

Beam Park Fund

Guidance for applicants

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Introduction to Beam Park Fund

Beam Park Partnership, a Joint Venture between Countryside and L&Q, is committed to developing and supporting a vibrant and thriving local community and has set aside a funding pot to support community activities throughout the lifetime of the regeneration of Beam Park.

Each year, funding is made available for local groups to apply, with up to £10,000 being offered per project.

We hope to fund many projects covering different themes such as sports, health and wellbeing, arts, education, culture, music, community events, and environmental.

Who can apply?

Beam Park Partnership want to encourage a wide range of groups and organisations to apply to the Beam Park Fund for projects that will benefit residents living on the Beam Park development and within a 4-mile radius.

Group eligibility

The following groups are eligible to apply:

- ◆ Local community groups
- ◆ Resident's Association
- ◆ Registered charities
- ◆ Company Limited by Guarantee
- ◆ Social Enterprises
- ◆ Community Interest Company
- ◆ Statutory organisation e.g. schools

The following groups are not eligible to apply:

- ◆ Individuals
- ◆ Organisations that duplicate the work of an existing local group or project
- ◆ Local branches of national organisations
- ◆ Organisations with unrestricted reserves exceeding 25% of their annual costs who do not provide reserves policy clearly and justifiably stating why reserves are being held
- ◆ Groups applying for deficits of existing projects or pick-up costs

The following activities applied for by any group are not eligible to apply:

- ◆ Activities furthering or propagating religion
- ◆ Activities of a political party or campaigning for a political purpose.

Organisational and financial requirements

Groups must be able to supply the following:

- ◆ Organisation's Constitution, Memorandum and Articles of Associations and other governing documents
- ◆ Health & Safety Policy
- ◆ Equal Opportunities Statement/Policy
- ◆ Safeguarding Children Policy and Safeguarding Adults Policy (if applicable)
- ◆ Sight of Disclosure and Barring Service (DBS) certifications for staff and volunteers working with children and vulnerable adults
- ◆ Public Indemnity/Liability Insurance
- ◆ Employers Liability Insurance
- ◆ Record of audited annual accounts. If your group is newly set up, please submit the latest bank statements and a 12-month financial projection.

Outcomes we want to achieve at Beam Park for projects include



1. **Community Investment** – To build a strong community, promote social inclusion, equality and cooperation on projects and events that enables people living at Beam Park to create a sense of togetherness and belonging to their neighbourhood. Projects, activities or equipment that help promote better relationships between communities living or around Beam Park
2. **Community Infrastructure** – projects or services that help develop and build capacity of community groups and individuals within the community to run community activities or tackle social isolation
3. **Employment Prospects** – projects/services to help improve resident's employment prospects
4. **Social Value** – Measuring social impact within projects focussing on the needs of Beam Park development. Striving to communicate the positive impact projects are having for people and communities, proving there is value to the community and society.

Your project must meet the outcomes listed above and meet the following criteria:

- ♦ The project must benefit Beam Park residents and in some cases the neighbouring community of the wider area. At least 51% of beneficiaries should be residents of Beam Park.
- ♦ Applications must be for projects which have not yet started. The Beam Park Fund is not intended to fund projects which have already occurred
- ♦ Projects similar to existing projects or projects threatened by spending reviews will not normally be funded
- ♦ Projects must relate to community development. This could include:
 - Activities that help promote better relationships between communities living in Beam Park and neighbouring areas
 - Supporting physical and mental well-being.
 - Help to develop community infrastructure
 - Capacity building for community groups and individuals within the community
 - Initiatives to tackle social isolation.
- ♦ Projects must be mindful of working in and around a live regeneration scheme and if developing permanent assets, for example art works or plants are offered, their location must be agreed in advance by Beam Park Partnership.
- ♦ If projects are purchasing equipment, the equipment must remain available to Beam Park residents after the project has ended.

How to apply

If your group is interested in applying to the Beam Park Fund, please read the guidance below which outlines the key stages in the application process.

