Ernest Harriss House Community Hub Operator Funding – Application Guidance

* Please refer to the Ernest Harriss House Community Hub operator prospectus via the [Westminster Grant Funding webpage](https://www.westminster.gov.uk/leisure-libraries-and-community/grant-funding-opportunities/vcs-core-funding-programme) for full details on funding context, objectives and eligibility criteria. It is essential that you read both the prospectus and the application guidance in order to apply.
* Please refer to Annex 1 at the bottom of this document for the application form and questions for email submission.

Table of Contents

[1. What we are looking for 2](#_Toc150178109)

[2. What you will need to provide as part of this application 2](#_Toc150178110)

[3. What you will need to present after you have received a grant offer: 3](#_Toc150178111)

[4. Important note on budgeting 3](#_Toc150178112)

[5. Please remember 3](#_Toc150178113)

[Annex 1 – Ernest Harriss House Community Hub operator funding 2024 – Application Questions 4](#_Toc150178114)

# 1. What we are looking for

**We are looking to fund organisations:**

* whose work aligns with our Fairer Westminster goals
* who have a passion for bringing together individuals and communities from diverse backgrounds, improving access to services and support, and testing different ways of working
* who have a track record of working effectively and relationally with Westminster communities, in particular in North Paddington and the area local to Ernest Harriss House Community Hub
* who have a track record of working effectively and meaningfully with communities, managing facilities and improving resident outcomes
* who are ambitious about attracting additional funding to their organisation
* (not exclusively but ideally) who work with Global Majority (BAME communities) and other marginalised groups such as (but not limited to) those with disabilities, and that are also led by them
* (not exclusively but ideally) who are led by and for people with lived experience related to the charitable objectives at hand.

Ernest Harriss House Community Hub aims to pilot a new approach in Westminster, aiming to integrate services and support and connect this with community space and social networks. **We are looking to fund an organisation that is passionate about delivering the following improvements in North Paddington and the area local to Ernest Harriss House**:

* More resilient communities with lower health inequalities
* Better access to services and support
* Better relationships between the Council and/across its communities
* A stronger voluntary sector and civil society
* Learnings to strengthen the Community Hubs Programme and wider Council approach

Residents and partners have developed a more detailed breakdown of what this should look like in the Ernest Harriss House locality. It is included in EHHCH Appendix 1 [Priorities & Plans].

# 2. What you will need to provide as part of your application:

The application form and questions at the end of this document outline everything you will need to submit as part of your application, including:

* Responses to the four questions outlined below which outline your proposal for running EHHCH, track record, commitment to engagement and inclusion, and financial and sustainability approach.
* 5-year indicative breakdown of what you are applying for - we understand this can change; please include what you plan to spend the money on for Years 1-5.
* Annual report or equivalent published in the past 12 months which demonstrates a portfolio of your work – if you don’t have an annual report, you can send us a summary of the work your organisation has done in the past 12 months.
* Access to your past annual accounts (ideally via your Charity Commission or Companies House webpge).

**Please note** that word count limits are a maximum rather than a required number of words. Clearly and comprehensively addressing each question is more important than the number of words, so you shouldn’t feel the need to use the full word allocation if it’s not needed.

# 3. What you will need to present after you have received a grant offer:

* Up-to-date safeguarding policy, general health and safety policy, data protection policy and equalities policy for staff and volunteers
* Confirmation of DBS checks for staff and volunteers on the basis of work being undertaken with children, young people or vulnerable adults
* Copy of your public liability insurance cover certificate and risk register
* Copy of your employee liability insurance where applicable

**NB** If your organisation does not have any of these for any reason, you should reference in your fronting letter and should still submit an application. One Westminster is able to support organisations to develop policy and governance documents.

* Further documentation/information as applicable

# 4. Important note on budgeting

* All staff costs must be budgeted at the London Living Wage (£13.15/hour) or above.
* There will be limited scope for negotiation on the grant award once applications have been submitted. Organisations are therefore encouraged to be intentional in their budgeting and funding requests. Please seek advice from your partners, or from the Community Hubs team, or [support@onewestminster.org.uk](mailto:support@onewestminster.org.uk) if you have questions about this.

# 5. Please remember

You cannot apply to this fund if:

* You are not a charity, CIO, CIC or other non-profit entity
* You have never received grant funding before
* You have been working with Westminster communities for less than 12 months
* You or your organisation is under a criminal or safeguarding investigation

If you have any questions about the information required, please email [communityhubs@westminster.gov.uk](mailto:communityhubs@westminster.gov.uk). For support in developing or completing your application, please contact One Westminster on [support@onewestminster.org.uk](mailto:support@onewestminster.org.uk) .

# Annex 1 – EHHCH operator 2024 – Application Questions

In order to apply, please submit via email to [communityhubs@westminster.gov.uk](mailto:communityhubs@westminster.gov.uk) by 1pm on Tuesday 19th November:

* A fronting letter, clearly outlining the documents you are submitting and any key additional information (this is not assessed)
* The completed form below
* A copy of your organisation’s most recent annual review/report
* Responses to Questions 1 to 4, including the completed budget template and additional appendices or supporting documents, clearly labelled

**Section 1: Lead Organisation Details**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Lead Organisation Name |  | | | | | | | |
| Lead Organisation Mission/Charitable Objectives  (50 words max) |  | | | | | | | |
| Lead Organisation Registered Address |  | | | | | | | |
| Lead Organisation Website |  | | | | | | | |
| Type of Organisation (Charity, CIC, CIO or other non-profit – please specify) |  | | | | | | | |
| Organisation No. (e.g. Charity No. – please specify) |  | | | | | | | |
| Link to Charity Commission or Companies House webpage |  | | | | | | | |
| Annual Turnover | Most recent complete year |  | Y2 |  | Y3 |  | 3-year average |  |
| Primary Contact Name |  | | | | | | | |
| Primary Contact Phone No. |  | | | | | | | |
| Primary Contact Email Address |  | | | | | | | |

Is your organisation led by any of the following? (Please note that we consider an organisation to be ‘led’ if its management team or board has at least 75% representation, and its staff has at least 50% representation, from people in said group.)

