

Getting Involved Grant (GIG) Application Guidance

This document provides information about the grant and application form, how we assess applications, and what happens if you are successful. We strongly encourage applications up to £3,500 whether for full or partial funding of the activity. Larger grants, if agreed, may receive funding as instalments rather than a lump sum. Amounts of £5,000 and above will necessitate a procurement process. Applications are open annually from 1 April through end of February. Applications received in March will not be processed or decided until the following April.

1. What is the Getting Involved Grant?

The Getting Involved Grant is to help provide funding and support for activities or events that benefit our residents. The aim is to get more residents involved in their communities by offering activities on and near our estates.

The grant is available to legally constituted Tenant and Resident Associations (TRA) and organisations supported by them. The grant is not available to individuals.

Grants are not intended to be a main source of funding for ongoing events or activities and TRAs are encouraged to source match funding to sustain these programmes.

Activities can be for any age group or groups if they are for our residents. We will need you to evaluate the activity in terms of the social value it brings. This would normally be surveying participants.

Wherever possible, activities should link in with the council borough plan and priorities such as:

- Increasing community resilience
- Promoting care and independence
- Creating and maintaining attractive distinctive places
- Achieving economic prosperity and opportunity for all
- Promoting community cohesion and safe liveable neighbourhoods

In your application you will need to provide evidence that your project will benefit our residents and is supported by them. You will be asked to confirm what will be achieved. Outcomes we would like to see include:

- Improved estate environment
- Connecting communities and groups
- Increased participation/involvement on estates
- Skills development, educational achievement, lifelong learning

- Health and wellbeing focus such as encouraging physical activity.

2. What types of activities or projects are funded?

We award funds are available for activities under the following themes (or a combination of themes):

- Focuses on young people –sports, half-term and summer break programmes, music or dance activities, play group activities
- Educational/lifelong learning – homework clubs, skills development, improving employment opportunities
- Health & wellbeing – exercise classes, mental health workshops, healthy eating
- Cultural - music workshops, history projects, art classes.
- Social and community building - over 50's clubs, cinema projects, fun days, or bringing communities together

3. What we will not fund

We will not fund activities or projects that do not have the support of the TRA or are:

- Outside of borough
- Political or religious
- Overnight or residential
- More than 10% transport costs
- Alcohol or gratuity for food service
- Fundraising for an individual or organisation
- Costs of salaries for paid staff or individuals
- Ongoing or recurring where we are the sole funder
- Large scale printing and postage for publicity materials
- Existing activities that already received funding (unless from a different area)
- Items that only benefit individuals, for example kit or equipment that is not shared.

Additionally, we do not fund:

- TRA administrative costs (this is covered by the TRA grant)
- Running costs of your group or organisation (for example rent, gas, electricity, water bills, broadband, telephone bills, and maintenance costs including maintenance of equipment)

4. Who can apply?

Applications can be submitted by:

- TRAs that are legally constituted
- an established community organisation or charity
- Individuals partnered with a TRA or community organisation

5. Who cannot apply?

Applications will not be accepted from:

- TRAs under financial review
- Organisations that are not established
- Individuals that are not partnered with a TRA or community organisation

6. Who decides if you get the grant?

Applications may be decided by one or a combination of:

- Your Resident Participation Officer
- Resident Engagement Team members
- Getting Involved Grants panel (residents and council officers)
- Senior managers

All activities deemed high-risk will require an additional review of safeguarding protocols, insurance, and risk assessment included in application.

We aim to provide you with a decision within 10 working days of receiving your grant application. If you are unsuccessful, we will let you know why so that you may improve your application for future submission.

6. Can I apply for more than one grant in a single year?

Yes, if it is for different activities delivered at separate times. You cannot have multiple grants at one time for different activities and should instead apply for a larger grant to deliver a bigger programme. Please note resources are limited and funding decisions are made in consideration of benefiting as many residents as possible. Therefore, multiple applications from the same parties or targeting the same groups may not be successful.

How to apply

Once you have read the guidance and think that you are eligible to apply, please complete the [application form](#) and notify your Resident Participation Officer (RPO).

All applications need to be received at least 6 weeks (about one and a half months) before the planned activity.

You will need to submit supporting evidence including:

A. Budget & statement of intent

You must provide a budget that reflects the full cost of your activity, and we will not fund things that are not included in your budget.

Your budget must include:

- venue costs
- activity costs
- catering/food, equipment
- volunteer and staff expenses
- any match funding you have secured
- any other expenses relating to the programme
- any in-kind benefits or donations (such as volunteer resources)

You must provide a signed statement of intent agreeing how the funds will be distributed to you and what they will be used for.

B. Risk assessment, insurance, and policies

You must ensure your project meets with any legislation that governs the activity you are delivering.

All applications must include:

- a risk assessment of the proposed activity
- valid insurance cover for activity or projects
- safeguarding checklist and procedure (if relevant)
- valid Disclosure Barring Services (DBS) check as required for proposed activity
- any policies relevant to your activity or programme

C. Safeguarding for activities involving children, young people or vulnerable adults

If the activities you are applying for involve children, young people, or vulnerable adults

we need to be assured they are safe. As a minimum you must have a policy that explains how you ensure safety, safeguarding procedures, and how you put these into practice.

Staff and volunteers working with children, young people, and vulnerable adults on your project must also have a DBS clearance. If you need assistance with getting this, please contact us in advance so that we can assist you with the application process. If you are unsure if you require it, please contact your RPO to discuss.

D. Monitoring and Evaluation

A final project report must be submitted, within two weeks of the completion of the activity. We will provide the template for this report when your grant is confirmed. If you are using an external provider, they will also be required to provide a report outlining the outcomes of the programme.

Your report should contain:

- number of residents attending each activity including new and returning participants, total attendance, and a breakdown by age and gender
- number of resident volunteers (e.g., TRA members)
- photos of all activities and photo releases if they can be used for communication in the TRA newsletter
- a financial summary that includes:
 - itemised invoice of expenses with receipts for items or services purchased with grant funds – all receipts must be numbered in accordance with the financial statement.
 - explanation of any underspend
 - accounting of any equipment or supplies purchased.
 - weekly wages breakdown for each member of staff (e.g., six weeks programme with one staff will have six wages breakdowns)

We may also visit you to check how the grant has been spent.

E. What happens next?

When we receive your completed application form, we will check it meets the basic criteria outlined in this guide. We will discuss it with your RPO and may speak to the residents that you intend to involve before a decision is made. Grants may be decided by officers, senior managers and a panel of residents. In the absence of a functioning resident panel, officers or senior managers will decide grants. Grants can be paid directly to the TRA.

F. Support filling in the application form

Please contact your RPO if you need assistance completing the application form:

Area	Resident Participation Officer	Phone	Email
Kennington & Vauxhall and Stockwell & Vassall	Cherlyn Campbell	020 7926 7004	CCampbell2@lambeth.gov.uk
Norwood & Streatham	John O'Reilly	020 7926 6713	joreilly@lambeth.gov.uk
Brixton & Clapham	Rory Green	020 7926	Rgreen@lambeth.gov.uk

The Resident Engagement Team can be contacted at gettinginvolved@lambeth.gov.uk

Please keep us up to date if your project or any of your contact details change at any stage of your grant.