



WANDSWORTH COMMUNITY INVESTMENT FUND

**Guidance for community and voluntary
organisations**

Handling instructions for the protective marking shown are provided in the Protective Markings Standard (document reference: 2362-TDWAY-TTTUN-990-ZM-PS-700002).

1 Introduction

Thank you for applying to Tideway's community fund. It is important you read these guidance notes and the public notice before you complete the application form.

Please complete if possible, the electronic version of the application form. If you need the documents in hard copy format, or if you have any questions about the application and criteria, please contact communityfund@tideway.london

2 Organisation details

The numbers below refer to the numbers on the application form.

1. Please confirm that you have read the guidance notes and public notice in relation to your application.
2. Please use the full name of your organisation.
3. Registered address – please provide the address where the charity is registered
4. Website address – please provide a link to the charity's website address (if you have one)
- 5-8. The person named on this application will be deemed as the person responsible for making the bid. We may need to telephone or visit you to ask for clarification of some of your answers or to provide additional information. If you have an e-mail address, please give us this as it will speed up the assessment of your application. Please let us know if you have special communication needs and we will try to meet these.
9. What type of organisation are you:
 - Registered charities
 - Charitable Incorporated Organisations (CIOs)
 - Community Interest Companies (CICs) limited by guarantee
 - Faith groups, where the activity is not promoting religion
 - Registered Community Amateur Sports Clubs (CASCs)
 - Constituted but unincorporated clubs or associations
 - Schools
10. Please provide the registered charity and company number if applicable
- 11-12. Does your organisation have a bank account in the name of the organisation / project with two separate signatories? For us to pay you, your organisation will need a bank account in the name of the organisation with a minimum of two signatories. We are unable to proceed with your application if this is not the case.
13. Please enclose a copy or a link to your most recent financial report and accounts. These should be produced not later than 10 months after the end of your financial year, as required by the Statement of Recommended Practice (SORP). If you do not

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have audited/independently reviewed accounts, please provide your latest balance sheet. We will only fund organisations operating for at least a year.

Please note due to lead times for new payees in our finance systems, payments may take longer than the month of August for companies who are not registered with Charities Aid Foundation and we will endeavour to pay as soon as possible if your project is approved.

14. Provide the home address and date of birth of two different people from your organisation. Both contacts need to have different email addresses, who live in the UK and cannot be:
- Related by blood
 - Married to each other
 - In a civil partnership with each other
 - In a long-term relationship with each other
 - Living together at the same address

3 Project details

15. Total funding requested should be between £5,000 and £10,000. Applications less than £5,000 will be considered on exception if they demonstrate significant benefits to the community. We will not consider projects that have already taken place and for projects that have received Tideway funding in the past.
16. The fund aims to support organisations delivering impact in the **five Wards** where our construction sites are based (Thamesfield, Fairfield, Southfields, Latchmere and Queenstown) or in the Borough's **most deprived Wards** (Graveney, Tooting, Roehampton, West Putney as measured in the English Indices of Deprivation 2019). Select all Wards the funding applies to, if funding applies to more Wards than those listed please include the name of the Wards.
17. What is the name of the project if this is different to the name of the organisation.
- 18-19. What is the estimated start and finish date for the project? The Project will need to be completed by the end of March 2022.
20. Provide how many people will the project directly benefit.
21. Please provide a description of your project in 750 words. Consider including the following:
- What are the main aims of the project

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- What will the activities include
 - How will this benefit the community and the beneficiaries
 - What difference this will make
 - How do you know there is a need for your project
22. Tideway considers community investment against five criteria, so applications need to deliver a community benefit against at least one of these
- **Concerned with the river and/or the environment**, themes at the core of our project, and our company vision of ‘reconnecting Londoners with the River Thames’. [Click here](#) for river partnerships we have supported.
 - **Bringing communities together, ultimately making them more cohesive and inclusive**, in line with our legacy commitments. [Click here](#) for an example of a community programme bringing people closer together.
 - **Involving young people**, linking to our legacy commitment to inspire and upskill the next generation. [Click here](#) for an example of our work helping young people
 - **Concerned with health and wellbeing**, linked to our health and safety and Legacy objectives. [Click here](#) for an example of a well-being initiative we have supported in the past
 - **Relevant to the development and execution of the Tideway project** and its role in London’s future development.
23. Please let us know how you will deliver the project; you have 750 words to complete this section. Please try and quantify your activities for example:
- how many sessions will be delivered, for how long and when (this might not be applicable for some projects)
 - consider how many staff you will need to deliver the project
 - list what resources you will need and the steps you need to take to deliver the project, are there any dependencies (eg employing staff?)
 - Outline any relevant risks to the project and what your mitigation measures are
24. Provide a list of all costs associated with the project.

4 Measurement and Impact

25. To help us understand the impact your project has had on the community, you will need to provide an impact report to Tideway two weeks after the completion of the project. You will need to consider how you will know your project has directly helped

people, will you survey before and after, will you take pictures, will you have a group session at the end of the project to capture beneficiaries thoughts, progress etc.

5 Tideway volunteers

26. Tideway staff working on the Tideway project like to volunteer their time to support good causes using their professional skills where they can. If the project is being delivered during working time and you may need volunteer support, please indicate if this would be helpful and what sort of volunteering support you may need, how many volunteers and how often.

6 Submitting your Application

27. We will accept an electronic signature, if this is not possible, please just print your name.

The application form and any accompanying documents must be submitted by 5pm on Friday 9th July 2021 to communityfund@tideway.london

Please provide your bank details along with the application (We can only transfer money into a regulated UK based bank or building society protected by the Financial Services Compensation Scheme (FSCS)).

Please enclose a copy or a link to your most recent financial report and accounts.

Late forms will not be considered.