

# Equality and Diversity Community Fund

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**APPLICATION GUIDANCE**

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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 objectives of our [Equality, Diversity and Inclusion Strategy](#) 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. They should also help foster or encourage good relations between people who share a protected characteristic and those who don't.

## 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 and religious celebrations and activities
- Community activism supporting the raising of awareness about equality and diversity issues
- Learning and educational events such as workshops and seminars and learning activities, performances, displays or exhibitions.
- Commemorations of events focused on equality and diversity

**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 and Diversity Calendar.
- Events/projects that do not involve working directly with the community and fall outside the geographical boundaries of the borough.
- 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, registered charities, social enterprises, community interest companies, and cooperatives. 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 within the London Borough of Barking and Dagenham, providing projects and activities that benefit the residents of Barking and Dagenham.
- Employees of the Council are not permitted to apply for the fund.
- Elected Members of the Council are not permitted to apply for the fund. Elected Members are also excluded from the decision-making for awarding grant monies.

No organisation or individual can receive Equality and Diversity Community funding more than once per round (maximum 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 and Diversity Community Funding if any other organisations run by those individuals have already received the funding that round. If a large number of applications are received, then priority will be given to those who have not already received funding within the year.

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.

***Organisations applying for this fund must not seek or accept financial contributions from other LBBD departments to support the same event or project.***

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 and Articles of Associations or other relevant governing documents.
- Equality and Diversity policy if you have one.
- Evidence of Public Liability Insurance.
- Annual finance report or proof of bank account in the organisation's name with the minimum of two unrelated people needed to sign for transactions.

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

- Health and 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 and procedures in place. If you are an individual, then you must provide a DBS certificate.

## 6. Assessment Process

### 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 five 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 Equalities Manager;
- a member of the Strategy and Equalities 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

<b>Numerical Rating</b>	<b>Explanation</b>
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

<b>Criteria</b>	<b>Evidence</b>
<b>Logistics</b>	<ul style="list-style-type: none"> <li>• The organisation can demonstrate experience of organising events/projects.</li> <li>• There is a clear breakdown of budget and resources required. Where applicable, additional budget requirements have been sourced / accounted for.</li> <li>• The allocation of budget and provides good value for money.</li> <li>• Where projects or events aim to offer advice and guidance, particularly around sensitive topics, the organisers have the relevant expertise to deliver the proposed activities and can provide evidence of doing this previously via social media or video links.</li> </ul>
<b>Impact</b>	<ul style="list-style-type: none"> <li>• What are the benefits of the event?</li> <li>• What outcomes will the event achieve?</li> <li>• Number of people event intends to reach and/or how the event will be targeted to achieve participation for vulnerable/protected groups?</li> <li>• How is this event different to what the organisation usually hosts, and how will it reach new attendees?</li> </ul>

<p><b>Equalities Focus</b></p>	<ul style="list-style-type: none"> <li>• Provides demonstrable benefits for or raises awareness and understanding of people with protected characteristics as defined under the Equality 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 and Civil partnership</li> <li>5. Pregnancy and 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 or more of these protected characteristics.</li> <li>• The chosen equalities focus is a clear and meaningful theme throughout the proposed event or project programme.</li> <li>• Consideration for all protected characteristics, identifying where an event/project may risk disadvantaging or excluding a certain group and taking action to mitigate this risk.</li> </ul>
<p><b>Accordance with Council Aims</b></p>	<ul style="list-style-type: none"> <li>• The event clearly links to a date in the Barking and Dagenham Equality, Diversity and Inclusion Calendar and enhances or raises EDI awareness in the borough.</li> <li>• The event/project advances equality of opportunity between people who have a protected characteristic and those that don't.</li> <li>• The event/project helps to build cohesion and foster good community relations.</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 the marketing and promotional materials for your event including date, time, venue and other important information.

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

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

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

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.

Failure to comply with the evaluation reporting requirements within 6 months of receiving grant will result in proceedings to claw back the awarded grant monies.

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

## 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>.