**Hong Kong Empowerment Fund**

**Application form**

**Collaboration grant**

Note for person uploading/setting up this form:

**Headings in pink** = section name

*Text in italics* = help text, should come under the main question before the response box.

Upload document

= button to allow applicants to upload multiple documents

# **Introduction**

The Greater London Authority (GLA) is committed to supporting Hong Kong Civil Society in London. In our third year supporting the London voluntary and community sector, we are happy to launch the Hong Kong Empowerment Fund (HKEF).

The Hong Kong Empowerment Fund is established to support Hong Kong Civil Society in London to deliver integration support to the Hong Kong British National (Overseas) (BN(O)) community in London. It aims to fund projects that empower BN(O) individuals to develop knowledge and confidence, so as to be active in their communities and feel fully part of British society.

The Hong Kong Empowerment Fund targets equity-led non-established or newly established groups and organisations run by and/or for Hongkongers. We welcome applications that deliver integration support and activities for BN(O)s, with a focus on embedding BN(O)s into the local community and building sustainable support networks. It also aims to empower Hong Kong Civil Society by encouraging newly established and/or smaller grassroots groups and organisations to work in collaboration, either with each other or with more established organisations, to provide support to BN(O)s in London and create a legacy for their work.

**Collaboration grants: up to £50,000** – open to two or more non-established, newly established and/or smaller grassroot groups and organisations working in collaboration and partnership. A lead partner must be identified in the application, and this must be a legally constituted group.

Equity-led organisations and groups applying for this fund should define and clearly evidence how their proposed project will address needs of Hongkongers and have a positive impact on the lives of new arrivals from Hong Kong. We particularly welcome applications from community-led projects. Please refer to Section 5 Eligibility Criteria of the Programme Prospectus for more information.

Please complete this form by **Wednesday 27th March 2024 at 9am**. Please use Microsoft Edge and Microsoft Firefox to complete this form as there may be problems with other web browsers. Please aim to answer all the questions in the form to ensure your application is assessed properly. For more information about the objectives and assessment criteria of the two grants available this year, please refer to the Programme Prospectus and if you have any more questions, get in touch with us at HongKongVCSE@london.gov.uk.

# **APPLICATION QUESTIONS**

## Section 1

## Applying organisations information

*This section covers details about all community groups and/or organisations applying in collaboration.*

1.1: Lead organisation name:

*A lead partner must be identified in the Collaboration Grant application, and they must be a legally constituted group. They will be responsible for overall project delivery, signing the grant agreement and receiving funding if successful, but all delivery partners/groups/organisations are expected to attend check-in meetings with HKEF project officers.*

Click or tap here to enter text.

1.2: Lead organisation’s primary contact person name and contact information:

*Please provide contact details of the main person leading on the project delivery. All successful grantees are required to keep the GLA informed of any changes to the main contact person.*

Name: Click or tap here to enter text.

Contact phone number: Click or tap here to enter text.

Email address: Click or tap here to enter text.

Organisation address: (optional) Click or tap here to enter text.

1.3: Other partnering organisation(s) name and primary contact person’s details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Partner community group/organisation name | Community group/organisation address (optional) | Primary contact person name | Primary contact person phone number | Primary contact person email address |
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1.4: Lead and partnering community group(s)/organisation(s) social media details.

*Please provide* ***all*** *official social media details of all community groups and organisations involved in delivering of the proposed project. You may include links and/or social media handles below.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Lead organisation name | Website | X  | Facebook | Instagram | Other |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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Please use the textbox below to provide details of other partnering organisations' social media details

Click or tap here to enter text.

1.5: Which borough will your proposed project be delivered in?

*Please select as many as appropriate. If your proposed project is delivered online/across all London, please selec*t “Online”.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| [ ] Barking and Dagenham | [ ] Brent | [ ] Croydon | [ ] Greenwich | [ ] Haringey | [ ] Hillingdon | [ ] Kensington and Chelsea |
| [ ] Barnet | [ ] Bromley | [ ] Ealing | [ ] Hackney | [ ] Harrow | [ ] Hounslow | [ ] Kingston upon Thames |
| [ ] Bexley | [ ] Camden | [ ] Enfield | [ ] Hammersmith and Fulham | [ ] Havering | [ ] Islington | [ ] Lambeth |
| [ ] Lewisham | [ ] Merton | [ ] Newham | [ ] Redbridge | [ ] Richmond upon Thames | [ ] Southwark | [ ] Sutton |
| [ ] Tower Hamlets | [ ] Waltham Forest | [ ] Wandsworth | [ ] Westminster | [ ] City of London | [ ] Online |  |

1.6: Please provide a short description about all the community groups/organisations partnering in the proposed project. (150 words max by organisation).

*Please tell us more about your groups/organisations, e.g. what your vision, mission, history is etc.*

|  |  |
| --- | --- |
| **Organisation name** | **Description** |
| Click or tap here to enter text. | Click or tap here to enter text. |
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1.7: Please tell us more about how this collaboration is formed.

