

Providers Handbook 2024-2026



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Introduction



1. Introduction

The Community Priorities Programme (CPP) is a grant funding programme supporting community-led projects. It is funded by Westminster City Council and managed by the Council's Communities Department. The programme aims to empower communities with impactful projects, focusing on areas with high deprivation levels.

- Launched in 2022 as a pilot in North Westminster, covering Church Street, Queen's Park, Harrow Road & Westbourne.
- Round One funded 24 projects, followed by Round Two (2023-24) which funded 51 projects.
- This year, the programme expands to include Pimlico North and Lancaster Gate, addressing higher levels of need.

Find out more about the programme -

<https://www.westminster.gov.uk/community-priorities-programme>

What does this handbook cover?

This handbook serves as a guide for providers interested in applying for funding in Round Three. It offers an overview of the programme, details on the programme, qualifying criteria, application process, how we make decisions, key dates and contacts.

Additionally, it addresses what to do in case of unsuccessful applications or encountering challenges and a list of FAQs is included to address common queries.

Areas of Operations

The programme includes 13 wards, with some wards grouped together to enhance the efficiency of the panels and foster collaborations at the local level. The diagram below illustrates the grouping of wards into 6 local area panels.



Local Area Panels

Panel 1: South Pimlico & North Pimlico

Panel 2: Vincent Square & St James

Panel 3: Church Street

Panel 4: Westbourne, Bayswater & Lancaster Gate

Panel 5: Queen's Park & Harrow Road

Panel 6: Maida Vale, Abbey Road & Little Venice



Who can Apply?

No matter your background or experience, we want to hear from you if you have a project proposal that aligns with the criteria.

The Community Priorities Programme staff can support you and your application where needed. Just get in touch by emailing: communityprioritiesprogramme@westminster.gov.uk.

We actively encourage organisations and individuals to make an application in collaboration with other organisations and individuals, either as joint partners or with one partner as the lead. We also encourage large organisations thinking of applying, to apply in partnership with smaller grassroots organisations. Individuals, groups or organisations that apply do not need to be based in the thirteen key wards but must have a strong (and evidenced) connection to communities in the affected wards.

Groups, people and organisations eligible to apply:

- Constituted community group
- Individual or group of individuals (over 18 years old) (having a reference from a registered organisation, or being in partnership with one, is preferred and may strengthen your application but is not a requirement)
- Registered, exempt or excepted charity
- Charitable incorporated organisation (CIO)
- CIC limited by guarantee
- Charitable company (limited by guarantee)
- Registered charitable industrial and provident society, or charitable cooperative
- Faith groups
- Registered Community Amateur Sports Clubs
- Constituted but unincorporated club or association
- Constituted Tenants and Residents Associations
- Trusts
- Schools Individuals between 16 to 18 years old can apply but must have an adult with a current DBS

Criteria

The Community Priorities Programme invites proposals for local community-led projects that address the following areas:

The table below shows the list of community priorities for each ward / area. Please note, these are the qualifying criteria for the programme and must be used as a point of reference for questions 6 & 7 in your application form.

Panel Number	Wards / area	Community Priorities
Panel 1	South Pimlico and North Pimlico	Health & Wellbeing Cost of Living Community Safety
Panel 2	Vincent Square and St James	Health & Wellbeing Community Safety Community Development/Housing & Homelessness
Panel 3	Church St	Health & Wellbeing Community Safety Community Development
Panel 4	Westbourne, Bayswater, and Lancaster Gate	Health & Wellbeing Community Development Accessible services for vulnerable people
Panel 5	Queens Park and Harrow Rd	Health & Wellbeing Community Safety Community Development
Panel 6	Maida Vale and Abbey Road, Little Venice	Health & Wellbeing Community Safety Community Development

These criteria are based on community consultations carried out in March 2024 which included residents in wards from the North & South with a wide range of residents from these wards.

A wider survey consultation was conducted in May 2024 across all wards to validate these criteria.

