**The Mayor of London’s Shared Endeavour Fund**

*Standing together against racism, hate, intolerance, extremism and radicalisation*

**Tier 2 Application form questions and guidance**

This document sets out the application form questions and guidance if you are applying for a Tier 2 grant (£30,001 to £50,000) from the Mayor of London’s Shared Endeavour Fund.

Please ensure you read the guidance notes in this document (found beneath each question) fully before completing answers. Your application may be rejected if you do not provide all the information required for us to make an assessment.

Due to a predicted high level of demand and a desire to work with as many local organisations as possible across London, a maximum of two projects per applicant organisation may be submitted. If you wish to make two applications, the projects must be distinctly different (please see the Fund’s prospectus on the [website](https://www.groundwork.org.uk/london/shared-endeavour-fund/) for more information on multiple applications).

Some questions have a maximum word count, which is stated on the questions for which this applies, so please make sure you consider this when writing your answers.

**The deadline for submitting your application form is 11am, Friday 6 June 2025.**

• You must provide your organisation’s governance document with this application.

• You will be responsible for all financial and legal aspects of your project. By the time of project delivery, all successful applicants must have relevant insurance, risk assessments, and an up-to-date Safeguarding Policy. You should tell us how you will meet these requirements in Section 6 if you do not already have these in place. If successful, you will be asked for copies of the relevant documentation at the funding agreement stage.

[tick box] **Please tick the box to confirm you answer ‘Yes’ to the above statements.**

If awarded funding, you agree to deliver your project in line with the Greater London Authority’s approach to diversity and its values. To read more about the GLA’s approach to diversity and about its values please click [**here**](https://www.london.gov.uk/take-part/working-city-hall/diversity-and-our-values).

[tick box] **Please tick the box to confirm you answer yes to the requirement above**

**Guidance Information:**

Please provide us with sufficient information to establish if your project is eligible for grant funding. You will need to have any additional documents in an electronic format (e.g. Word file, pdf, jpeg, etc.) available to upload in the correct section in the application form as you will not be able to submit your application form unless it is complete. You must submit your organisation’s governance document with this application.

**You can find out more about the Mayor of London’s Countering Violent Extremism Programme by clicking** [**here**](https://www.london.gov.uk/programmes-strategies/mayors-office-policing-and-crime-mopac/mopac-funded-services/countering-violent-extremism)**.**

**For further help on completing this form, please contact Groundwork on 0207 239 1286 or SharedEndeavourFund@groundwork.org.uk**

Please make sure you save your application regularly by clicking on 'Save & Finish Later'. This will take you back to the home page and you will need to click on the application form link to open your form again, but will ensure that you do not lose work unexpectedly.

Please note, if you do not work on your application form for 90 minutes, you will automatically be logged out of the online system. Any work that you have not saved by then will be lost.

**You must use Microsoft Edge, Google Chrome or Mozilla Firefox, as other web browsers do not fully support the application portal.**

**Section 1 - About Your Organisation**

1. **Organisation name**
2. **Main contact for application**

*This should be the person who is responsible for this application and answering any questions that we may have about your project.*

*Communication will primarily be through email.*

**Title**

**First name**

**Last name**

**Position held in organisation**

**Contact telephone number**

**Email**

1. **Secondary contact for application**

**Title**

**First name**

**Last name**

**Position held in organisation**

**Contact telephone number**

**Email**

1. **Organisation main contact address**

*This must be your organisation office address*

**Address line 1**

**Address line 2**

**Address line 3**

**Postal code**

1. **Organisation website address, Facebook, X (Twitter), LinkedIn, Instagram (if applicable).**
2. **Type of organisation**

*Please tick one from the options below.*

*Please note that you will be asked to provide evidence about the legal status of your organisation.*

* **Company limited by guarantee (that is not also a registered charity)**
* **Community Interest Company limited by guarantee**
* **Registered UK Charity**
* **Charitable Incorporated Organisation (CIO)**
* **Constituted community group**
* **Voluntary Sector Organisation**
1. **What is your Company/Charity Registration Number?**
* *If you are a Company, what is your Company Registration Number?*
* *If you are a Charity, what is your Charity Registration Number?*