*You may wish to include details of your previous experience partnering together, or why this collaboration is formed for this application.*

Click or tap here to enter text.

**Section 2**

**Eligibility Questions:**

*This section includes questions to check whether your organisation is eligible for Collaboration grant of Hong Kong Empowerment Fund.*

Please select all that apply:

2.1: The lead and all partnering organisations are **equity-led**.

*This means that at least 75% of the organisation’s Trustees and 50% of the staff members have lived experiences of the issues they seek to address through their proposed projects*.

*Example 1: If you are a non-established community group and/or do not have formal organisational structure e.g. you do not have a Board of Trustees or paid staff team, you can still be an equity-led if a majority of your group members have lived experience of the issues they seek to address within your group.*

*Example 2: an organisation that advocates for rights of women or LGBTIQA+ within a migrant community is equity-led if it has 50% of staff and 75% of trustees from migrant and/or migrant LGBTIQA+ or migrant women backgrounds.*

Please provide details to explain how your organisations are equity led:

Click or tap here to enter text.

2.2: Proposed project meets **one or more than one aims** of the Hong Kong Empowerment Fund listed in Section 2 of the Prospectus.

2.3: Proposed project activities will be **delivered in London** and/or online and aimed for the BN(O) community in London.

2.4: Proposed project will take place over a **six-month period.**

**Section 3**

**Due Diligence:**

*Due diligence is an exercise of care that a reasonable organisation is expected to take before entering into an agreement or contact with another party. This includes reviewing organisational and financial documentation of the lead organisation.*

*This section includes of a checklist of the documents we request as part of the due diligence check. To speed up this process should your application be successful, please tick the relevant boxes to indicate you have the documents and upload them as part of your application, or that you will upload them within 72 hours from being informed that you were provisionally successful.*

3.1: A copy of your organisation’s most recent signed set of Financial Statements / Accounts

Submission of your organisation’s Financial Regulations

(Attachment)

3.2: A copy of your organisational governing documents

(Attachment)

3.3: Evidence of registration with Companies House or the Charity Commission (if registered)

(Attachment)

3.4: Safeguarding Policy

(Attachment)

3.5: Equality and Diversity Policy

(Attachment)

3.6: Two letters of recommendation from a trusted authority (e.g. a church, minister/pastor, GP, charity etc) or anyone in a civic position to vouch for each organisation in the partnership. The letter should outline why they believe your organisation(s)/group(s) is a good fit for our grant.

Upload document

**If you have selected Yes in any one of the above boxes but cannot upload the relevant document at the application stage, please provide details on how your group(s) and/or organisation(s) intend they intend to have these in place prior to the activities commencing.**

**Your planned approach will be clarified at interview if shortlisted, and the deliverability of this will form part of the decision-making process. Project activities will not be permitted to begin until all these policies are in place.**

Click or tap here to enter text.

**Section 4**

**Proposed project details**

*This section asks you about your proposed project. Please ensure your responses fit within the word limit suggested. Each question is designed to ask about a specific aspect of your project. Please consider and review all your responses before you submit the application, to avoid duplication of answers.*

4.1: What is your proposed joint project’s name?

Click or tap here to enter text.

4.2: Please specify which programme aim/s will you address with your project. Please tick all that apply.

*You may select more than one of the following options. Please note that one of the main assessment criteria is how well your proposed activities respond to the programme aim(s) you identified below, rather than the number of aim(s) selected.*

[ ] Foster connections and a sense of belonging in the communities where BN(O)s settle.

[ ] Support BN(O)s to find suitable employment or to start/grow a business.

[ ]  BN(O)s’ English language skills are improved.

[ ]  Instances of destitution amongst BN(O)s are minimised and addressed.

[ ] Enables BN(O)s to access council and other mainstream services and increase community confidence to navigate their new environment.

[ ] Support the well-being and mental health needs of BN(O)s

[ ] BN(O) feel safe, and able to report hate crime and have this addressed.

4.3: What is the need that you identified in the BN(O)s community in London that your proposed project seeks to meet and how did you find out about this need? (300 words max)

*Your response should indicate* ***what*** *need(s) you identified in the BN(O) community and* ***how*** *you found out that there is such a need.*

Click or tap here to enter text.

4.4: How do you think your project will **respond** to the need identified above, and how does this link with the programme aims you selected in question 4.2? (300 words max)

*Your response should focus on how different aspects of your proposed project can meet the need(s) you identified in Question 4.3. You should also explain how this relates to the programme aim(s) you selected in Question 4.2.*

Click or tap here to enter text.

4.5: If you have selected ‘BN(O)s’ English language skills are improved’ in Question 9 and your proposal includes an element of offering English language support, please explain how you have explored and exhausted:

* the Adult Education Budget (AEB) avenue to help Hongkongers’ access English for Speakers of Other Languages (ESOL) support; **and**
* the DLUHC demand-led £850 per individual per financial year ESOL support.

*Please refer to Annex 2 of the Programme Prospectus for more details about the AEB avenue and DLUHC demand-led £850 support. We encourage community groups and organisations to support BN(O)s to access all ESOL support and funding sources, so as to avoid duplication of funding.*

Click or tap here to enter text.