* Global Majority (BAME) led
* Female led
* Disabled led
* LGBTQ+ led
* Youth led/led by a young adult (24 years or under)
* None of the above
* Prefer not to say
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Is your organisation led in any way by people with lived experience of the charitable objectives relevant to your organisation? Please highlight your answer. | | Yes | No |
| Tell us briefly how your organisation is run. We want to understand the governance, structures, roles and/or groups you have in place for guiding decisions, planning and delivery. If relevant, please include plans for changing or improving this.  (150 words max) |  | | |

|  |  |  |
| --- | --- | --- |
| How long has your organisation been working in Westminster with local communities? | |  |
| Tell us about the work you do with Westminster residents, why you feel this work is essential, and what impact it has on people’s lives. Please reference any specific groups or communities that you work with particularly closely.  (300 words max) |  | |

|  |  |  |
| --- | --- | --- |
| Name and email address of an existing or previous funding officer (this could be a council officer if applicable, or a different funder): | Funder & Officer Name: | Email: |

If you are submitting a partnership application, please complete the following section.

|  |  |  |
| --- | --- | --- |
| Please list any additional organisations who are part of your submission: | Organisation Name | Previously partnered? |
| 1.  2.  3.  4.  5. | Y/N  Y/N  Y/N  Y/N  Y/N |

Please complete the following information for each organisation – if your application has additional partners, please replicate this table and include the information on a separate page.

|  |  |
| --- | --- |
| Partner Organisation Name |  |
| Partner Organisation Mission |  |
| Partner Organisation Website |  |
| Type of Organisation |  |
| Organisation No. |  |
| Link to Charity Commission or Companies House webpage |  |
| Partnership Contact Name |  |

|  |  |
| --- | --- |
| Please provide a brief description of how your partnership will work, including high level information on structure, supporting documents and approach. (You may append a structure chart if helpful.)  (200 words max, not including any appendix) |  |

**Question 1: EHHCH proposal, programme and impact**

The Council wants to appoint an organisation that shares its desire for Ernest Harriss House Community Hub to play a leading role in tackling health and social inequalities, and improving residents’ outcomes in north Westminster.

* The Funding Prospectus document outlines the purpose and aims of the programme (Section 3), and the changes we want to see as a result of the Community Hub.
* EHHCH Appendix 1 [Priorities & Plans] and EHHCH Appendix 3 [Community Outcomes] outlines the expectations of local residents and partners which the Community Hub should meet.

Please describe your proposal for operating Ernest Harriss House Community Hub and how it will deliver against the Council’s and community’s ambitions for the Hub. This should include an explanation of how taking on EHHCH aligns with your organisation’s mission and strategy, and should identify how it will deliver outcomes and impacts in line with the above sources.

*Maximum 1,000 words, not including appendices*

Please also append to your application (not included in the word count above):

* A high level plan, outlining key milestones you would aim to achieve in the first 12 months
* A notional programme for ‘a typical month at EHHCH’ (this is expected to demonstrate how your planned approach and programme of activities, services and support meets the above objectives – it is does not represent a binding commitment)

**Question 2: track record and experience**

The Council wants to appoint an operator which has a robust track record in managing and running community spaces or buildings, including:

* Creating inclusive, welcoming and well-used spaces
* Day to day management and operations
* Statutory compliance, testing and risk management

In addition, the operator should have experience in:

* Programme design and delivery
* Community, partner and stakeholder engagement
* Communications and profile-raising
* Monitoring, reporting and evaluation

Please clearly explain and evidence how your organisation or partnership has the experience to meet the requirements outlined in Appendix 2 EHHCH [Operator Requirements].

*Maximum 2,700 words (around 300 words per Appendix 2 section)*

**Question 3: community participation and Equity, Diversity & Inclusion**

The Council wants to appoint an operator that is passionate about meaningfully involving and working with local residents to design, deliver and make decisions about how Ernest Harriss House Community Hub is run, and with a deep commitment to Equity, Diversity & Inclusion.

Please provide:

* 1. A structure and explanation of the role local residents will play in decisions about the Community Hub, how it is run, what it offers and how it evolves
  2. An overview of the opportunities for resident and partner participation in the Community Hub, and how the organisation/partnership will ensure residents are aware of and engaged in them
  3. A description of how the organisation/partnership will embed Equity, Diversity & Inclusion in how Ernest Harriss House Community Hub is run

*Maximum 1,000 words*

**Question 4: budget, sustainability and value for money**

The Council wants to appoint an operator that can demonstrate a strong grasp of financial planning, sustainability and value for money. This includes effective forward planning, financial management and an understanding of how the Council’s investment can be used to leverage additional sources of funding.

Please provide:

1. A completed budget template document (as explained in Section 4 of the Funding Prospectus, the breakdown at this stage is indicative rather than fixed)
2. A copy of your organisation’s 3-year budget or income generation plan (or the document of which it forms a part, e.g. your organisation’s business plan or similar) – this should *not* include this grant or funds related to operating EHHCH
3. A description of your plans to build financial capacity as an organisation over the next three years. This can be in bullet point form, indicating some key steps you would take to generate income and build financial resilience. (We are always keen to see evidence of plans to proactively strengthen organisations’ finances: this could include plans to apply to specific funding opportunities, creating partnerships with corporates and new donors, launching new fundraising campaigns, making strategic savings in certain areas etc.) *(maximum 300 words)*