Democracy Fund 2023/24
Guidance notes

www.southwark.gov.uk/democracyfund

EMPOWERING COMMUNITIES

Closing date for applications: 31 March 2024.

For more further information, clarification or queries, please email democracyfund@southwark.gov.uk

Please ensure that you answer all the questions. Keep your answers brief and to the point. Writing lengthy responses to the questions will not improve the likelihood of your application being successful. Also, please note that for some questions there is a maximum of 50 or 300 words.

Please note these are guidance notes (do not complete).

Section 1: About you

Q1a Are you applying on behalf of a group or organisation?

Please tick yes if you are applying on behalf of or as a member of a group or organisation.

Q1b Are you applying as an individual?

An individual is a person not applying on behalf of a group or organisation. Tick yes, if this applies.

Q1c Are you working in partnership with another group?*

Tick yes, if this applies.

Q2a Please indicate if your application is Southwark wide or area specific?

Is the nature of meeting/event a Southwark wide issue or a local one. Please identify which is most relevant.

Q2b If area specific (tick those that apply)

Please indicate which multi ward area(s) your event will most benefit. For example your event may focus on a particular location in Southwark, or it can cover a number of areas. If your activity benefits residents in more than one multi-ward area, please tick all that apply.

Please give the full address of where you intend to deliver your activity (e.g. name of the building, building number, street name and full post code). Or if it is an online meeting, please state.

Q3 Main contact details

Please give your name and contact details, including your telephone or mobile number, as we may need to speak to you to discuss the details of your idea. If you are applying as an individual (please just provide your details).

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Section 2: About the meeting

Q1 Name of your meeting or event

Please give the full name of the meeting or event for which you are applying for funding.

Q2 Describe what the meeting/event is trying to achieve along with the purpose, including why it is needed and demonstrate how it will benefit the communities of Southwark. Please explain in fewer than 300 words.

Tell us about your meeting and what you are aiming to achieve. You should be able to show:

• Who was involved in identifying and defining the need of the meeting/event

• Why is there a need for this meeting

We want you to demonstrate that you have a clear idea of the time it will take to set up and deliver the meeting/event and identify any potential positive impacts.

Q3 Please state range of the beneficiaries i.e., age, gender and ethnicity etc., and approximate numbers. Please explain in fewer than 100 words.

What is the approximate number of people that are likely to attend your meeting/event?

Please give a breakdown of age range and ethnicity of your expected beneficiaries. Can you estimate how many people will benefit in total.

Q4 How will you measure whether your achievements are meeting your aims, as stated in Q2? Please explain in fewer than 100 words.

Tell us how you will measure and record your aims and achievements. Listed below are possible things you will need to consider, which include:

How will you know if your meeting/event has made a difference?

Q5 If you are working in partnership with another group, to deliver this event, please give details including their name and contact, and description of joint working.

Please describe how you are working together with the other group, explaining how both group/organisation will deliver the meeting/event.

Please provide the name of the other group or organisation as it appears in their legal governing document, for example their Constitution or Memorandum & Articles of Association. (Also the name of the main person working with you to deliver project; their organisation's full address and post code, telephone and/or mobile number(s) and business email address).

Please give the name of the key person you will be working in partnership with, the name of group, their full address and post code, telephone and/or mobile number(s) and email address.

Q6 When will your meeting/event take place?

(Your meeting/event must take place before 31 May 2024)

Q7a Are you or your group receiving money from another funding body for this meeting/event?

Q7b If yes please state the funding body and amount.

Q8 Please itemise expenditures relating to this application. The total will be what you are requesting from the Democracy Fund 2023/24.

Groups can apply for grants of up to £1,000, but larger amounts can be awarded in exceptional circumstances.

You can apply for funding to cover revenue costs such as publicity, zoom licenses, venue hire, professional speakers fees, refreshments, audio visual hire costs, etc.

But not capital items such as the purchase of computers, pa equipment, printers, large fixed items, buildings etc., as these will not be funded.

Please list all expenditures relating to this application, by providing details as to how the calculations have been made. Please be specific about what will be funded, for example see the table below: Hall hire x 3 hours @ £15 per hour = £45 and provide the total cost.

List item	Quantity	Cost (£)
Hall hire	3 hours @ £15	£45
Total		

Section 3: About your group

Q1 Please describe, in no more than 50 words, the aims and activities of your group, and your work in the community.

If you are a constituted group (church group, Tenants/residents assoc., Neighbourhood Watch, etc.) briefly summarise the type of activities/services you deliver.

Q2 Does your group have a constitution or set of rules? (Please attach a copy)

It is important that we know the legal status of your group. Please attach an up-to-date copy of your governing document i.e., Constitution/ Memorandum & Articles/Terms and Reference etc.

Q3 Does your group have an appropriate safeguarding policy? (Please attach a copy)

If you work with children and/or vulnerable adults, please provide a copy of your safeguarding policy when submitting your application.

Section 4: Bank details

Q1 Please select if this is your group's bank details or a host organisation.

Please provide the name of the group/organisation account you wish your funds to be paid into. This must include the name on the bank account, name of bank, account number, sort code and group's address registered to the bank account. Please see example below:

Name of account: Another event

Bank/Building Society name: NatWest

Account Number: 12345678

Sort code: 07 - 08 - 09

Groups' registered address held by the bank: Another event, 160 Tooley Street SE1 2QH

If you are applying as an individual, please provide the full registered address of the group that has agreed to act as a host organisation and will receive your funds on your behalf. The address must be the same as held by the above bank, as the council does not accept personal bank accounts.

Please note: Grants are only payable to constituted organisations. You must find a constituted group that is willing to receive your funds on your behalf if you are successful. Failure to do so could result in your application being rejected/or funding withdrawn. Also, under no circumstances will Southwark Council pay funds into personal bank accounts.

Section 5: Declaration

Q1 How did you hear about the Democracy fund? Please tick all that apply.

This information will help us with our monitoring. Please tick all those that apply.

Q2 I certify that the information on this application is true.

Please ensure that the declaration is signed by an appropriate Management Committee member such as the Chair or Treasurer stating their name in full name in capital letters, their official position and organisation/ personal email address.

Also, please tick the box you have read both the information sheet and this guidance sheet.

Checklist

This is just a guide to ensure you have provided all the information requested in the application. **Please do not send this with the application form.**

1 Have you answered all questions on the application form? Please check that your answers comply with the guidance sheet and include all relevant documents (i.e. safeguarding policy and governing documents).

2 Have you gathered evidence, to show why your meeting/event is needed?

3 Have you provided contact details, and if applicable the contact details of the constituted group that is willing to receive your funds on your behalf?

What happens next?

- When we receive your application, council officers will go through your application to ensure you that have provided all the relevant information and documents.
- A panel of Community Champions (councillors) will assess and make decisions on which projects receive funding. Applicants will be notified within 4 – 5 weeks after submission.
- Successful projects will be sent a letter and the results will be listed on Southwark Council's Empowering Communities webpage.
- Unsuccessful groups will also be notified of the decision.
- Successful applicants will need to sign conditions of funding form and the grant will be paid by directly into the nominated account by BACS.
- Meetings/events should be delivered by **31 May 2024**.
- Closing date for applications: **31 March 2024**. For further information, clarification or queries, please either email **democracyfund@southwark.gov.uk**.