1. **Are you a constituted organisation?**

*Please note that you must be a constituted organisation to apply.*

* **Yes**
* **No**

**Please upload a copy of your group’s governance document here:**

*This could be a Constitution, Code of Conduct, Memorandum and Articles of Association, etc. Your organisation’s governing document needs to include a ‘dissolution’ or ‘winding up’ clause, providing for the return of any unspent grant monies to be returned to the funder of origin.*

1. **Do you have an organisation/group bank account with at least two signatories?**

* *Please note that your organisation must have a bank account with at least two signatories to be eligible for funding through this programme.*
* *If you are successful, you will need to provide a copy of your organisation’s bank statement dated within the last three months, showing the account name and address, account number, sort code, and show bank transactions have taken place.*
* **Yes**
* **No**
1. **Where did you find out about the Shared Endeavour Fund?**
2. **Are you making any other applications to the Shared Endeavour Fund?**

*Organisations may submit up to two applications within this funding round. If an organisation submits multiple applications, they must be for two strictly distinct project proposals. If yes, please ensure that the content and participants engaged by each project are different.*

* **Yes**
* **No**

**Section 2 - About Your Project**

1. **Project name**
2. **Please select the Shared Endeavour Fund priority themes that your project aims to address.**

*Projects must address one or more of the priority themes of the Shared Endeavour Fund. It is NOT necessary for projects to address more than one theme.*

*We have found that the highest performing projects have focused on contributing to only one or two of the priority themes. While it is understood that some projects will work across multiple themes it is highly recommended, and indeed preferred, if applicants pick only those themes to which their projects can make the greatest contribution.*

*The amount of funding available for prospective projects will likely be distributed across the Shared Endeavour Fund’s four priority themes. However, special consideration will be given to applications that address priority theme 2 on building psychosocial resilience.*

*Further information on priority themes can be found in the prospectus and theory of change.*

*Tick all boxes that apply, you must select at least one priority theme.*

1. ***Raise awareness: Help Londoners recognise and critically assess intolerant, hateful and extremist messages, empowering them to reject harmful ideologies.***
2. ***Build resilience: Support at-risk individuals in strengthening their psychosocial resilience against radicalisation.***
3. ***Promote positive action: Equip Londoners with the confidence and skills to safely challenge intolerance, hate and extremism.***
4. ***Enhance prevention efforts: Provide training and support for educators, social workers and other frontline practitioners to prevent intolerance, hate and extremism.***
5. **Please select all the programming themes explicitly discussed and/or addressed by your project in each category.**

*The Shared Endeavour Fund does not privilege applications that cover a greater number of programming themes so please only select those themes explicitly discussed and/or addressed in your project. A general category is included at the top of each list.*

*Tick all boxes that apply, you should select at least one from each category.*

**Types of identity-based prejudice**

*Tick all boxes that apply.*

1. **General prejudice and/or discrimination (no specific prejudices explicitly addressed)**
2. **Racism, including racism based on colour, nationality, ethnic or national origin**
3. **Religious intolerance (excluding Islamophobic and antisemitic hate)**
4. **Islamophobia**
5. **Antisemitism**
6. **Extreme Misogyny**
7. **Anti-LGBTQ+ hate**
8. **Anti-migrant / refugee / asylum seeker hate**
9. **Other – please specify**

**If selecting “Other”, please outline below:**

**14b. Extremist ideologies**

*Tick all boxes that apply.*

1. **General extremism (no specific ideologies explicitly addressed)**
2. **Far-right extremism**
3. **Islamist extremism**
4. **Misogynist extremism, including incels**
5. **Far-left extremism**
6. **Sectarian or separatist extremism**
7. **Other – please specify**

**If selecting “Other”, please outline below:**

**14c. Prevention topic areas**

*Tick all boxes that apply.*

1. **General introduction to prejudice, discrimination and hate**
2. **General introduction to extremism and extremist ideologies**
3. **Radicalisation, warning signs and reporting processes**
4. **Extremist narratives and counter-narratives**
5. **Media and digital literacy, including mis/disinformation and conspiracy theories**
6. **Hate incidents, hate crimes and reporting processes**
7. **Bystander interventions and calling out/in harmful views**
8. **Upskilling frontline practitioners**
9. **Anti-hate activism and campaigning**