Beam Park Fund stages

Application

The Beam Park Fund is a rolling programme and offers up to £10,000 per project. You can apply to the Beam Park Fund by completing an application form which can be found on our website. Please note, there are two different funding application forms. The first is for funding for up to £1,000 and the second, is for larger projects up to £10,000.

Please either return the completed application form, along with your supporting documents, by email to BeamParkFund@lqgroup.org.uk

If you require support with your application or have any questions about the form, please email the community development team at BeamParkFund@lqgroup.org.uk.

Review of application and documents

Once you have submitted your application form and supporting documents, you will be contacted by the Beam Park Community Development Lead to confirm receipt of your application within 3 working days. Applications will be reviewed on the 1st of every month. On occasion, applicants may be asked to give a 10-minute presentation about the proposed project to the Beam Park Partnership.

Beam Park Fund panel

Applications for smaller projects up to £1,000 will be considered by L&Qs Foundation and Regeneration Teams only.

Applications for larger projects up to £10,000 are considered by a panel from the Beam Park Partnership made up of Countryside and L&Q representatives. The panel will review submitted applications and approve/reject or defer applications with a request for further information.

The Beam Park Fund panel has the delegated authority from Beam Park Partnership to approve project applications. As the development progresses, we will extend the panel to include Beam Park resident representation. This gives local ownership and accountability to the Beam Park Fund projects.

Scoring Applications

The sub-group score applications using the following criteria:

- ♦ The project clearly demonstrates a benefit for Beam Park residents
- ♦ There is a clear need for the project and meets the set outcomes listed above.
- ♦ The project offers good value for money
- ♦ The project will reach a wide range/number of residents
- ♦ The project is well planned and demonstrates ability, resources, partnership working and relevant expertise to successfully deliver the project.

Scoring matrix:

- **60%** and over: the project is approved.
- **59%** and under: the project will not be approved

Application outcome and feedback

The Beam Park Regeneration team will contact you after the sub-group meeting to inform you of the outcome of your application.

Successful Applications:

If you are successful, you will be contacted by the Beam Park regeneration team to process your funding agreement. A funding agreement will be drafted and signed off by both Parties (contract between Beam Park Partnership and your group). Following the signed agreement and safe receipt of the required documentation, Beam Park Partnership will process the payment as set out in the terms of the funding agreement. Please note, it can take up to eight weeks from the agreement date to receive payment.

In most cases, funding will be provided at the start of the project. Some groups may receive funding at significant milestones of the project. In some cases, the sub-group may decide to partially fund an application. The Beam Park regeneration team will inform you of this decision and provide feedback where applicable.

It is a requirement of the fund that applicants provide promotional material to the Beam Park Regeneration Team to promote the event at least 1 month in advance, so the event can be uploaded to the Beam Park website, by email, and through other contact methods. Publicity material for funded projects from the Beam Park Fund must carry the Beam Park Logo which will be provided by the Beam Park regeneration team. If you fail to comply with these terms and conditions, Beam Park reserves the right to demand repayment of all or part of the funding.

Deferred Applications:

In some cases, the sub-group may require more information on the application before it can decide. In this case, the Beam Park regeneration team will contact you for more information. You will need to resubmit your application in response to the feedback sought by the sub-group ahead of the next sub-group meeting.

Unsuccessful Applications:

If you are unsuccessful, you will be provided with feedback from the sub-group and if appropriate, you may be invited to apply for the Beam Park Fund once again.

Evaluation and monitoring

If your application is successful, you will be required to provide monitoring information during and after the project. For applications of up to £1,000, you will be required to send photos, include case studies about individuals accessing the event and an overall summary of how your project has benefited residents at Beam Park.

For applications of up to £10k, this involves a progress report and end of project review to be submitted to the Beam Park Fund sub-group. These reports will include information about the project's beneficiaries, submission of receipts and completion of feedback forms by attendees. Beam Park Partnership representatives may also attend your project as an observer.

Who to contact about Beam Park Fund

For assistance with your application or for more information about the Beam Park Fund, please contact the Beam Park Community Development Lead.

Contact Details

Community development team

 BeamParkFund@lqgroup.org.uk

 0300 456 9998

 BeamStream.London