

MAYOR OF LONDON

Building Strong Communities Fund

Money to help London
communities after COVID-19

Application form for
Tier 1 Microgrant

Tier 1



£1,000



Easy read form

About this booklet



This booklet is an application form for grant money from the **Building Strong Communities Fund**.

Tier 1 ✓
£1,000

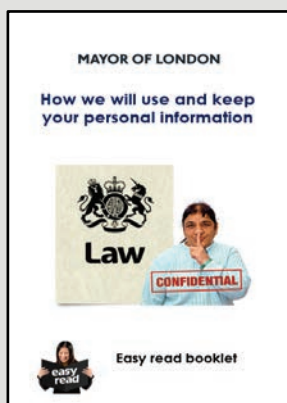
You can use it to apply for a **Tier 1 Microgrant** of **£1,000**.



Before you complete this application form, read our booklets called

- **Building Strong Communities. Money to help London communities after COVID-19**

and

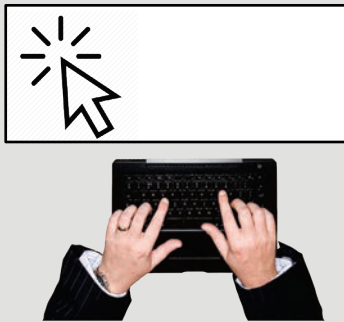


- **How we will use and keep your personal information**

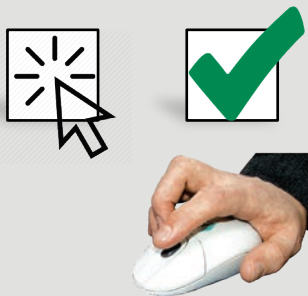
How to complete this form



You can complete this form on your computer. Open the form and save it onto your computer so you don't have to complete it in 1 go.



Click on the big boxes and type to tell us your answer.



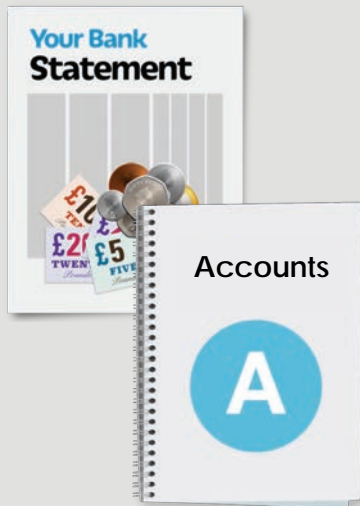
Click on the little boxes to pick the answer that is right for you.



You also need to send us **digital copies** of some information about your organisation.



Digital copies are copies of documents sent online using a computer.



You need to send us digital copies of

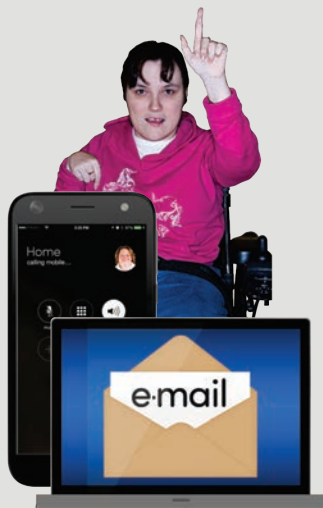
- a UK bank statement
- your latest official accounts
- your **governance documents**.

These are documents that show your organisation is run correctly, called **memorandum**, **articles of association** or **constitution**.



When the form is complete, **email the form and your digital copies to this address**

accessibility@rocketsciencelab.co.uk



If you have any questions about how to complete the form

call this telephone number

0203 2913026

or send an email to this address

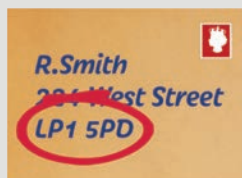
bscgrants@rocketsciencelab.co.uk

Section 1

Tell us about your organisation



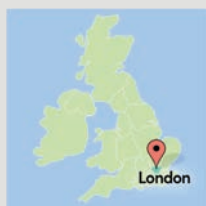
Tell us the name of your organisation.



Tell us the address of your organisation including the postcode.



Tell us the telephone number for your organisation.



Tell us which borough of London your organisation is in. A **borough** means an area like Camden or Lambeth or Southwark.



Tell us what type of organisation you are.

- Registered Charity
- Charitable Incorporated Organisation (called **CIO** for short)
- Community Benefit Society
- Community Interest Company
- Excepted or exempt charity
- Charitable Company
- Constituted organisation or group
- Community Amateur Sports club



Tell us your charity number.



Tell us your company number.



Tell us how many paid staff your organisation has. This means the number of people who are paid to work for you at the time when you complete this form.



Tell us how many volunteers your organisation has. This means the number of people who help you for free at the time when you complete this form.



We want to know if your organisation is **Equity-led**.



Trustees



Staff

Equity-led means 75% or more of your trustees and 50% or more of your staff have experience of the problems and communities your organisation supports.



Is your organisation equity-led by Black, Asian or Minority Ethnic people?



Yes

No



Is your organisation equity-led by LGBTQ+ people? This means people who are Lesbian, Gay, Bisexual, Transgender or Queer.



Yes

No



Is your organisation equity-led by women?



Yes

No



Is your organisation equity-led by deaf or disabled people?



Yes

No



Tell us your annual turnover.

This means how much money your organisation earned in your last full financial year.



Has your organisation been given grant money by the Greater London Authority in the last 3 years.



Yes

No



If your answer was Yes, tell us the name of the grant fund, how much money you were given and what the money was for.



Tell us the main contact for this application. This is the first and last name of the person we can talk to about this form.



Tell us their telephone number.



Tell us their email address.



We want you to tell us about your organisation.