1. **Please provide a list of objectives for your project. [max. 50 words per objective]**
* *Please outline the objectives your project is expected to achieve. Up to 6 slots are available, but 2-3 objectives per participant group is sufficient.*
* *Objectives should be written as statements that describe the change you expect participants to experience as a result of engaging in the project. You do not need to include any numeric targets for the expected changes in the objective.*
* *Objectives should focus on the changes in knowledge, attitudes or behaviours that the project is expected to produce among participants. They should not describe the activities delivered by the project.*
* *An example has been provided for you below.*

*Objective 1: Secondary school students in London have a greater understanding of mis/disinformation and the mechanisms used to create, distribute and amplify it online.*

*Objective 2: Secondary school students in London are better able to recognise harmful content online, particularly mis/disinformation.*

*Objective 3: Secondary school students in London are more willing and able to report mis/disinformation they encounter online.*

**Objective 1:**

**Objective 2:**

**Objective 3:**

**Objective 4:**

**Objective 5:**

**Objective 6:**

1. **Please provide a detailed description of your project and its activities. [max. 600 words]**

*Please provide a clear and concise description of your project, what it is seeking to do, what activities it will deliver and why?*

1. **Please provide a project plan with at least 5 different activities. You should include the activity name, the length of time it will be carried out for, activity description, and the date that it will occur/start.**
* *Please ensure your description provides enough information to ensure that the task or activity can be properly understood by the persons reading your application.*
* *Please remember that projects should start from 8 September 2025 and complete by 31 March 2026*
* *An example has been provided for you below.*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Activity*** | ***Activity description*** | ***Activity duration*** | ***Start date*** |
| *Recruitment of participants* | *Directly contacting schools and sharing literature on the project to encourage sign ups.* | *1 month* | *19/09/2025* |
| *Developing workshop materials* | *Presentation and handouts developed for a workshop on recognising and challenging racism.* | *1 month* | *19/10/2025* |
| *Deliver workshops* | *Workshops for primary and secondary school students on recognising and challenging racism.* | *4 months* | *19/11/2025* |

1. **Where will your project take place [max. 100 words]?**

* *Please provide a list of locations where your project will be delivered and the type of site they are if unclear (youth club, school, community centre, etc.).*
* *If you are delivering an online project, please note that the Fund expects every project to also deliver in-person activities.*
* *If you do not currently know where you will be delivering, please explain the process to ensure sign ups.*
1. **Please select all of the London boroughs in which you expect your project will make an impact.**
* *These may include boroughs not included in the addresses above.*
* *If you are delivering an online project, please select ‘Online’ in the borough field.*

*The Shared Endeavour Fund expects every project to deliver in-person activities so you should also select at least one borough.*

* *We would expect a Tier 2 project to deliver in at least three or more London boroughs*

*Tick all boroughs that apply.*

* **Barking and Dagenham**
* **Barnet**
* **Bexley**
* **Brent**
* **Bromley**
* **Camden**
* **City of London**
* **City of Westminster**
* **Croydon**
* **Ealing**
* **Enfield**
* **Greenwich**
* **Hackney**
* **Hammersmith and Fulham**
* **Haringey**
* **Harrow**
* **Havering**
* **Hillingdon**
* **Hounslow**
* **Islington**
* **Kensington and Chelsea**
* **Kingston-upon-Thames**
* **Lambeth**
* **Lewisham**
* **Merton**
* **Newham**
* **Redbridge**
* **Richmond-upon-Thames**
* **Southwark**
* **Sutton**
* **Tower Hamlets**
* **Waltham Forest**
* **Wandsworth**
* **Online**
1. **Why do you think your project will work? [max. 500 words]**
* *Please describe why you think your project will achieve its objectives? Your answer should directly reference primary and/or secondary evidence in support of the project model and approach you have selected. Please include references to any secondary sources that you use.*
* *If you have delivered the project before, please include any information from your previous evaluations which demonstrates that the project achieved its objectives. You may also want to include a testimonial/case study from those you have worked with, which shows how your project has benefitted participants.*
1. **Is the project that you are applying for new or a continuation of an existing initiative?**

*If this is a new project, please select ‘New’. If it is a continuation of an existing project or a project previously awarded funding by the Shared Endeavour Fund, please select 'Existing'.*

