



# Westway Trust Celebrations & Events Grant 2023/24

Round two – September 2023

## Guidelines for applicants

[www.westway.org/eventsgrants](http://www.westway.org/eventsgrants)

We want to support community celebrations and events, particularly those that give local talent a chance to be showcased. This fund is designed to receive applications for events and projects where this is either central to the activity or where there is a significant element of public engagement. We are pleased for this to be across any art form or theme important to the North Kensington communities.

This fund is being delivered in two rounds.

Round one was held in March/April 2023, with £35,400 being distributed to 21 community groups for events over the summer.

Round two is now open, with £15,000 available for events taking place between October 2023 and March 2024.

## Who we fund

We will fund community organisations, registered charities, registered Charitable Incorporated Organisations (CIO), or registered Community Interest Companies (CIC), or a community group with a written constitution or governing document (i.e. articles of association).

Organisations should operate within the Royal Borough of Kensington & Chelsea (RBKC), with a particular focus on the communities living in North Kensington.

## What we fund

The aim of this programme is to provide assistance to many and therefore we are focusing on small amounts of funding for one off projects that can deliver meaningful benefits. These could be in economic, social or environmental terms for the area in and around North Kensington.

Applicants can apply for any amount between £100-£2500. Applicants who apply for a larger amount may be asked to demonstrate a higher level of impact in their application.

Depending on demand, it is possible that those applying for larger amounts will receive an offer lower than their request. For this reason, we ask applicants to demonstrate alternative sources of income to larger projects.

Because these are small grants, please focus your ideas and be realistic about what you can achieve. Our monitoring and reporting will be proportionate.

We will focus on making investments into the six key priority areas for the Trust, which were identified over the past year by social researchers Hatch Regeneris.

These are:

1. Reducing isolation
2. Safe places for young people
3. Encouraging economic participation
4. The creative economy, arts and culture
5. Place and environment
6. Exercise and recreation

We are keen to encourage local groups to work collaboratively and because we want to extend our reach, we are particularly keen to receive applications from those who may not have been supported by us recently.

## **Deadline**

All applications for must be received by **9am on Monday 2 October 2023**.

Applications will be assessed within a week of the deadline, with all applicants notified of the outcome by Tuesday 10 October.

## **Eligibility**

To be eligible, your organisation must:

- Be a community organisation, registered charity, registered Charitable Incorporated Organisation (CIO), or registered Community Interest Company (CIC), or a community group with a written constitution or governing document (i.e. articles of association).
- Operate within RBKC. Preference will be given to organisations who can demonstrate impact to communities in at least one of the five wards of North Kensington (Dalgarno, Colville, Notting Dale, St Helen's, Golborne)
- Physical events should take place in one of the five wards
- We can not fund political or animal welfare organisations.

Funding decisions will be based solely on the merits of the funding request and not dependent on the nature of any existing relationships with Westway Trust.

All successful applicants will be required to provide an expenditure and impact report within six months of receipt of funding. Failure to provide these reports may result in being asked to return funds, and/or ineligibility for future funding from Westway Trust.

## Application Process

To apply for the grant, please:

- Complete [the short application form](#). Please [contact us for a paper application form](#) if you prefer.
- Provide evidence that you are a non-profit organisation with a presence within the Royal Borough of Kensington and Chelsea (RBKC), with a particular focus on delivering projects or work that will benefit the North Kensington communities.

## Events on the Westway estate

If you are applying for funding to host an event on the Westway estate, you will be asked to apply for a license for the space before your funding is released. You can apply for licenses to host events on different parts of the Westway estate at [westway.org/apply-now/our-spaces/events-venues/](https://westway.org/apply-now/our-spaces/events-venues/)

Applicants should allow six weeks for the license application process.

If your license for space on the Westway estate is unsuccessful, you will be asked to provide evidence of permission to host the event elsewhere before any funding is released.

## Returning of grant funds

The grant must be used exclusively for the project/items which was set out in your application. The grantee must not use it to pay for any spending commitments you made before the date of the grant agreement. You may be required to provide a financial report and receipts of all monies expended on the project/items. If the grant is not used in line with the conditions of grant the Trust may take steps to recover the grant.

The grantee must advise Westway Trust promptly about any changes to information provided in the application, and you must obtain prior consent from Westway Trust before spending the grant on any items that fall outside the scope of your application.

Any unused funds must be returned promptly to Westway Trust following within 14 days after completion of the project.

All grants funding must be returned to Westway Trust in full if any of the following apply:

- The project/items you applied for funding are cancelled or amended., or
- The organisation has spent the grant funding on a project/item(s) that do not coincide with the basis of your application and/or the conditions of the grant.
- The organisation who received grant funding is no longer responsible for the delivery of the project/items.
- The organisation who received grant funding is no longer able to deliver the project/items as originally proposed.

In the above situation, Westway Trust will contact the grant recipient to arrange return of the funds. Recovery of funds will be pursued in line with Westway Trust's current debt recovery procedures.