

Community Priorities Programme

Frequently Asked Questions



Funding

How much is the maximum funding you can apply for to run a project?

The maximum is £30,000 and the minimum is £2000. There is no 10% contingency for any funding applications. Therefore budgets must fit into the amount you are applying for.

How likely are applicants to get awarded a £30k grant if they apply for it?

Our grant programme is from 2k to a maximum of £30k. This enables scope for very small but powerful projects, and also those larger scale projects that might want to include more staffing costs (directly related to the running of the project), for example. We do however want to maximise the fund across the eleven key wards. We also want to ensure diverse representation in the type and scale of projects delivered and the individuals, groups or organisations delivering them.

To be awarded the £30k, project proposals need to be very strong, clearly in line with the criteria and deemed by the community panel to be meeting a real unmet need. We do also reserve the right to offer part funding where deemed in the best interests of the project. The average size of grants awarded last year was 12k, and the highest was 25k.

How long will this grants programme run for?

This set of grants will remain open at the beginning of the financial year (April 2023) and will end at the end of the financial year (March 2024).

Funding may be repeated but this is not yet known by the council.

Applications

When do applications open and close?

Applications open on Friday 17 February 2023 and close Sunday 5 March 2023 at 11:59pm.

I would like to complete an application for funding but I need support. Is help available?

Yes, our team of community development officers can be contacted via

communityprioritiesprogramme@westminster.gov.uk at any point during the application window.

They will be able to support and help to clarify or explain any of the questions on the application form. We are also able to sign-post applicants to colleagues from One Westminster who can give you more specific guidance and feedback on your application.

You can also attend our in-person information sessions. All timings can be found on the website on the 'In-person information sessions' tab.

Can applicants from last year reapply?

Yes. Both applicants and those that were funded are eligible to reapply.

Eligible projects

Are there any restrictions on the topics of projects that can be funded?



Please see the information document for interested applicants for full criteria that projects must align with. Topics and activities that promote discriminatory or extremist views will not be funded.

If someone is running a project in Church Street, for example, can they also apply for funding to run a similar project in Harrow Road?

Yes, the Community Priorities Programme can fund the extension or upscaling of existing projects if it is to be delivered within the eleven key wards and benefits the residents of these wards. For example, if an eligible project is coming to an end and needs further funding, or if you are carrying out a relevant project somewhere that you would like to upscale in order to carry it out in one or more of our eleven key wards.

Can one organisation apply to deliver more than one project?

A group, organisation or individual can put forward a maximum of two project proposals, with one application per project, therefore a total of two applications.

How long do I have to run this project?

With this funding projects can run for a maximum of 12 months. Projects must begin no later than a month of being awarded grants.

Eligible applicants

Can you apply if you are based outside of the eleven key wards?

Individuals, groups or organisations are not required to be physically based within one of the key wards within Queens Park, Westbourne, Church Street, Harrow Road, Maida Vale, Little Venice, Abbey Road, Lancaster Gate, Pimlico South, Vincent Square and St James's. They must however, have a strong (and evidenced) connection to one of the eleven key wards.

If they do not, they can still apply but must apply in partnership with one that is based within the eleven wards. You will decide with your partner how you work together and this will be signed in a partnership agreement before start of project. It should be evident in your application that the partnership is meaningful, namely what you will be collaboratively working together in some way to deliver this project. The use of a venue is not considered a meaningful partnership, for example.

Do you have to be a registered organisation to apply?

No, you do not need to be a registered group or organisation to apply for funding. You could be a group of neighbours or parents, for example. We understand that not all people or groups with project proposals are part of a registered organisation and we want to make sure this opportunity is inclusive. Attaching a reference from a registered organisation, or being in partnership with one, is preferred and may strengthen your application but is not a requirement.

Are children able to apply for funding?

Children under 16 cannot apply. If they are individuals between 16 to 18 years old, they can apply but will be required to have an adult with a current DBS certificate present while delivering their project. They also need the support of a partner organisation who would be the recipient of the funds. For example, City of Westminster College students could be backed by the college if the college are happy to do so.



Do you have to be a permanent resident of the UK to submit an application for funding? For example, what if you are an international student?

You do not necessarily have to be a permanent resident of the UK to submit an application however if your budget includes staff costs that apply to you, then you would need to have right to work.

If you are an individual applying, can more than one member of the same household apply for funding?

Yes, if they are for different projects, they will be treated like separate applicants.

I am an individual and I would like to apply for project funding but I have an overdraft, can I still apply?

The funds cannot be paid into an account that is in overdraft as there would therefore not be enough money to fund your project. The funds must be used to deliver the project in the way promised in your application and agreed to in the project agreement that you will sign before beginning the project. If the project provider is found to be in breach of this agreement, the council may demand the repayment of all, or part of the grant and the project provider will have to comply with such demand.

Decision making

How will a decision be made on what applicants receive grants?

Our panel of community members will be presented with summaries of the project proposals and generic recommendations from Community Priorities Programme council staff who will have done the first filter of applications. This is an opportunity for community members themselves to decide what they want to see in their communities. The panel will discuss the projects and will score them based on how far the project aligns with the criteria chosen and how far connections and relationships within communities are put at the centre of activities. These points will be aggregated to determine a shortlist of successful applications. The decision is therefore weighted on the deliberations and scoring of the panel. Westminster Council staff will facilitate this process ensuring that grants be allocated to ensure diverse representation in the activities taking place and the individuals, groups or organisations delivering them, as well as considerations of geographical spread across the eleven key wards.

When will decisions be made about successful applicants?

Applications close on Sunday 5 March 2023 at 11:59pm. We aim to notify successful applicants in early April.

Monitoring

Will I be monitored for how well my project is going?

Yes, we will monitor your project through project visits which will allow us to see your work in action and talk to you about how it is all going. Depending on grant size awarded, you may need to submit a mid-way budget monitoring form halfway through your project to show what you have spent so far. In addition, we will ask for one end of project report which we will brief you on at the start of your project so you are well prepared.



If a successful project ends up spending less money than was granted, will the money be expected to be returned?

If any part of the funding remains unspent on ending or termination of the project, the project deliverer must ensure that any unspent money is returned to the Westminster City Council **or**, if agreed in writing by the council, shall be entitled to retain the unspent money to use for charitable purposes. This will be agreed on a case by case basis.

Insurance

How do you know what type of insurance you will need to run your project?

You do not need to attach any insurance documents at application stage. Westminster City Council will advise what insurance is needed on a project by project basis once successful projects have been announced. However, you do need to include the approximate cost of insurance into your budget template.