The Community Priorities Programme looks for projects and initiatives that meet one or more of these key criteria and that put connections and relationships within communities at the centre of their activities.

Breakdown of criteria



We welcome projects and initiatives that align with the outlined criteria. It is essential for all initiatives to have strong connections within the communities they serve. Here is a breakdown of each criterion:

- Health & Wellbeing: Residents prioritise staying active and healthy, recognising the broader benefits such as reducing social isolation and fostering community connections.
- Community Safety: Residents express concerns about recent feelings of insecurity in the borough and the need for more initiatives to tackle community safety.
- Community Development: Residents emphasise the importance of individuals from diverse backgrounds coming together for activities to promote understanding and tolerance.
- Accessible Services for Vulnerable People: Supporting those who feel isolated and lack a support system to integrate into the community.
- Housing & Homelessness: Enhancing services for homeless individuals to be more effective and accessible.
- Cost of Living: Addressing the struggles of many individuals who cannot afford their basic necessities.

Organisations and individuals must be registered and physically located in Westminster to offer services to its residents. Organisations not registered in any of the 13 wards but providing established services to Westminster residents can also apply, though they may not receive priority consideration.

Organisations applying must have an annual expenditure of no more than £450,000. This is to be based on the last year of published accounts.

What we can and cannot fund



We will support:

- Staffing costs for administration (related to the project directly)
- Management, planning and delivery of the project
- Competitively priced equipment* and materials relating to the activity being delivered up to £300 (if you expect your equipment or material costs to be more than this amount, we can't guarantee this will be funded)
- Insurance and DBS certificate costs
- Venue hire
- Licensing, event notices and road closure costs (it will strengthen your application to have relevant permissions in place where necessary when you apply, but it isn't required)
- Publicity and marketing costs
- Costs for training volunteers and volunteer expenses (e.g. volunteer travel expenses)
- Costs to make the activity more accessible to participants
- *Equipment may be purchased on condition the beneficiaries use it. It will remain with the beneficiary group or organisation once the project has ended, for its continuous use by said groups. This must be agreed upon with the fund manager before purchasing (a valid original purchase receipt will be required).

We cannot fund:

- Projects that don't align with any of the six criteria
- The organisation's general running costs that are unrelated to the project
- Applications from departments within local authorities (however, applicants working in partnership with libraries, for example, should submit an application)
- Capital works on-premises
- Staff travel expenses and parking costs
- Previously funded equipment (that has not deteriorated beyond use)
- Purchase of equipment, unless specifically used and retained by the beneficiaries
- Activities that promote discriminatory or extremist views
- Regular core running costs, loan repayments or VAT
- Payments to suppliers on behalf of the grantee
- Business as usual' activities (such as normal maintenance or repairs, or projects that already have funding to continue)

Application



Process

APPLICATIONS OPEN ON THURSDAY, 13TH JUNE 2024

Closing Date: Applications close on Friday, 5th July 2024

YOU CAN CHOOSE ONE OF THE FOLLOWING WAYS:

Visit Westminster Council Website to apply online

Collect copies of a printed application form, copy of this handbook and other supporting documents from your local library and drop off the completed form at the library.

Send in a video application (for individuals only)
please read through the guide before applying

Contact the team to ask for copy of the application via email at
communityprioritiesprogramme@westminster.gov.uk

Projects must start by September 2024 and span over a minimum of 1 year and maximum of 2 years.

General Guidance - Application Form



There are two types of application forms available for projects led by individuals and registered organisations or groups.

Additionally, individuals have the option to submit a video application. To learn more, please refer to the guidance provided on page 11

Ensure that you complete all sections of the application form thoroughly to help the Local Area panels assess your application effectively.

To understand the grant conditions and ensure that it aligns with your needs, please review the terms at the end of this document.

Projects taking place in public spaces must conduct a consultation before submitting their application to garner support from the local community impacted by the project directly.

Depending on the project's location, you may need permission to use the land or premises, especially for events in public spaces. Indicate in the budget field if permission is required and include any associated fees.

