**Imagine Fund 2024  
Project Grants Application Guidelines**

**About the Project Grants**

Our Project Grants aims to support our community to create projects that will bring local people together across the City of London and make it a better place to be. We’re offering ten small grants (£2000 each) supporting individuals and Unincorporated Associations to develop new projects that will positively impact the local area. We’re open to all and any projects – community gardening, workspace, food events, creative workshops, arts projects, local radio – anything you think is needed.

By local people, we mean those who live, work, study, volunteer, or have a strong community connection to the City of London

**Criteria for selection:**

Ideas will be selected by the Imagine Fund Panel, a group of people with a strong local interest and community connections. We want to support projects that:

* Will benefit local people in the City of London, especially marginalised communities
* Aim to be responsive to the needs of local people in the City of London
* Are for and by people who face barriers to opportunities and are underrepresented. We encourage those who experience mental health conditions, physical health/disability, sensory impairment, learning disabilities, neurodivergence, those who are in recovery, survivors, those from working-class backgrounds, as well as those of marginalised genders, LGBTQIA+, people of global majority, migrants and traveler communities to apply.
* Are delivered by people who are applying for funding for the first time, or have only received a small amount of funding before.

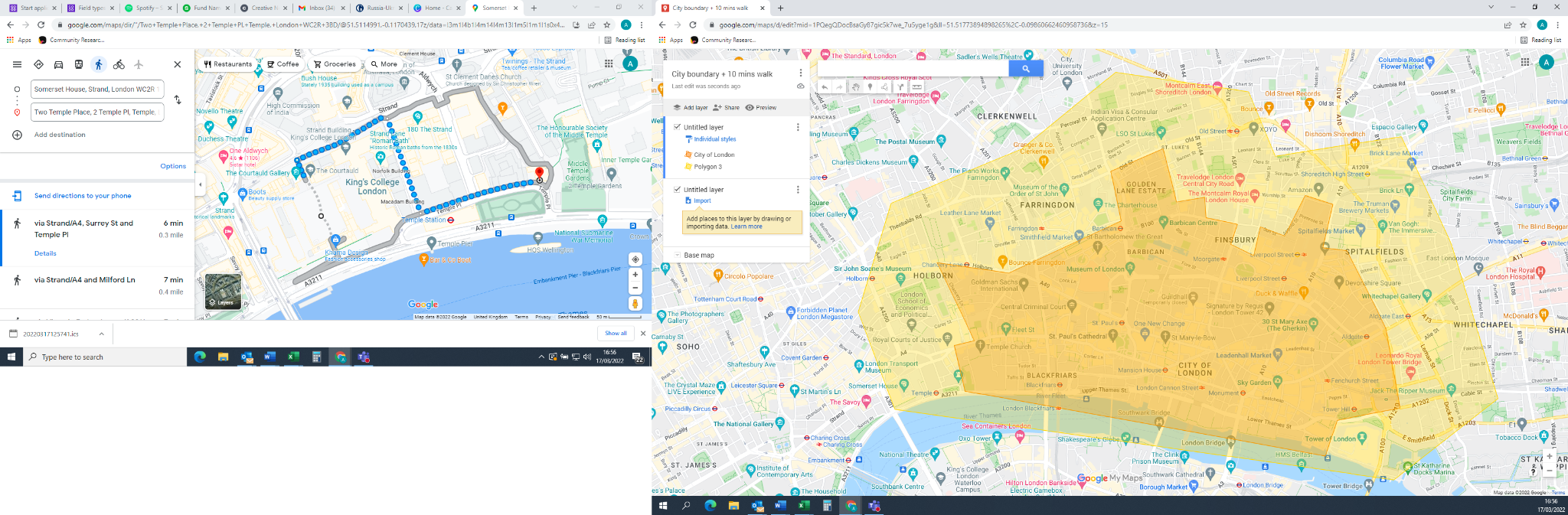
**Who can apply?**

Individuals and Unincorporated Associations (with a maximum turnover of £10,000/year) can apply. Please note that CICs, CIOs, registered charities and Trusts cannot apply. Businesses or for-profit organisations cannot apply either. An Unincorporated Association is an organisation that arises when two or more people come together for a particular purpose, but decide not to use a formal structure like a company or charity. You do not need to register an unincorporated association, and it does not cost anything to set one up.

In order to apply as an individual, you have to live, work, study, volunteer, or have a strong community connection to the City of London. Please see the map below- the City of London boundary is represented in orange, but we will fund projects within a wider geographical remit to include the area of the map highlighted in yellow.

To apply as an Unincorporated Association, your postcode as it appears on your organisation’s bank statements must be located within the yellow boundary.

