

# ILLUMINATED RIVER

## **Illuminated River Foundation Community Fund Guidelines 2019**

This document sets out guidelines for applying for funding for projects for the Illuminated River Community Fund 2019.

### **1. Illuminated River Community Fund - Background**

The Illuminated River Foundation is a charity set up to administer and deliver the Illuminated River project, a public art commission to light up to 15 bridges along the River Thames at night – from Tower Bridge in the City, to Albert Bridge in West London. The project will be delivered in phases, with the first four bridges (London, Cannon St, Southwark and Millennium) illuminated in summer 2019.

From its earliest stages, the Illuminated River Foundation has engaged communities local to the project to understand people's existing relationships with the bridges, how it might benefit them and to ensure any impacts are mitigated. We have engaged with many stakeholders, community groups and residents, and many hundreds more through public events on and along the river.

In July 2019, the Illuminated River Foundation launches a Community Fund, as part of its continuing commitment to community engagement, focussed on areas nearby to the Illuminated River project.

The aim of the fund is to support related community projects, events and activities that respond to the Illuminated River project and are nearby to the first four bridges, in the boroughs of the City of London and Southwark.

We are particularly keen to hear about projects which engage with the artwork, explore the history of the bridges and local areas and encourage local residents to access the river and its banks.

We especially welcome applications that engage young people, families, older people and those on low-incomes / unwaged. The fund will be open to applications from late July – 13<sup>th</sup> September 2019. Applications will be judged by a panel of representatives from local councils and the Illuminated River Foundation, with successful applications announced by October 2019.

### **2. Funding available**

Maximum funds available for each application:

Registered charities can apply for funding for a project up to £1,500.  
Non-registered groups can apply for funding for a project up to £750.

### **3. Timetable - 2019**

30 <sup>th</sup> July 2019	Application details released
13 <sup>th</sup> September 2019	Deadline for receipt of applications 5pm
October 2019	Announcement of fund recipients

### **4. The application process**

To apply for funding please check your eligibility and complete the application form available on the Illuminated River website <https://illuminatedriver.london/discover/community-fund> and submit this to the Illuminated River Foundation to be received by 5pm on 13<sup>th</sup> September 2019.

# ILLUMINATED RIVER

Methods of submission:

- (i) Digital submission – please check all the questions under section 9 at the end of these notes. Please ensure that you fill in ALL required (\*marked with an asterisk) sections of this form as we cannot assess incomplete applications. Once submitted, it cannot be amended. Please email the application to [communityfund@illuminatedriver.london](mailto:communityfund@illuminatedriver.london)
- (ii) Paper – alternatively, the completed application form can be posted to the Illuminated River Foundation at the following address:

The Illuminated River Foundation  
15 St. James's Place  
London  
SW1A 1NP

Queries

If you have any questions about the Community Fund or completing the form, please do not hesitate to contact us. Similarly, if any details are unclear or incomplete, you may be contacted by the Illuminated River Foundation to request further information prior to the application being put forward for consideration.

## **5. Eligibility and completing the application form.**

Please read the following notes to understand eligibility, application criteria, funding maximums and guidance on responding to each section.

### Part A – Information about the applicant.

Please complete main and secondary contact details.

Who can apply?

- Local community, voluntary or charitable groups and social enterprises. If there are any groups that you think should be invited, please contact us.
- Charities should be registered with the Charities Commission and should state their charity number on the application form under part A/2.
- Applicants can collaborate with national or non-local organisations if these organisations are providing complementary services or supporting the project.

Registered charities applying for funding must:

- Provide their charity number registered with the Charities Commission
- Be a not-for profit organisation
- Be established and active for a minimum of 12 months prior to the application
- Have a signed governing document in the group's name – e.g. a constitution or a set of rules
- Have good financial management procedures, including a record of income and expenditure
- Have a bank account in the name of the group, with at least 2 unrelated cheque signatories
- Have a safeguarding policy in place if working with young people and children (under 18s) or vulnerable adults
- Have the relevant insurances in place, where applicable, prior to the delivery of any events or activities.