All funded projects must have necessary policies in place, such as a safeguarding policy, public liability insurance, DBS Check for all applicants and enhanced DBS for organisations working with children and vulnerable adults.

Individuals and resident groups may require a guarantor, please contact a member of the team if you are unsure about this.

Grant Details:

This funding program spans over two years, with the council committing £600k per year, totalling £1.2 million for the full two-year period.

The application window covers a funding period of 12 months to 2 years.

Requested amounts should be evenly spread across each year, e.g. £5,000 per year for 2 years (£5k x 2), totalling £10k for the entire duration.

General Guidance - Application Form



The below shows you how much you can apply for depending on the size of your organisation.

Individual

£2,000 - £10,000 (per annum)

Part Funding for 1 year (50%) = £1,000 up to £7.5k (year 1)

Organisation

£2,000 - £30,000 per annum

Total Amount for year 1 = £2,000 - £30,000

Successful projects will receive full or partial funding as detailed in the 2-year cost breakdown submitted with your application.

This programme will not offer additional funding other than the amount agreed on for the two year period.

Please ensure you carefully plan your budget before submitting your application and seek advice from our partners;

Root'n'branch (**Individuals**) via email at hello@rootnbranch.org.uk

One Westminster (**Organisations**) at support@onewestminster.org.uk

If you are an individual applicant, you can also apply with a video instead of a written application. Please read the following guide on how to share a video application.

What We Need in Your Video

Please make sure that your video provides all the information we have asked for in the application form.

How to Make a Video

- **Length:** The video should be around 6 minutes and no longer than 15 minutes.
- **Content:** Start with a brief introduction of yourself then follow the structure of the application form, covering all required information systematically.
- **Sound Quality:** Ensure the sound is clear so we can hear what you are saying. Avoid filming in places with too much background noise, such as outdoors.
- **Language:** The video does not need to be in English.
- **Consent:** If you are going to take videos of people taking part in your activities, please make sure you get their consent.

How to Share a Video with Us

Please upload your video on one of the hosting sites like YouTube or share via Google Drive, iCloud, or Dropbox. Make sure your URL address is correct before sharing it with us. You can send your video application to us via email communityprioritiesprogramme@westminster.gov.uk

How We Will Process Your Video Application

We will assess your video application the same way we would if you had applied in writing.

Next Steps

After we view your video application, we will reach out to you if we need further information. Once we have all the information, your video will be shared with the panel members for decision-making.

Additional Tips for a Successful Video Application

- **Presentation:** Speak clearly and at a moderate pace. Use good lighting to ensure your face is visible.
- **Editing:** If necessary, edit your video to ensure it is concise and free of unnecessary content.
- **Backup:** Keep a backup of your video in case of any issues with the shared link

PROJECT TIMELINE



Carefully read through the quick guidelines on the form before completing it.

Ensure you have programmes such as Microsoft Excel or Google Sheets to open the file.

Familiarise yourself with the different fields in the form.

Enter the project name, description, and overall objectives in the designated fields.

Break down the project into distinct phases or milestones. Each phase should have a specific start and end date.

Under each phase, list out all the tasks that need to be completed. Ensure tasks are detailed and specific.

Provide start and end dates for each task. Ensure the timelines are realistic and account for potential delays.

For each phase, clearly define what the expected deliverables are. This helps in tracking progress and ensuring your objectives are met.

Double-check all information for accuracy. Adjust timelines and responsibilities as needed to ensure the plan is realistic.

Download, save the completed form and upload it to your application.

Name of the Project:			
Name of the Main Applicant:			
Date of Submission:			
Project Activity	Description of Activity	Start Date(approx)	End Date(approx)

BUDGETING

Please ensure you read through the guidelines on the form before completing it.

