups in the work of the GLA.

What's the focus of the programme in 2019/20?

This year, we are inviting community groups to apply to the programme to fund projects which focus on either a **'Community'** or a **'Theme'** listed in the table below:

Communities	Why is City Hall interested in these communities?
Gypsy, Roma and Traveller groups	To strengthen the relationship between these communities and policy teams at City Hall.
European communities ¹	To strengthen the relationship between these communities and policy teams at City Hall.
East Asian communities	To strengthen the relationship between these communities and policy teams at City Hall.
Refugee, migrant and asylum seeker communities	To strengthen the relationship between these communities and policy teams at City Hall.
Deaf Londoners*	To gain a better understanding of issues and barriers experienced by Deaf people, especially BSL users.
BAME LGBT+ Londoners *	To gain a better understanding of issues experienced by these communities
Themes	Why is City Hall interested in these themes?
Health and young people, under 25 in the criminal justice system (including young women)	To inform work on the <u>Health Inequalities Strategy</u> . The GLA Health and Communities team will work with the appointed organisation to identify the topic of inquiry for this group.
The impact of Brexit on Londoners	To gain insight into the experiences of groups who will be affected by Brexit
Serious youth violence	To gain insight into groups affected by serious youth violence in London
Victims of hate crime*	To gain insight into groups who experience hate crime
Trust and confidence in policing*	To gain a better of understanding of the experiences that lead to some groups having lower levels of confidence in the police force
Barriers to accessing green spaces*	To understand the barriers to accessing green spaces and gain insights into social, mental and physical health outcomes of lack of access to green spaces

*These communities/ themes are of particular interest to the GLA Equality and Fairness team. It may be useful for applicants interested in applying for projects under these categories to refer to the Mayor's [Equality Diversity and Inclusion Strategy](#).

Budget

Organisations will be able to apply for grants of up to **£12k** to run their Citizen Led Engagement projects. Grants will be subject to standard GLA funding agreements and will be released as follows:

- 50% upon satisfactory completion of due diligence and receipt of signed grant agreement
- 25% upon receipt of mid-project report
- 25% upon project completion of final outputs

What happened in the pilot of the Citizen Led Engagement Programme?

The Citizen Led Engagement programme pilot ran from October 2017 – May 2018. Six target communities were identified including young black men, BAME older people (65+), homeless people and rough sleepers, Gypsy Roma and Traveller communities, the Somali community and Eastern European communities (Romanian and Bulgarian).

The pilot programme invited community organisations to bid for funding to deliver their own community-led research projects which explored themes of social integration, gathering insights and developing civic leaders within their communities. One focused specifically on access to culture in London for young black men. Six organisations were funded to deliver their own projects and this resulted in 84 trained peer researchers who together carried out 833 individual interviews across the course of the programme resourced with £80,000 funding.

Each organisation was given the freedom to design their own engagement activity, recruitment process for peer researchers and interviewees, interview questions, interview formats and how they collated and shared their findings.

The projects were designed by the community organisations with GLA support. A celebration event took place to mark the end of the projects, where the community organisations were invited to share and present their findings, in a format of their choice.

The community researchers from the pilot have since been invited into City Hall for further training and development opportunities, some have fed into our review of major events and we are looking to develop a 'Community Researcher Network' in 2019.

The pilot was independently evaluated in August 2018. Key learnings from this evaluation report have been fed into the delivery plan for round 2 of the programme.

What is involved in leading a Citizen Led Engagement Project?

Although the research projects will be designed and led by the organisations applying, there are a few key milestones that will apply to all projects:

- Receive funding from the GLA
- Appointed a GLA Community Engagement contact/policy area contact
- Recruit 15 community researchers
- Community researchers receive training from GLA
- Community research is conducted

- Community researchers/organisations receive data analysis training from GLA intelligence team
- Data analysis and findings
- Showcase of findings at GLA
- Follow up meeting to determine how findings will be used by GLA
- Support with determining how findings will be disseminated outside of the GLA

How will the GLA support successful organisations?

The role of community groups	The role of the GLA
To scope out a project that focuses on one of the target communities and ensure it demonstrates its potential to influence policymaking for the GLA	To provide information workshops to interested applicants
To work with the GLA to co-design the project	To work with community groups to co-design the project
To deliver the research project within the target community.	To provide 3 capacity-building workshops including community research training and qualitative data analysis
To recruit 15 community researchers who will conduct the research within the community.	Establish working relationships with the community groups and provide them with a lead contact in the Community Engagement team and to relevant policy teams
To maintain ongoing support and training for community researchers	To work closely with the GLA Intelligence team to support with the analysis of research findings
Identify a project lead who will work closely with the GLA Community Engagement team member	Host an event at the end of the research projects to showcase findings and celebrate the work of the community groups.
To offer reward and recognition for the community researchers they recruit	To share stories of less visible groups with other communities in the capital, through a communication plan
To present their findings at the end of project event	Disseminate learning from the project to internal policy teams in a robust way to ensure that insights and findings are considered by the relevant teams.