Please note that the project you propose must take place within the same boundary. Please also note that when we say City of London, we are referring to the City of London borough, not to the entire capital. So for example, if you live in Southwark or Finsbury Park, you are not eligible for this fund.



**How to apply?**

To apply, please go to [imagine.grantplatform.com](https://imagine.grantplatform.com/). Applications open on 31st January 2024. For those who need to send an application through in an alternative format (video, voice note etc), please email [community@barbican.org.uk](mailto:community@barbican.org.uk?subject=Imagine%20Fund%20application%20query) to discuss the best option for you.

The application deadline is 12th April 2024 at 5pm.

**What will we fund?**

Here are some suggestions of activities you can apply to do but you are welcome to come up with your own ideas:

A knitting group for neighbours, plant projects, creative workspace, community events, film screenings, talks series, listening parties, oral history project, mural painting, creating an archive, recording a podcast, photography, dancing, poetry, performances, training & skills development, cooking classes, languages, art walks, family events, storytelling, research about the area, training, courses, personal development – anything you’re interested in!

We are looking for projects by local people, for local people. We especially encourage applications from people who have never applied for funding before, or have only received a small amount of funding in the past. We would also like to fund projects that foster collaboration & connection in the area.

We particularly encourage applications from people who face barriers to opportunities and are underrepresented We would love to hear from people of those who experience mental health conditions, physical health/disability, sensory impairment, learning disabilities, neurodivergence, those who are in recovery, survivors, those from working-class backgrounds, as well as those of marginalised genders, LGBTQIA+, people of global majority, migrants and traveler communities. We are also keen to hear from applicants of all ages 18+, including older people.

Please note that we will fund both project costs and your time (if necessary). .

**What we will not fund**

* Registered charities, CICs, CIOs, Businesses, Trusts, educational establishments, churches
* Large scale projects that already have funding
* Projects taking place outside of a 10-minute walking distance from City of London boundary
* General appeals for funding
* Activities that promote a political party or religion, or groups seeking to alter decisions made by political parties
* Retrospectively, or to reimburse expenditure already made or committed, or to clear debts or loans

**What we can offer**

We can offer all successful applicants:

* A grant of up to £2000
* Regular check ins with the team and your fellow grantees
* Support with ideas development

**Your commitments**

Successful applicants can spend the grant on what your idea needs to develop. We ask that you:

* Stay in regular communication with us about your project
* Commit to sharing your ideas and how they have developed at a sharing event alongside the other successful applicants (TBC October 2024) This could be in person or through a written update. Whatever format you feel comfortable with
* Deliver the project within one year of receiving the funds
* Commit to being part of our evaluation

**References and extra documentation**

For our due diligence, we need the following from all applicants to the Project Fund:

* Contact details of an external referee who can be contacted to provide a reference for you or your organisation. The referee should be external to the organisation, it cannot be a family member or friend, and not related to any applicant, staff or volunteer. The referee can be a present or past employer, a teacher, a collaborator, GP etc.
* Safeguarding information: if you are an Unincorporated Association and your project works with children or vulnerable adults, please upload a copy of your safeguarding policy. If you would like to see an example of this, get in touch at [community@barbican.org.uk](mailto:community@barbican.org.uk). If you are applying as an Individual and if your application is successful, please note that you will need an up-to-date DBS check if your project works with children or vulnerable adults (we can help you obtain this) before we can release the funds into your account.

If you are an Unincorporated Association, you will also need to upload a recent (no older than 3 month old) copy of your bank statement.

**Our top tips for a good application**

Make sure your project meets all the eligibility criteria outlined above:

* The most successful grant applications are those that ensure it is clear why the proposed project is needed by their communities and clear about how local people will benefit from the project
* Be clear about your project structure. If you can, please include a description of the activities that will be delivered and a project timeline (start and end date, information about important milestones). We understand some of these may slightly change during the course of the project.
* Tell a compelling story and bring your application to life. Remember, you can always upload an image or case study before submitting your application.
* Keep your application short and concise, stay within the suggested word count and check your spelling. Please avoid using jargon.
* If you work in partnership with another individual or Unincorporated Association, please let us know what their expertise is and what their involvement in the project looks like.
* We want to understand how the grant will be spent. Please provide us with an estimate budget for the requested amount. Rest assured that we know that sometimes the budget may change when the project is delivered. For help with your budget, go [here](https://www.ncvo.org.uk/help-and-guidance/funding-income/all-about-grants/preparing-your-budget/#/what-will-your-project-cost).
* It may be a good idea to ask someone who does not know much about your project to read your application and give you feedback. Ask them if the application make sense to them and whether they can remember the key points.
* Ask for help. If you need help with your application or further clarification on certain questions/requirements, please do not hesitate to contact us.

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