* **New**
* **Existing**

**21b. If this is an existing project or continuation of a previously awarded Shared Endeavour Fund project, please explain how this application is an extension or development of that initiative. Please also explain any improvements you have factored into the new application. [max. 300 words]**

* *You must answer this question if you selected ‘Existing’ for the previous question.*
* *What have you learnt from delivering this project in the past?*
* *What changes will you implement as a result of your learning?*
* *How will these changes overcome previous challenges around delivery?*

**Section 3 – Project Beneficiaries**

1. **Please enter the total number of direct participants that you estimate will take part in your project.**

*Direct participants are the individuals directly involved and engaged in your project (e.g. attendees at a workshop participants in a mentoring programme). Do not include any indirect participants who may benefit from the project but do not actively take part in it, such as friends, family or the wider community.*

1. **Please outline the number and type of direct participants that you expect to take part in your project.**
* *Please complete the table below outlining the types of direct participants you plan to engage through your project and how many individuals you expect to reach in each group.*
* *For average engagement time, please estimate how many hours the average participant will spend engaging with the project. If the amount of time varies, please provide a range. (e.g. if the activity is a teacher training course split across two 1.5-hour sessions the average engagement time would be 3 hours. If it was a mentoring programme in which participants receive a variable amount of one-to-one support, it might be 6-8 hours per participant).*
* *If you plan to work in or with any institutions, please also list them along with your participants (e.g. for a schools-based project please list the number of schools you plan to deliver activities in).*
* *An example has been provided for you below.*

|  |  |  |
| --- | --- | --- |
| ***Participant type*** | ***Estimated number of participants*** | ***Average engagement time (per participant)*** |
| *Primary school students (aged 5-12)* | *320* | *2 hr* |
| *Secondary school students (aged 13-17)* | *490* | *2 hr* |
| *Teachers* | *29* | *3 hr* |
| *Primary and secondary schools* | *6* | *NA* |

1. **Please explain why your project has chosen to engage with these participants and why these individuals are appropriate for the objectives and priority theme(s) selected for your project. [max. 500 words]**
* *In your answer, please explain why your chosen participants are the most important for your project.*
* *Please outline the specific needs you have identified among this cohort; why they may be vulnerable to holding intolerant, hateful or extremist views; and how your project will address these needs/vulnerabilities.*
* *If your project is working with a particular age group or community, or in a particular area/location, please explain why.*
* *In your answer, please include any evidence, research or consultation you have carried out that supports your choice of direct participants.*

1. **Please explain how you will recruit participants to your project and how you plan to encourage engagement with project activities. [max. 300 words]**

* *Please tell us how you will recruit and engage participants in the project, including a description of your marketing and promotional activities and why you feel that they will be successful with the intended group.*
* *If your project works with under-represented groups and individuals, please outline how you will access these individuals.*
* *Please tell us if you have a track record of delivering projects to the intended group.*
* *If your project is the extension of an existing project, please tell us how you will improve your recruitment and engagement.*

**Section 4 – Evaluation**

1. **Some evaluation tools (i.e. participant surveys) will be provided to successful applicants. Please describe how you will administer the surveys to your participants and ensure a high rate of completion. [max. 200 words]**

* *Shared Endeavour Fund data collection tools consist of a single survey that should be disseminated to project participants the last time they engage with the project. The survey will be tailored to your project and will draw from a common suite of survey questions.*
* *How will you distribute surveys and ensure they are completed by as many participants as possible?*

1. **Please describe any other methods you will use to measure the results of your project. [max. 200 words]**
* *The use of additional data collection methods for assessing progress against project objectives is optional but preferable. These may include direct measurement, interviews, focus group discussions, pre-post surveys, etc.*
* *When/how frequently will data be collected from participants?*
* *How many beneficiaries will data be collected from? What proportion of overall beneficiaries is this? Why this proportion?*
1. **Successful applicants are expected to track the number of participants reached by their project and record some of their sociodemographic characteristics. Please describe how you will track project participants. [max. 200 words]**

**Section 5 – Organisational Experience and Risk Register**

1. **Are you going to deliver the project with any partners?**
* **Yes**
* **No**

**29b. If yes, please provide details of those partners, their roles and what agreement you have with those partners for delivery of the project. [max. 300 words]**