Timeline and Project Process

The anticipated timetable for the appointment of the successful programme delivery partner is outlined in the table below. Exact dates will be provided when appointments are confirmed.

Activity	Timeline
Call for applications open	End Jan 2019
Information workshops for applicants take place	Feb 2019
Call for applications close	4 March 2019
Application scoring	4 – 6 March 2019
Interviews	8 and 11 March 2019

Decision	12 March 2019
Due diligence	13 March 2019
Contracts signed and payment made [50%]	21 March 2019
Delivery start date	April 2019 TBC
Project inception meeting	April 2019 TBC
Recruitment and training of community researchers	April – June 2019
Project delivery begins	Mid June 2019
Further training of community researchers	Aug 2019
Mid-project report due and payment made [25%]	Aug 2019
Project delivery complete	Dec 2019
Co-analysis of research findings	Jan – Feb 2020
Celebration event @ City Hall	Feb / March 2020
Final payment released [25%]	March 2020
Project closure	March 2020

Criteria

Successful applicants must:

- Be a registered charity, social enterprise or Community Interest Company that can demonstrate a track record of transparent financial accounting processes
- Hold a bank account
- Be able to demonstrate a clear plan for engaging and collaborating with communities
- Have very strong connections with the target community they wish to research
- Identify a single project lead officer
- Demonstrate their potential for influencing policymaking in City Hall
- Offer a suitable reward or recognition for volunteers
- Target a wide range of age groups particularly young and old
- Be available to attend an interview at City Hall on either 8 or 11 March 2019
- Be available to attend a project inception meeting in April 2019 [date tbc]
- Be ready to begin recruitment of volunteers in April 2019, delivery in June 2019 and ensure all activities will be completed by December 2019

Due Diligence

All applicants must provide the following with their application form:

- A copy of your organisation's most recent signed set of Financial Statements/Accounts
- A statement of your organisation's cash flow for the current year
- Evidence of public liability and employer's liability insurance
- Submission of budgeted allocation of funding (how you intend to spend the grant)
- Submission of your organisations' Financial Regulations

Assessment Criteria

We reserve the right to ask for clarification on bids through an interview process. Qualifying bidders will then progress to the next stage of the assessment process, assessed on the scoring framework below:

Criteria	Evidence	Weighting
Strength of proposals to deliver the project	Your application must show: <ul style="list-style-type: none"> • A strong and robust project plan for community engagement • The benefits of your project to the community • Exceptional community connections and a desire to make a difference • Passion and enthusiasm • A desire to try new and innovative methods to increase a communities' voice in City Hall Value for money 	40%
Relevance of previous experience in community capacity building and a demonstrable ability to be able to reach members of their community	Your application must: <ul style="list-style-type: none"> • Demonstrate experience in successfully engaging with a diverse range of community members • Outline existing examples of successful and innovative engagement within their community 	40%
Demand, benefit and likelihood of success	<ul style="list-style-type: none"> • Please provide an explanation as to why you believe there is a demand for this project • Please also provide an explanation of the benefits that your project will bring to the community group 	10%
Ability to deliver	<ul style="list-style-type: none"> • Clear capacity from a project lead and volunteers 	10%

Information sessions

The Community Engagement team is inviting interested groups to sign up to attend an information session to find out more about the programme.

Dates are listed below. Sign up to one of the sessions by clicking on the dates below:

Date	Time	Location
11 February 2019	10am – 12pm	Selby Trust, Selby Road, Tottenham, N17 8JL
13 February 2019	2 – 4pm	Paddington Arts Trust, 32 Woodfield Road, W9 2BE
18 February 2019	6 – 8pm	Toynbee Hall, 52 Old Castle Street, E1 7AJ
19 February 2019	12 – 2pm	Irish Cultural Centre, Hammersmith, W6 9DT
22 February 2019	4 – 6pm	City Hall, Queens Walk, SE11 2AA

How to apply

There are a number of stages to the application process:

- 1) Sign up to attend an information session
- 2) Submit your application form and supporting documents by **12:00 noon on Monday 4 March 2019.**
- 3) Organisations will be shortlisted based on their evidence submitted and invited to interview at City Hall on either **Friday 8 March or Monday 11 March 2019.**
- 4) First grant payment will be awarded in **late March 2019.**

Further information

Contact the Community Engagement team via community.engagement@london.gov.uk.

