

# Redbridge Social Action Fund

## Guidance Notes

### Overview

The Redbridge Social Action Fund (RSAF) will provide grants to support not for profit groups working with those affected by the Covid-19 Crisis in Redbridge.

An initial funding pot of £10,000 is being made available, with a maximum award from this pot for any one applicant of £1,000.

Success in previous London Borough of Redbridge grant funding rounds does not disqualify groups from making a further bid to the RSAF.

Any not for profit group or organisation is eligible to make an application so long as they meet the following criteria:

Your income in the last financial year (or average per annum over the last three years) must not exceed £100,000 (successful applicants may be asked to evidence this ahead of funding being released)

All of the funding applied for must deliver benefit within the London Borough of Redbridge.

### The application process

You can make an application using the online application form which can be found [here](#)

(If your application is successful, you may be asked to provide further information in addition to that requested on the application form before the grant funding is released)

You can apply for funding for:

#### *Delivery of services/support to address social isolation*

If you've identified an activity or project that can help those suffering from social isolation as a result of Covid-19, we'd like to hear from you.

#### *Events/projects to bring communities together*

As we move to recover from Covid-19 you might have a great idea about a project or an event that could help local people come together. We're particularly interested in ideas that will bring different generations and/or communities together.

#### *Volunteer expenses*

We're very grateful for the work that volunteers are doing in the Borough, but we know that voluntary work doesn't come "free". If you need help to pay for volunteers' expenses, consider making a bid.

### *Purchase of equipment to help you deliver services in different ways*

Covid-19 has meant that we've all had to adapt the way we do things. If you need to purchase equipment/technology to allow you to work in a different way to help people, we may be able to help.

### *Other needs*

This list is not exhaustive; you're the experts in your local communities and neighbourhoods. If there's a need that Covid-19 has created that you want to address, make an application and may be able to help.

Applications will be assessed on a fortnightly basis. The first deadline is Friday 27 November and then fortnightly thereafter through to Friday 8 of January (or until the fund is exhausted if this happens before then). Any funds still available after 8 of January will be rolled forwards for distribution later in the year.

Applications will be assessed by Council staff and recommendations made to the Cabinet Member for Transformation and Engagement to make the decision on which applications will be funded.

### **Completing the form**

You can find the RSAF application form [here](#)

We've tried to make the form as simple as possible to complete. Below are some tips on what to include when answering each question.

#### 1. What is the name of your project?

Tell us the name of your project

#### 2. What is your project start date? Tell us when your project will start

#### 3. What is your project end date?

Tell us when the project will end

#### 4. Where will your project activities take place?

Tell us where you'll be working in Redbridge. Make sure you include a postcode or area name to help us understand where you will be working. If you will be working across the whole of the Borough, enter "All Redbridge"

#### 5. What is/are the overall aims of your project?

Tell us about what you plan to do; consider the prompts Who? What? When? Where? How?

#### 6. Please describe the need for your project and how it will make a positive impact on the community.

Tell us here about what the benefit of your plans will be to local people. What will change and improve as a result of what you're planning to do?

#### 7. What are your total project costs?

Enter the total cost of your project/idea

8. Amount requested from Redbridge's Social Action Fund

Tell us here the total amount of funding you are applying for from RSAF

9. Please provide an outline of the project budget

Provide details of any funding you have already secured, and of the costs you're expecting to incur.

An example is provided below:

FUNDING SECURED
Funding raised from raffle £60
Donation from local business £140
Grant Funding secured from xxx funder £310
TOTAL £510
COSTS
Staff costs (supervisor for 2 hours per week for four weeks) £120
Purchase of new laptop £450
Volunteer expenses (telephone costs to allow volunteers to deliver service remotely) £128
TOTAL £698

10. Do you have any match funding secured?

If you have, select "yes" and provide details in the box below the question. If not, select "no" and proceed to question 12.

11. Organisation Name

Provide the name of the organisation/group you are applying on behalf of

12. Organisation Address

Provide the address of your group/organisation

13. Type of organisation

Explain at type of not-for-profit organisation/group you are applying on behalf of. Answers could include registered charity; self help group; residents and tenants association; community interest company (CIC); neighbourhood association. This is not an exhaustive list; if your organisation is another type of not for profit group, provide details here.

14. Contact Name and Job Title

Provide a contact name who we should communicate with about the application, along with details of their role within the organisation/group which is applying

### 15. Contact telephone number

Enter a telephone number where we can contact you if we need to talk about your application

### 16. Contact email address

Enter a contact email address where we can contact you if we need to about your application 17.

### Contact Address

Provide the address that we should send correspondence to, if this is different to your response to Question 12. If we can use the address you provided in response to Question 12, enter “use Organisation Address”

### Further help and advice

Further help and advice on completing the RSAF application form, and on finding and applying for other sources of funding is available from Redbridge CVS

You can contact Shaweb Ahmed, Community Fundraiser at Redbridge CVS by telephone on 020 3874 4137 or by email at [info@redbridgecvs.net](mailto:info@redbridgecvs.net)

If you have any technical difficulties with completing the online form, or any other questions about the RSAF grant process, you can contact the London Borough of Redbridge Policy Equalities & Communities Team on 020 8708 6819 or by email at [spgrantmonitoring@redbridge.gov.uk](mailto:spgrantmonitoring@redbridge.gov.uk)