**Conversation Fund**

[www.southwark.gov.uk/](http://www.southwark.gov.uk/democracyfund)

Guidance sheet

Please ensure that you answer all the questions. Keep your answers brief and to the point. Writing lengthy responses to the questions will not improve the likelihood of your application being successful. Also, please note that for some questions there is a maximum number of characters you can use.

**Please note these are guidance notes (do not complete).**

#### Section 1: About You

#### Q1 Are you applying on behalf of a group or organisation?

Please tick yes if you are applying on behalf of or as a member of a group or organisation.

#### Q2 Are you applying as an individual?

An individual is a person not applying on behalf of a group or organisation. Tick yes, if this applies.

**Q3 Please let us know if the workshop session is based on bringing together people in a particular area:**

Will your meeting only have people that come from one part of the borough e.g your estate, or your street or people in living in Peckham. If so please tick yes if not please tick no.

**Q4 If the people you will be talking with are based in a specific area please let us know which part of the borough they will be from using the drop down list.**

#### Select the areas form the drop down list.

**Q6 Please let us know if the workshop session is based on bringing people together based on a shared interest.**

#### It may be that either as well as or instead of based on an area. The people in your group may come together because of a shared interest such as belonging to a particular church or because they share a disability such as sight loss, or attend a mother and toddler group or knitting club. If this is the case then please tick yes and then tell us what the group members have in common or what is their shared interest in the free text box.

Q7 Main contact details

Please give your name and contact details, including your telephone or mobile number, as we may need to speak to you to discuss the details of your idea. If you are applying as an individual (please just provide your details).

#### Section 2: About the meeting

#### Q8 Name of your meeting or event

Please give the full name of the meeting or event for which you are applying for funding.

**Q9** **Please describe what you will do to host the conversation and why you think doing it this this way will help you find out more about what people think. Please use no more than 500 characters**

Please use this space to tell us what you plan to do in your session. E.g., you might want to organize a street lunch and get people to talk about the future. What is working well now and why? What needs to change and how? Who needs to do what to make this happen? What do we prioritise. You may want to host a more traditional meeting and workshop. You may want to plan for group conversations or individual conversations. Let us know why you think that the method you have chosen will work best for your group.

**Q10 Please let us know which one of the three themes you will be talking about:**

* + How do we build a fairer more equal borough where everyone has the opportunity to contribute? (Getting Involved)
	+ How do we build a shared more inclusive economy/neighbourhood/town centre? (Economic and Social inclusion)
	+ How do we give everyone a voice and a role in building a greener borough that responds to the climate emergency? (Climate change)

Please choose one of the themes. If you want to host more than one event so you can think about more than one theme please submit an additional application.

**Q11** **If you would like your conversation to focus on something else, please let us know and tell us why you would like to do this instead. Please use no more than 500 characters**

If you have another idea about what you would like to talk to your group about please let us know here but it must be linked to the recovery from the COVID 19 pandemic.

**Q12Please tell us about who you expect to come to your event ie. Their age, if they will have certain disabilities, race, religion, sex and sexuality. Tell us how many people you think may attend. Please explain in fewer than 100 characters.**

Simply explain who your target audience is e.g. young people under 19, or people who suffer from mobility problems, Muslim women’s group and how many people you expect to attend the session or event.

#### Q13 Please tell us how you plan to let people know about your workshop. Please explain in fewer than 100 characters

Tell us here how you will let people know about the event or session and how they can take part. This could be through a regular member’s newsletter, or a special session for the group.

#### Q14 If you are working in partnership with another group, to deliver this event, please give details including their name and contact, and description of joint working.

Please describe how you are working together with the other group, explaining how both group/organisation will deliver the meeting/event.

Please provide the name of the other group or organisation as it appears in their legal governing document, for example their Constitution or Memorandum & Articles of Association. (Also the name of the main person working with you to deliver project; their organisation’s full address and post code, telephone and/or mobile number(s) and business email address).

