

# Equality and Diversity Community Fund

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APPLICATION GUIDANCE

**Barking &  
Dagenham**

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### 1) What is the fund?

Each year the London Borough of Barking and Dagenham organises a range of events and projects to celebrate and promote equality and diversity within the Borough – these are mostly highlighted in our [Equality & Diversity Calendar](#). Charities and community groups play an important role in delivering these events. One of the aims of the [Borough Manifesto](#) is greater community cohesion and ensuring that change in our community is resident led.

The Equality and Diversity Community Fund will allow local charities and community groups to take a greater role in delivering events related to the Barking and Dagenham Equality and Diversity Calendar, creating new and engaging projects that will benefit our residents. These projects should promote social inclusion, celebrate diversity, and support equality through providing opportunities for people with protected characteristics.

### 2) How much money is available?

Grants of **up to £500** are available from a total funding pot of £10,000.

### 3) What kind of projects can be supported by the fund?

Projects that receive funding in the borough could include:

- Cultural activities
- Learning and educational events such as workshops and seminars and learning activities, performances, displays or exhibitions.
- Training and mentoring programmes and opportunities to gain new skills for people with protected characteristics.
- Celebrations and commemorations of equality and diversity - for example Stephen Lawrence Day or Women's Empowerment Month

**Funding will not be awarded for:**

- Events/projects where there is no clear link to equality and diversity.
- Events/projects where there is no clear link to the Council's Equality & Diversity Calendar.
- Events/projects that do not involve working directly with the community.
- Covering day-to-day running costs of an organisation.

#### 4) Who can access the Fund?

- Not-for-profit organisations, voluntary organisations or third sector organisations include community groups, faith and equalities groups, charities, social enterprises, community interest companies, and co-operatives. **We will not fund for-profit groups.**
- Individuals can apply in partnership with a not-for-profit organisation (if you are an individual who would like to apply, we can put you in touch with organisations who may be interested in working with you)
- Based partly or entirely within the London Borough of Barking and Dagenham, providing projects and activities that benefit **the residents of Barking and Dagenham.**

No organisation or individual can receive Equality & Diversity Community funding more than once per round (max three times per year). This means that multiple organisations which are run or partly-run by the same individuals, directors or trustees, cannot receive Equality & Diversity Community Funding if any other organisations run by those individuals have already received the funding that round.

If the same individuals, directors and trustees make multiple applications through multiple groups in the same round of funding, only one of those applications can be considered by the panel in that round. This does not apply to groups who are umbrellaing newer organisations who would not be eligible to apply otherwise.

Please contact [CE-strategy@lbbd.gov.uk](mailto:CE-strategy@lbbd.gov.uk) if you have any questions about this.

## 5) How to Apply

- You can complete the online application form at:  
<https://oneboroughvoice.lbbd.gov.uk/>
- Or you can request a Word version of the application form by emailing  
[CE-strategy@lbbd.gov.uk](mailto:CE-strategy@lbbd.gov.uk)
- You will also need to provide the following supplementary documents:

### Supplementary Documents

- Your organisation's set of rules, Constitution, Memorandum & Articles of Associations or other relevant governing documents.
- Equality and Diversity policy if you have one.
- Evidence of Public Liability Insurance.

Please note that successful grantees, if appropriate, must provide evidence of relevant policy documents including:

- Health & Safety, Risk Assessment
- Safeguarding Children and Safeguarding Adults (if applicable)
- The number of staff, volunteers and Trustees working with children and young people and/or adults at risk with Disclosure and Barring Service (DBS) certificates and certificate numbers (please note that you will be required to submit names and DBS certificates).

Any application submitted to deliver an activity or project which will work with children, young people and/or adults at risk must have Safeguarding processes & procedures in place. If you are an individual, then you must provide a DBS certificate.

## 6) Assessment Process

The assessment of applications will be carried out in two stages:

### Stage 1: Checks

Once you have submitted your application you will receive an email confirming receipt. Please keep this email as proof of submission. If you do not receive email confirmation, please email [CE-Strategy@lbbd.gov.uk](mailto:CE-Strategy@lbbd.gov.uk).