- Access the form using Microsoft Excel or Google Sheets.
- Provide the project and the contact details of the project lead. (If fundraising contact is different to the deliverer contact information please ensure you provide both)
- List all project costs such as personnel, equipment, travel, and materials.
- Enter the amounts you intend to allocate to each category, ensuring they match the total grant amount.
- Keep record of your spend throughout the project delivery including dates, description, and amount spent.
- Keep track of any disparities between allocated budget and actual expenses to manage overspending or underspending.
- Regularly review the budget to keep it in line with project objectives. Make adjustments as necessary.

Name of the Project:				
Name of the Main Applicant:				
Date of Submission:				
Breakdown of project costs				
Expense Item	Description of expense	Cost per item	Number of Items	Total Cost

BUDGETING

GUIDELINES FOR FILLING OUT THE BUDGET TEMPLATE

EXPENSE ITEM

USE BROAD CATEGORIES SUCH AS "MATERIALS", "TRAVEL", "EQUIPMENT," ETC. ENSURE EACH ITEM FALLS UNDER A RELEVANT CATEGORY FOR EASE OF UNDERSTANDING.

DESCRIPTION OF EXPENSE

DESCRIBE THE EXPENSE IN DETAIL. FOR EXAMPLE, IF THE EXPENSE ITEM IS "MATERIALS," THE DESCRIPTION COULD BE "METAL HOOPS FOR JEWELLERY MAKING SESSION." INCLUDE ANY PERTINENT DETAILS THAT EXPLAIN THE NECESSITY AND SPECIFICS OF THE EXPENSE.

COST PER ITEM

ENTER THE COST FOR A SINGLE ITEM OR UNIT. LEAVE IT BLANK WHEREVER ITS NOT APPLICABLE.

NUMBER OF ITEMS

INPUT THE TOTAL NUMBER OF UNITS YOU WILL PURCHASE.

GUIDELINES FOR FILLING OUT THE TIMELINE TEMPLATE

THE PURPOSE OF THIS TIMELINE IS TO DEMONSTRATE THAT YOU HAVE THOUGHT THROUGH THE DIFFERENT PARTS OF YOUR PROJECT AND HAVE AN IDEA OF WHEN THEY WILL BE COMPLETED. THIS WILL HELP YOUR PROJECT RUN SMOOTHLY AND ON TIME. IT WILL ALSO ALLOW US TO KNOW WHAT TO EXPECT.

PROJECT ACTIVITY

THIS COLUMN SHOULD INCLUDE THE MAIN TASKS OR ACTIONS THAT ARE PART OF YOUR PROJECT. EACH ROW SHOULD LIST A DISTINCT ACTIVITY. CLEARLY NAME THE ACTIVITY, SUCH AS "PLANNING" OR "PROMOTIONS".

DESCRIPTION OF ACTIVITY

PROVIDE A BRIEF EXPLANATION OF WHAT THE ACTIVITY INVOLVES. THIS SHOULD INCLUDE KEY STEPS, GOALS, OR DELIVERABLES ASSOCIATED WITH THE ACTIVITY. SUMMARIZE THE ACTIVITY IN 1-2 SENTENCES. FOR EXAMPLE, "DESIGN AND PROMOTE PROJECT ACTIVITIES AMONG RESIDENTS"

START DATE (APPROX)

INDICATE THE APPROXIMATE DATE WHEN THE ACTIVITY WILL BEGIN. ENTER THE DATE IN A CLEAR FORMAT (E.G., 01/06/2024). IF YOU ARE UNSURE OF THE EXACT DATE, PROVIDE THE CLOSEST ESTIMATE.

END DATE (APPROX)

INDICATE THE APPROXIMATE DATE WHEN THE ACTIVITY WILL BE COMPLETED. ENTER THE DATE IN A CLEAR FORMAT (E.G., 30/06/2024). SIMILAR TO THE START DATE, IF YOU ARE UNSURE, PROVIDE THE BEST ESTIMATE YOU CAN.

Decision-making Process



Stage 1: CPP Team

The initial review will be carried out by the Community Priorities Programme staff to ensure applicants are eligible to apply.

The application form, budget and project timeframe has been fully completed.