Please give the name of the key person you will be working in partnership with, the name of group, their full address and post code, telephone and/or mobile number(s) and email address.

#### Q15 When will your meeting/event take place?

Tell us when the meeting will take place if you know. Your meeting/event must be completed by 7 September 2021.

**Q16** **Please let us know how much funding you would like:**

Let us know the total amount you would like for this event. If you are planning to host more than one event please only record the amount for the evetn tyou have described in this application.

**Q17 Please let us know the items you will spend this money on:**

The maximum amount for the event is £500

Please list all expenditures relating to this application, by providing details as to how the calculations have been made. Please be specific about what will be funded, for example see the table below: Hall hire x 3 hours @ £15 per hour = £45 and provide the total cost.

|  |  |  |
| --- | --- | --- |
| **List item** | **Quantity** | **Cost (£)** |
| Hall hire | 3 hours @ £15 | £45 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** |  |

#### Section 3: About your group

**Q18** Please tell us more about the people who run and take part in your group. This helps us to make sure that we are reaching a diverse range of people and groups in the borough, so our decisions can reflect accurately the needs and aspirations of the people that live and work in Southwark

#### Please indicate in the table the % of people who will be in each of the characteristics in the table for both the people who will take part in the event and the people who run your group. E.g. a Muslim women’s group might have participants that are 100% Muslim; 100% female, 50% over 55, 20% Asian and 80% African.

#### Section 4: Bank details

**Q19 Please select if this is your group’s bank details or a host organisation.**

Please provide the name of the group/organisation account you wish your funds to be paid into. This must include the name on the bank account, name of bank, account number, sort code and group’s address registered to the bank account. Please see example below:

Name of account: Another event Bank/Building Society name: NatWest

Account Number: 12345678

Sort code: 07- 08 – 09

Groups’ registered address held by the bank:

Another event, 160 Tooley Street SE1 2TX

If you are applying as an individual, please provide the full registered address of the group that has agreed to act as a host organisation and will receive your funds on your behalf. The address must be the same as held by the above bank, as the council does not accept personal bank accounts.

Please note: Grants are only payable to constituted organisations. You must find a constituted group that is willing to receive your funds on your behalf if you are successful. Failure to do so could result in your application being rejected/or funding withdrawn. Also, under no circumstances will Southwark Council pay funds into personal bank accounts

#### Section 5: Declaration

**Q20 I certify that the information on this application is true.**

Please ensure that the declaration is signed by an appropriate Management Committee member such as the Chair or Treasurer stating their name in full name in capital letters, their official position and organisation/personal email address.

Also, please tick the box you have read both the information sheet and this guidance sheet.

#### Checklist

This is just a guide to ensure you have provided all the information requested in the application. Please do not send this with the application form.

* Have you answered all questions on the application form? Please check that your answers comply with the guidance sheet
* Have you provided contact details, and if applicable the contact details of the constituted group that is willing to receive your funds on your behalf?

#### What happens next?

When we receive your application, council officers will go through your application to ensure you that have provided all the relevant information and documents.

Your application will then be considered by the team.

Decisions will be made on which proposals that will receive funding and how much.

Successful projects will be sent a letter and the results will be listed on Southwark Council’s webpage.

Unsuccessful groups will also be notified of the decision.

Successful applicants will need to sign **Conditions of Grant Funding** form <http://thesource/assets/files/9732/conditions-of-grant-funding-under-2k-2019.docx>

and the grant will be paid by directly into the nominated account by BACS.

Meetings/events should be held by 7 September 2021

Data Protection Act Statement

London Borough of Southwark holds and manages data in strict accordance with the Data Protection Act 1998. Southwark Council is the data controller for the purposes of the Data Protection Act. No personal information you have given us will be passed on to third parties for commercial purposes.

**Closing date for applications: 25/07/21; 1/08/21; 8/08/21; 15/08/21; 22/08/21; 29/08/21**

**Decisions about the fund will be made on a weekly basis starting on 26 July**