* *Please ensure you provide full details for any partners or organisations that you are working with on the project. Please also clearly set out what stage of discussions you are in with them, and (if applicable) timelines for finalising working arrangements.*
* *You should include information on any organisation you are working with, whether as a formal or informal partnership, as well as any major suppliers or contractors you may be working with.*
* *Please note we will expect any discussions on partnering to have already started, and where agreements on partnerships have not yet been finalised, there is a clear timeline for this happening.*
* *Letters of support/memoranda of understanding, from prospective project partners, are strongly encouraged.*
1. **Please set out the resources and experience your organisation/partnership possesses and how it will allow you to deliver the project. [max. 500 words]**
* *Include your experience of delivering the products or services you are planning to implement in this grant and how this project will fit into the existing work of your organisation.*
* *Set out staff roles and volunteers, how they will contribute to the project and where you would need to recruit.*
* *If you are delivering the project with other organisations, please describe the experience of the separate organisations, and the experience of the partnership as a whole, that will ensure your project will be a success.*
* *Please include a testimonial/case study from those you have worked with previously, which shows that your organisation works in a constructive and positive manner and has benefited the communities it serves.*
1. **It is preferable, but not mandatory, to have local authority support for your project. Please name and provide email addresses for the local authority officer(s) that support your project and note why they are supportive of this application. [max. 200 words]**
* *It is advised that you engage with relevant officers in the local authorities in which your project is being delivered. It is strongly desired that as part of the planning for your project, prior to submitting an application, you attempt to gain local authority support for your proposal.*
* *If you have not engaged with relevant local authority officers before submitting an application, or you have been unable to do so, please explain why, and/or what steps you have taken to try to engage these individuals.*
1. **Please set out 5 key risks to your project and the mitigation strategies you have put in place.**
* *Please set out each risk clearly and the mitigation you will carry out to minimise its likelihood of occurring/affecting your project.*
* *You must rate the likelihood of the risk occurring and the severity of the risk if it did occur out of 3, 1 being unlikely/not very severe, and 3 being very likely/severe.*
* *You may wish to consider the following:*
	+ *staffing issues (sickness or an employee leaves),*
	+ *participant recruitment,*
	+ *participant facilitation (participants not attending or behavioural problems),*
	+ *partner organisation problems (cancelation/not delivering as expected),*
	+ *content delivery changes (requests from participants or partners),*
	+ *finance (how secure are other funds to ensure delivery).*
* *An example has been provided for you below.*

|  |  |
| --- | --- |
| *Risk* | *Inability to recruit participants* |
| *Mitigation* | *We have already engaged with the intended group and consulted them on what activities would be likely to encourage attendance. We currently have a prospective mailing list of 100 participants and continue to have discussions with other local community organisations to reach additional individuals.* |
| *Likelihood* | *1* |
| *Severity* | *3* |

**Risk**

**Mitigation**

**Likelihood**

**Severity**

**Section 6 - Supporting Documents**

1. **Supporting Documentation**

*If you would like to provide any other documents/multimedia links to support your application, please provide a short explanation of what they are here and upload them below. Please note, only PDF, JPG and Word documents may be uploaded.*

*You may also use this space to insert links to multimedia sources. These documents or multimedia links can cover any element of your application. Please note, these should be accessible without a subscription or login and must not be longer than 5 minutes.*

**Please upload your supporting documents here**

*To upload your file, click on the 'Browse' button to locate your file. Once you have selected the correct file, double click and click on the 'Upload' button.*

**Please upload your supporting documents here**

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**Please upload your supporting documents here**

*To upload your file, click on the 'Browse' button to locate your file. Once you have selected the correct file, double click and click on the 'Upload' button*

**Section 7 - Finance**

1. **How much money are you applying for?**
* *Please note that for Tier 2 you must apply for between £30,001 and £50,000.*
1. **Please provide a full budget for your project describing how you will spend the grant.**

**Important Information on the Grant budget breakdown spreadsheet**

This section of the application form requires you to fill out a spreadsheet with the specific details of how you intend to spend the grant money.

Make sure you familiarise yourself with the prospectus and theory of change before completing this document.

Make sure costs are clearly explained and broken down so, show how total figures have been reached. If you intend to use external providers, please obtain quotes for this work to take place.