This should include

- your main ideas and aims.
- your background.
- the activities you do.
- who you support.



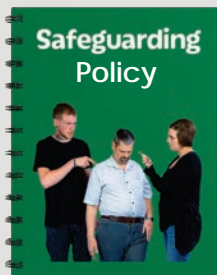
Tell us about your organisation.

A large, empty rectangular box with a black border, intended for the user to provide details about their organization.

Policies



Tell us if your organisation has the following policies. Choose **Yes** if you do. Choose **No** if you don't at the moment but you will before your project starts.

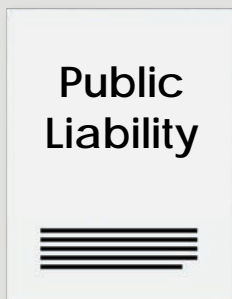


Do you have a safeguarding policy?



Yes

No

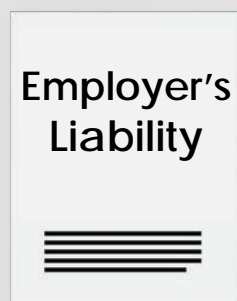


Do you have public liability insurance?



Yes

No



Do you have employer's liability insurance?



Yes

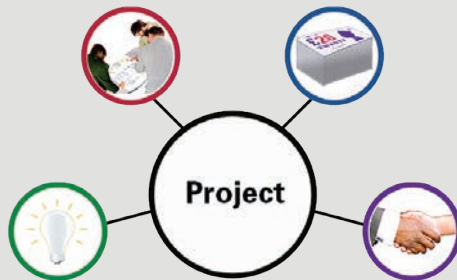
No



If we decide to give you a grant we will not pay you any money until your organisation has these policies and you have sent digital copies to us.

Section 2

Tell us about your project



In this section we want you to tell us about your project.



You might want to answer some of the questions in a video or an audio file using things like YouTube, Dropbox or WeTransfer.



If you do this, put the link to your video or audio files in the email you send to us with your completed application form.



Tell us the name of your project.



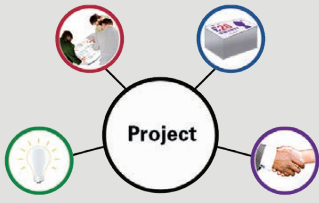
Tell us the date your project will start.
Projects should not start before the middle of July 2022.



Tell us the date your project will end.



- Tell us about your project, including
- what the aims of your project are.
 - why the project is important to you.
 - what activities or events will happen as part of the project.
 - how you got the idea for the project.
 - what community the project will support, why they need help after COVID-19 and how they have been included in planning the project.
 - how your services will meet the project aims.
 - why the project will be successful.
 - where your project will happen.



Tell us about your project.

A large, empty rectangular box with a black border, intended for writing a project description.



Tell us which borough of London your project will take place in. If your project will happen across London write **Greater London**.

Blank response area for the first question.



Tell us how many people you think will be involved in the services or activities that happen as part of your project.

Blank response area for the second question.



Tell us how many volunteers will help with your project. Tell us what your volunteers will do.

Blank response area for the third question.



Tell us how your project will be accessible to the communities you want to support.

Blank response area for the first question.



Tell us how your project will make a difference to the lives of the people who are involved in it.

Blank response area for the second question.



We want our grants to create the following 4 **outcomes**. **Outcomes** are results for your community.



1. People in London have support to help their community recover after COVID-19.
2. People who are underrepresented can tell other people their ideas and be part of decisions made about their community.
3. People mix more with other people in their community and feel less lonely.
4. People get on well with their neighbours and other people in their community.



Tell us which of our 4 outcomes your project is about. Your project might include more than 1 outcome but tell us the main one your project is about.



Tell us the main risk to your project.
A **risk** is something that can go wrong.

A large, empty rectangular box with a black border, intended for the user to write the main risk to their project.



Tell us how you will try to stop the risk happening.

A large, empty rectangular box with a black border, intended for the user to describe how they will try to stop the risk from happening.

Section 3

Tell us about your budget



In this section we want you to tell us about your **budget**. Your **budget** is a financial plan for your project. It shows how much your project will cost.



Tell us how much your **whole project will cost**. This might be more than the grant money you are asking us for.



Do you already have other funding for your project?



Yes

No



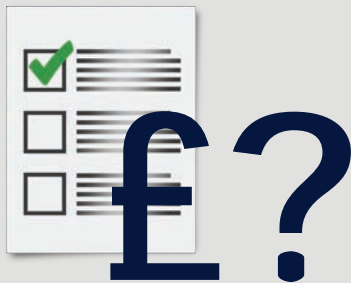
If your answer was **Yes**, tell us where from and how much.



Tell us how much money you are asking for from our **Building Strong Communities Fund**.



We want you to tell us how you will spend the money if we give you a grant.



Please tell us clearly what you will spend money on and how much it will cost. This might include things like hiring a venue or paying workers.



Make sure you tell us about any costs to make your project accessible.



You only need to tell us about costs you will pay for with our grant money.



Tell us how you will spend your grant money.

A large, empty rectangular box with a black border, intended for the user to write their response to the question above.



We want you to tell us about any **non-cash support** for your project.



This means things you need for your project that you don't have to pay for, like volunteers, items a business gives you for free or cheap venue hire.



Tell us about non-cash support for your project.

Your declaration



Your **declaration** is where you agree the information you have told us in this application form is correct.



Check your answers before you **submit** your form. **Submit** is when you email your form you us.



You can't make any changes to your form after you have submitted it.



Your declaration

I agree the information given in this application form is correct and I agree to tell Rocket Science if any of the information changes.



Yes



No

Thank you for answering our questions