Non-registered groups applying for funding must:

- Deliver a non-commercial and non-profit-making project

# ILLUMINATED RIVER

- Have provable relevant experience
- Have proof of address in the local area
- Have a safeguarding policy in place if working with young people and children (under 18s) or vulnerable adults
- Have the relevant insurances in place, where applicable, prior to the delivery of any events or activities.
- Have at least 2 un-related management committee members if they are a non-registered group.

## Part B – Information about the project

Please read the notes below to understand the key criteria which your project should follow.

The projects must fit within any of the following criteria to be granted funding:

- Engaging with the Illuminated River artwork, in and around the first four bridges.
- Exploring the history, heritage and architecture of the Thames bridges.
- Local community events, community programmes or activities which encourage more people to enjoy the Thames, its bridges and riverside surroundings at night.
- Small improvements or greening of riverside public space.

Applicants must be able to demonstrate that:

- The project will have a positive impact on the community
- The project will involve local people in its activities
- They have considered maintenance requirements, where applicable (particularly for projects involving gardening or planting activities and/or interventions in public spaces)
- They have discussed the project with relevant council officers and have necessary permissions where applicable.

What/who cannot be funded through this programme?

- For community projects/registered groups, the Fund is to support projects but not the core funding of your group (i.e. the general administration costs of your charity/community enterprise).
- Projects taking place outside the target area cannot be supported. If the proposed project is taking place just outside the area but is still benefitting residents within it, please contact the Illuminated River Foundation prior to submitting your application, to discuss whether or not it is eligible.
- Political activities and campaigns.
- Projects promoting religious activities.
- Activities where people are excluded on grounds of religious beliefs, ethnicity, sexual orientation or disability.

## **Fund target areas**

For 2019, applications should fall broadly within the wards of the City of London or Southwark closest to the River Thames.

The aim of the fund is to support projects that will bring benefits to the local area and community closest to the first four bridges.

## **Part C – Budget breakdown. The Fund will cover the following costs:**

We would expect the funding to cover costs such as: project team fees, materials for the project, equipment hire, transport of materials, printing and publicity, volunteer travel expenses and subsistence,

# ILLUMINATED RIVER

subsistence, fees for external collaborators and insurance. The majority of the funding should be allocated towards costs for the delivery of the key objectives of the project rather than preparation works and research.

We recognise that projects will require different levels of materials and staff costs. When preparing your project budget please bear in mind the proportion of budget that has been allocated towards staff costs. We expect hourly or day rates for staff costs to be reasonable and anticipate that the majority of the project budget should be allocated towards the physical deliverables of the project. If your project requires high staff costs, you will need to demonstrate the need for this. Your application may not be successful if we feel that the staffing costs are not reasonable for the project.

Under C/16, please enter your total application amount, as well as the full project budget (if different) under C/17.

- Registered charities can apply for funding for a project up to £1,500.
- Non-registered groups can apply for a maximum of £750.

Part D & E – Data protection and Declaration. Please tick and sign as shown. This section must be completed.

Once your application is complete, please return this to the Illuminated River Foundation by email or post to be received by 5pm on 13 September 2019.

## **6. Contact details**

For any questions during the preparation of your application and for the submission of your application, please contact: [communityfund@illuminatedriver.london](mailto:communityfund@illuminatedriver.london)

## **7. The decision-making process**

The allocation of funding is dependent upon:

- Meeting the fund criteria as described above
- Level of impact
- Robust project budget
- The final decision will rest with the Illuminated River Foundation

Your application will be reviewed by a Community Panel which, for 2019, will comprise of a panel of representatives from local councils and the Illuminated River Foundation. The Community Panel will assess the eligibility and appropriateness of each application in turn and the panel consensus will inform the Illuminated River Foundation's final decision when awarding the funding. As part of the decision-making process, applicants may be contacted where further information is required.