We will review your application form and supporting documents for completeness. You must include all supporting documents in your application. If we receive an incomplete application this will be returned to you. You will be given 10 working days to send us the missing information. After this time your application will be rejected.

Your application will be reviewed to ensure it meets the basic eligibility criteria (see sections 3 and 4). If your application does not meet the basic criteria, it will not be referred to the decision-making panel.

### Stage 2: Panel Review

A decision-making panel will convene to review funding applications. The panel consists of: the Council's Strategy and Partnership Manager; a member of the Strategy and Partnerships team; a member of the Participation and Engagement team; a member of the Cultural and Heritage Team and an external community organisation representative.

Applications will be assessed across four criteria: Feasibility, Impact, Equalities Focus and Accordance with Council Aims.

## Scoring System

Numerical Rating	Explanation
0	Shows no evidence of fulfilling Criteria
1	Shows limited/little evidence of fulfilling Criteria
2	Shows some evidence of fulfilling Criteria
3	Shows good evidence of fulfilling Criteria
4	Shows strong evidence of fulfilling Criteria

## Assessment Criteria

Criteria	Evidence
Feasibility	<ul style="list-style-type: none"> <li>• Organisation's history of organising events and projects.</li> <li>• Clear plan for project identifying required resources and budget and setting a reasonable timeline.</li> </ul>
Impact	<ul style="list-style-type: none"> <li>• Plan identifies who will benefit from the event/project and how they will benefit.</li> <li>• Plan demonstrates need within the community for the event/project.</li> <li>• Plan demonstrates project will benefit a wide range of people in a significant and meaningful way.</li> </ul>
Equalities Focus	<ul style="list-style-type: none"> <li>• Demonstrable benefits for people with protected characteristics as defined under the Equalities Act 2010. These are:             <ol style="list-style-type: none"> <li>1. Age</li> <li>2. Disability</li> <li>3. Gender reassignment</li> <li>4. Marriage &amp; Civil partnership</li> <li>5. Pregnancy &amp; maternity</li> <li>6. Race</li> <li>7. Religion or Belief</li> <li>8. Sex</li> <li>9. Sexual Orientation</li> </ol> </li> <li>• The event/project must link to one of these protected characteristics. For further information about this, please have a look at this <a href="#">website</a>.</li> <li>• Consideration for all categories of protected characteristics, identifying where an event/project may risk disadvantaging or excluding a certain group and taking action to mitigate this risk.</li> </ul>
Accordance with Council Aims	<ul style="list-style-type: none"> <li>• Plan identifies event or events in the Barking and Dagenham's Equality and Diversity Calendar (or other equality events in the calendar) that the event/project will link to.</li> <li>• Plan demonstrates that the event/project will complement or enhance existing projects and events in the Equality and Diversity Calendar.</li> </ul>

You will receive notification of whether your application has been successful within three weeks of the application deadline.

## 7) Successful Applications

If your application is successful, we will issue a conditional offer letter. The offer will be subject to checking of the any supporting documents you have been asked to provide.

You may be asked to provide further supporting documents, including:

- Health and Safety Procedures and Risk Assessments for your project.
- Safeguarding policy and procedure if your project involves working with children, young people, or vulnerable adults.
- DBS certificates for any staff or volunteers interacting with children, young people, or vulnerable adults.

## 8) Monitoring the funds

If we provide funding for your event/project, you will need to complete an end of project evaluation report to confirm how the funds were spent and what you achieved.

**Please note that it is mandatory to complete this evaluation report, and if your application is successful, you agree to complete this.**

The project should be completed, and funds spent within six months of the funds being awarded.

We reserve the right to request invoices or receipts to evidence that funding has been spent for the purposes intended. For the same reason, we reserve the right to audit project delivery.

## 9) Unsuccessful applications

If your application is not successful, we will write to you telling you the reasons why. Unsuccessful applicants are welcome to apply for future funding as it is conducted on a rolling basis.

There is no appeals process for unsuccessful applications. If you wish to make a complaint via the council's formal complaints procedure then please go to <https://www.lbbd.gov.uk/council-and-democracy/complaints-and-compliments/complain-about-other-services>.