Please include the match funding in your budget.

**Completing the form**

Steps to fill out and complete the grant budget breakdown:

Download the ‘Grant budget breakdown 2025’ spreadsheet from the link directly below this text in 35a.

Open the Excel file on your computer and click ‘enable editing’ at the top.

Read the instructions on the spreadsheet carefully.

Save the file with your changes.

Upload your completed Grant budget breakdown using the attachments link below in 35b.

If you have any questions or need any support, please get in touch with the grant administrators as early as possible, email sharedendeavourfund@groundwork.org.uk or call 020 7239 1286

**35a. Please click** [**here**](https://www.groundwork.org.uk/wp-content/uploads/2025/04/Grant_Budget_Breakdown_2025.xlsx) **to download the Grant budget breakdown spreadsheet onto your computer.**

**35b. Please upload your completed Grant budget breakdown spreadsheet here**

*To upload your file, click on the 'Browse' button to locate your file. Once you have selected the correct file, double click and click on the 'Upload' button.*

1. **Describe any match funding that will contribute to your project [max. 300 words]**

*• Please set out the source of the match funding, the amount, what it will cover, whether it is unsecured (i.e. applied for), secured or secured in principle.*

*• Applications with match funding secured or secured in principle may be prioritised over others.*

*• We may ask for proof of all match funding if an in-principle offer is made.*

1. **Describe any in-kind support that will contribute to your project. [max. 300 words]**
* *Please set out the source of the in-kind support funding, what it is for and who it is from.*
* *In-kind support includes any offer of non-funding support from a third party and could include free goods or services provision, discounts on goods or services or volunteer activity.*
* *Where giving a value to volunteer time, please use the London Living Wage to calculate this, unless another higher rate is more suitable.*
* *Please provide a value in pounds sterling for all in-kind support and explain how you have calculated that value.*

**38a. Have you delivered work funded by HM Government, any local authority, the Greater London Authority (GLA) or the Mayor’s Office for Policing and Crime (MOPAC) in the past five years?**

* **Yes**
* **No**

**38b. If yes, who did you deliver the work for, when and for what activities? [max. 200 words]**

* *Please ensure you provide full details, as this will enable us to understand where you have previously accessed funding. Please note that failure to include any funding may compromise your ability to access funding through this programme.*
* *If you have any outstanding applications for funding from any of these organisations then please also set these out (including, the proposed amount, for what delivery and when you expect to hear from the funder)*

**39a. Have you delivered work funded by the Homeland Security Group (formerly the Office for Security and Counter Terrorism, OSCT) or the Metropolitan Police Service (MPS) in the past five years? This includes work funded by a local authority using funds from any of the aforementioned organisations.**

* **Yes**
* **No**

**39b. If yes, who did you deliver the work for, when and for what activities? [max. 200 words]**

* *Please ensure you provide full details, as this will enable us to understand where you have previously accessed funding. Please note that failure to include any funding may compromise your ability to access funding through this programme.*
* *If you have any outstanding applications for funding from any of the organisations listed above then please also set these out (including, the proposed amount, for what delivery and when you expect to hear from the funder).*
* *Where these funds have come via a local authority, please specify which local authority these related to.*

**Section 8 - Compliance and Safeguarding**

1. **Please set out all permissions you require to deliver your project, whether these are secured, in principle and who those permissions will be from. [max. 200 words]**

*Please ensure that you have at least discussed with the organisation giving permission prior to submitting your application. Where permissions are still being discussed or are in principle, please set out the conditions or timeline for these to be confirmed.*

1. **Please set out all policies you require for your project, including insurance, safeguarding, vulnerable people, etc., and whether these are agreed or in progress. [max. 200 words]**

*You need to set out all policies etc. that are necessary to the successful and safe running of your project.*

**Please upload a copy of your safeguarding policy here:**

* *To upload your file, click on the 'Browse' button to locate your file. Once you have selected the correct file, double click and click on the 'Upload' button.*
1. **Please confirm that if you are successful in being awarded funding your organisation commits to having all necessary safeguarding training, and specifically radicalisation safeguarding awareness training.**

*Please note all successful applicants will have to complete this training, which will be provided free of charge. Unsuccessful groups will also be offered the opportunity to complete the same free training.*

* **Tick box**

**Section 9 - Privacy Information**

**Who we are:**

Groundwork is the data processor and contract holder (ICO registration number Z9988876) for personal data about the Mayor of London’s Shared Endeavour Fund applicants and approved grantees.