After the Community Panel, we aim to contact all applicants by mid October 2019 to inform them of the funding decision.

## **8. Successful applicants**

Groups awarded funding will be expected to keep a record of the project progress and produce a short report outlining how they have met their objectives and what the project outcomes were, including lessons learnt. We ask that you provide photographs of your events and activities which are copyright-cleared with any model-release consents in place, for potential publication by the Illuminated River Foundation in printed and/or digital form. Applicants will need to credit the Illuminated River Foundation's support in their project publicity.

## **9. The application form questions**

Please check the questions below. We recommend you create a draft document in which to save your questions, so you can then copy and paste them into the online form.

# ILLUMINATED RIVER

1. In which London Borough are the project activities focused mainly?

City of London  
Southwark

Is this application from a Registered Charity? Yes/No

If yes, please note the Registered Charity number

Part A: Information about the Organisation

2. General Contact details

Organisation or Company / Address / City/Town / Postcode / Landline Phone

3. Main Contact Person details

First & Last Name / Job Title/Role / Email Address / Mobile Phone

4. Secondary Contact Person details

First & Last Name / Job Title/Role / Email Address / Mobile Phone

5. Has the secondary contact confirmed they are aware their details are on this form?

Yes / No

6. How did you hear about the Community Fund?

Illuminated River website / Social Media / Search engine / Word of mouth / Other

7. In two sentences what are your organisation's main aims and objectives?

8. Who were your main funders in your last financial year?

Part B: Information about the project

9. Name of project you are applying for:

10. What are the key objectives of the project and the main activities involved? Please include any projected timescales

11. Who will be the main beneficiaries of the project and how will they benefit? Please include projected numbers of beneficiaries.

12. How will this project benefit the local area?

13. Please identify any key issues that need to be resolved for the successful delivery of the project, such as obtaining permissions, need for licenses or recruiting key team members, further fundraising etc.

14. Project start and finish dates?

15. Where specifically will project activities take place?

Part C: Budget breakdown

# ILLUMINATED RIVER

Please provide a breakdown of the project costs, listing ALL the costs you will be using the funding for, including all fees and expenses.

16. Application Amount:

Please note Registered Charities can apply for a maximum of £1,500

For non-registered groups the maximum is £750

17. Full project budget (if different from above) including any other funding

## Part D: Data Protection

The content of this application will only be used under the controls of the Data Protection Act 1998. Information gathered on this form will be shared with the funder, the Illuminated River Foundation and, where necessary with members of the Community Panel to help us assess the projects. Your data will not be shared with anyone else. For further details of our Privacy Policy and data protection, please visit <https://illuminatedriver.london/privacy>

18. I agree to the use of the personal data and financial information in this application by the Illuminated River Foundation and the Community Panel for the purpose of its Community Fund. I understand that if I don't agree that it will not be possible for the Illuminated River Foundation to effectively consider my application. I have read, understood and agree the terms of the Illuminated River Foundation's Privacy Policy.

Due to changes in data protection rules, we confirm the following in reference to the retention of personal and financial data:

- If your application is unsuccessful, please note that the personal and financial data submitted in your application (whether paper or digital) will be deleted within 6 weeks of our decision

Please check <https://illuminatedriver.london/privacy> for updates on our GDPR Policy in due course. In terms of basic personal data, please indicate below regarding mailing preferences.

19. Mailshot preferences

Check Box options

Yes, I agree that the Illuminated River Foundation can add my name and contact details to other the Illuminated River Foundation mailing lists.

No, I do not want my details added to the general the Illuminated River Foundation mailing list.

Your mailshot preferences can be changed at any time, either by clicking Unsubscribe at the end of the mailing or by making a request directly to the Illuminated River Foundation.

Part F: Declaration

On behalf of the applicant I confirm that the information given on this application form is accurate.

20. Signed – please write your name here to validate your application.

21. Position in group:

22. Date:

ILLUMINATED  
RIVER

ILLUMINATED  
RIVER