In any case where the team feels there's inadequate information, they will contact the applicant.

Partners should have shared objectives and a clear understanding of what they want to achieve through the partnership.

Stage 2: Local Area Panels

Panel members will score the applications for their local area based on the criteria & priorities for the area.

Stage 3: Director's Approval

The final decision will be made by the Director of Communities

Regrettably, we are unable to accept all applications, despite our best efforts.

If your application is unsuccessful this time, please explore other grant funding opportunities provided by the council at:

<https://www.westminster.gov.uk/leisure-libraries-and-community/grant-funding-opportunities>.

Help & Support

If you need help and support or have any questions about the application, please seek help and advice as follows:

Date	Time	Ward	Venue
Tuesday 18 th June	11am-2pm	Queens Park	Queens Park Court Community Hall Droop St, W10 4QD
Thursday 20 th June	11am-2pm	Harrow Road	Happy Hub, 23 Third Avenue, W10 4RS
Monday 24 th June	11am-1pm	Bayswater, Westbourne, Lancaster Gate	Westbourne Baptist Church, Porchester road, W2 5DX
Thursday 26 th June	11am-2pm	Maida Vale, Little Venice & Abbey road	Maida Vale Library, Sutherland Ave, W9 2QT
Thursday 11 th July	11am-2pm	Vincent Square, St James', Pimlico North and Pimlico South	Pimlico Library, Lupus street, Pimlico, SW1V 3AT
Wednesday 3 rd July	11am – 2pm	Church Street	35-37 Church street, NW8 8BS

Date	Time	Ward	Venue
Tuesday 18 th June	6pm-8pm	Queens Park	Online
Thursday 20 th June	6pm-8pm	Harrow Road	Online
Monday 24 th June	6pm-8pm	Bayswater, Westbourne, Lancaster Gate	Online
Thursday 26 th June	6pm-8pm	Maida Vale, Little Venice & Abbey road	Online
Thursday 11 th July	6pm-8pm	Vincent Square, St James', Pimlico North and Pimlico South	Online
Wednesday 3 rd July	6pm – 8pm	Church Street	Online

One-to-one Support

Root N Branch (for Individuals)

Marie Monaghan - 07980107187
Gary Thomas – 07838112732
Or email hello@rootnbranch.org.uk

One Westminster (for Organisations)

support@onewestminster.org.uk

Key Dates



Frequently Asked Questions



Funding

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

The maximum is £30,000 for organisations, £10,000 for Individuals 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 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 thirteen 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 grant programme run for?

This set of grants will open in September 2024 and will end in August 2026 for a total period of two years. Funding may be repeated but this is not yet known by the council.

Applications

When do applications open and close?

Applications open on Thursday, 13th June 2024 and close on Friday, 5th July 2024 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 email at 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.

Frequently Asked Questions



Can applicants from last year reapply?

Yes. Both applicants and those that were funded are eligible to reapply. 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 thirteen 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 to carry it out in one or more of our thirteen 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 24 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 thirteen key areas?

Individuals, groups or organisations are not required to be physically based within one of the key wards; Queens Park, Bayswater, Westbourne, Church Street, Harrow Road, Maida Vale, Little Venice, Abbey Road, Lancaster Gate, Pimlico South, Pimlico North, Vincent Square and St James's. They must, however, have a strong (and evidenced) connection to one of the thirteen key wards. If they do not, they can still apply but must apply in partnership with one that is based within the thirteen 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.

Frequently Asked Questions



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.

Frequently Asked Questions



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 thirteen key wards.

When will decisions be made about successful applicants?

Applications close on Friday, 5th July 2024 at 11:59pm. We aim to notify successful applicants at the end of July.

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.

Frequently Asked Questions



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.



Contact Information

CPP Team

Algina Kamara - Programme Manager

Rashid Ahmed - Snr Community Development Officer
Radeyah Abbas Saud - Snr Community Development Officer
Silky Sehdev - Snr community development officer
Tyler-Jai Giddens - Snr Community Development Officer
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