4.6: Who will be working and delivering the proposed project?

*Having a dedicated and experienced team is one of the key factors to successful project delivery. Please include names of individuals who will be delivering the proposed project where possible, details of their roles, and any other relevant experience these individuals bring to the team. (300 words max per person)*

*If you intend to recruit new people to work as part of the project, please leave the name section blank, and include as many details as possible about the description of new role(s) and what relevant experience you would be looking for in an ideal candidate.*

|  |  |  |
| --- | --- | --- |
| **Name (Optional)** | **Role description (Mandatory)** | **Relevant experience (Mandatory)** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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4.7: Please outline how you will monitor and measure the impact of your proposed project and the progress you will have made in meeting the aims you identified in Question 4.2 of this application. (300 words max)

*We recognise the impact of a six-month project may be limited due to it being a relatively short intervention. However, a strong application should identify a set of indicators that is appropriate and measurable over a six-month period. This may help the project delivery team to report on progress made in relation to the project aim(s) identified. You may refer to Section 4 Outcomes and impacts to be measured of the Programme Prospectus for reference. Please note that the list shown in the Programme Prospectus is only a suggestion and we welcome applicants specifying their own indicators and ways to measure.*

Click or tap here to enter text.

4.8: Please upload your proposed project plan.

*One of the main assessment criteria is to have a realistic and clear project plan. In addition to listing out all your main events and activities, please consider including key steps to your project delivery, e.g. preparation, recruitment, monitoring and evaluation etc, and include as much description about each activity as possible. A strong application should demonstrate a plan with clear, detailed and realistic steps to indicate how the project will be carried out.*

*As the Collaboration Grant is open to group(s)/organisation(s) working in partnership, a strong application should indicate in their proposed project plan how project delivery will be divided amongst partnering organisations.*

*Please upload your project plan in Word format, as if your application is successful, a finalised plan will be included in your funding agreement.*

Upload document

4.9: Please upload your proposed project budget here.

*A strong application should include a detailed budget plan that considers various relevant expenditure items related to the proposed project. This could include, but is not limited to, venue hire cost, staffing cost, administration cost, volunteer expenses, expenditure items related to monitoring and evaluation of your project etc.*

*Please upload your project plan in Excel format, as if your application is successful, a finalised plan will be included in your funding agreement.*

Total amount of funding requested Click or tap here to enter text.

Upload document

4.10: Please provide a 4-sentence summary of your proposed project.

*Whilst it is important to provide detailed descriptions of your proposed idea, it is also crucial that you have a concise and succinct summary for your project, so you can communicate with your target audience effectively. Hence, we ask applicants to provide a short summary (maximum 4 sentences) to describe their proposed project.*

Click or tap here to enter text.

**Section 5.**

**Community & Target Audience**

5.1: Who is your target audience? (300 words max)

*All proposed projects should target the BN(O) community in London, but we recognise that within this community, people may have different intersectional needs. You should include as much detail as possible about your proposed project’s target audience* including if there are intersectional needs including age, gender, LGBTQ+ communities, or disability.

Click or tap here to enter text.

5.2: How many direct and indirect participants will you aim to reach through your proposed project?

*Number of participants is an often-used indicator when it comes to project delivery, but we recognise this only tells us a partial story of the impact of work delivered. We value both quantitative and qualitative information. Please be realistic with your target numbers provided below, as one of the main assessment criteria of your application is how realistic it is to meet the identified objectives and target.*

*Direct participants are people who will directly access your services or attend your activities.*

*Indirect participants are people who will benefit as a result of your project, despite not directly engaging with it. This may include other family members or people from the wider community.*

Number of direct participants Click or tap here to enter text.

Number of indirect participants Click or tap here to enter text.

5.3: How will you identify, reach out to, and recruit potential participants for your proposed project? (300 words max)

*The ability to engage and recruit participants is a key part of successful delivery of a project. Please describe and give examples of the methods of engagement you will use to reach out to BN(O) Londoners. If you have previously used this method of engagement, please specify.*

Click or tap here to enter text.

5.4: Please outline how you will build trust and provide a safe environment for Hongkongers, detailing how you will manage the safety and security of participants. (300 words max)

*We recognise that establishing trust with Hongkongers and ensuring their safety and security are two main priorities for the Hong Kong community. Please elaborate on your understanding of Hongkongers’ safety and security concerns and explain how your proposed project will address them.*

Click or tap here to enter text.

5.5 We aim to conduct interviews with shortlisted applicants between 10-19 April 2024. Whilst we would aim to provide as much notice as possible, it would be helpful to know your availability for the interviews, in case if your application is shortlisted. Please indicate the days on which you are **unavailable** to attend interviews.

[ ]  10 April 2024

[ ]  11 April 2024

[ ]  12 April 2024

[ ]  15 April 2024

[ ]  16 April 2024

[ ]  17 April 2024

[ ]  18 April 2024

[ ]  19 April 2024

**End of application questions**