We do not trade personal data for commercial purposes and will only disclose it if required by law, necessary to administer your grant, or with your consent.

Groundwork uses Blackbaud Grantmaking (BBGM) as a grant management system to store your personal data in order for us to administer your grant. BBGM data is hosted on Microsoft Azure servers within the EU.

**Details of our processing:**

We believe that for the purpose of administering your grant processing is justified on the basis of a Contract (Grant Agreement); except for sending email marketing about Groundwork’s other activities which we carry out on the basis of consent. If you want to read our reasoning on this, you’re welcome to read more below.

**Applicants and Grantees:**

Groundwork will process personal data for the following purposes:

Administration of grant (assessing your application, grant due diligence, processing grant payments grant variations, grant monitoring, end of grant reporting).

The personal information we will hold will be your name, contact details, grant organisation information and grant organisation payment information.

Some of the above information will be shared with the Mayor’s Office for Policing and Crime (MOPAC) (the funding body).

We need to keep the details of financial transactions for 7 years, in the event of a tax or banking enquiry.

We will be publishing the details of organisations that have been successful in applying.

[tick box] **Please tick the box to confirm that you have understood the Privacy Information above, know your rights and how your data will be used.**

**Freedom of Information:**

As the Greater London Authority is a Public Body we have to comply with The Freedom of Information Act 2000. The Act gives members of the public the right to request any information that we hold. This includes information received from organisations such as:

- Grant applicants

- Grant holders

- Contractors

- People making a complaint

Some information is exempt from The Act, such as personal details. If information is requested under the Freedom of Information Act we will contact you prior to releasing it. If you think that information you are providing may be exempt from release, you should let us know when you apply.

[tick box] **Please tick the box to confirm that you understand the above regarding Freedom of Information.**

**Feedback:**

Whether your Application form is successful or unsuccessful, we'd like to hear your thoughts about the application process. We may send out a short survey and we would be grateful if you could complete this.

**Monitoring:**

If you are successful in being awarded a grant, you will need to complete some monitoring and evaluation to allow assessment of the success of your project and of the wider programme. No personal details will be requested through this process. You will be provided with monitoring documentation on award of the funding.

**Sharing other information with you:**

Sharing information with you on potential sources of future funding and information on other areas of Groundwork’s charitable work. We will only contact you for these purposes if you have provided consent.

When your grant is complete, Groundwork will keep your contact details if you have consented to our email newsletter. We will review your interaction with our newsletter, and may ask you to reconfirm consent periodically.

You have the right to withdraw your consent at any time either by clicking the “unsubscribe” button or contact us directly by one of the following methods:

Email: london@groundwork.org.uk

Phone: 0207 922 1230

Post: Groundwork London, 18-21 Morley Street, London, SE1 7QZ

[tick box] **Please tick the box to confirm you are happy for Groundwork to contact you with details of future funding opportunities and information on other areas of Groundwork’s charitable work.**

**Section 10 – Declaration**

**What Happens Next**

Once we receive your application form, we will complete checks to determine if you are eligible to apply for funding for your project.

Failure to complete this form fully will delay any consideration of your project and could result in being unable to moderate your application.

Once you are satisfied that you have completed the form correctly, please sign by ticking the box and completing the name and position information below.

I, as the applicant, declare that I have read and understood the guidance and Application form.

I declare that the information given in this application form is true and accurate to the best of my knowledge and belief.

I declare that I have permission from any other partner(s) involved the project to sign the application form on their behalf.

I understand that information given by me will be treated in confidence, but may be submitted for checking against records held by other government departments, and other agencies for the purposes of assessing your eligibility for a grant or for the purposes of the prevention or detection of crime.

[tick box] **By ticking this box I accept all of the above statements and I certify that all of the information I have put in this application is true and to the best of my knowledge.**

**Print Name**

**Position in Organisation**

**Date**

Once you have completed your Application form please click the “REVIEW” button below, where you will be able to review your application in full.

Once you are satisfied that it is complete, click “SUBMIT” at the bottom of the next page to submit your application.