Tobacco Dock
The Dock, Tobacco Quay
Wapping Lane, London E1W 2SF
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www.tobaccodocklondon.com

Tobacco Dock Community Fund
Guidance Form

This guidance document will provide you with the relevant information to help you decide if your event/ project is the right fit for our grant programme, and if so, to help you complete your application form.

Introduction:

To encourage further support and give back to the local community surrounding Tobacco Dock, the venue would like to introduce the Tobacco Dock Community Fund. The focus of the fund is to continually improve the local area and the lives of those who work and live within it. Tobacco Dock (TDVL) will run and manage the fund internally.

Tobacco Dock (TDVL) operates on a series of values which can be found below:

- Positive spirit
- Nurturing talent
- Working for each other
- Doing the right thing
- Speaking the truth

We would specifically welcome projects that align with the above values. Please make sure to reference the values and how you are aligning with these within your application form.

There will be two funding windows open annually, details of which can be found below. Applications will be reviewed, and decisions will be made in April and October each year, with payments following shortly after.

The Application:

Who Can Apply?

Funding is available to:

- Voluntary and community organisations with a constitution
- Registered charities, including charitable incorporated organisations
- Registered not-for-profit companies
- Registered community interest companies
- Faith-based groups, where the funding is for inclusive activity that is open to all
- Organisations that can show a clear connection to Wapping or Tower Hamlets

Funding is not available to:

- Individuals
- Sole traders
- Profit making companies
- Political organisations

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Please note that organisations can only receive one grant per financial year, which runs between 1 April to 31 March.

What projects or events can you apply for?
TDVL wants to support local events and organisations where there is a benefit for the wider community, for example (but not limited to), summer fundays, Christmas fairs, charity fundraisers, community raffles, local sports teams etc.

How much money can you apply for?
Small grants of up to £500 will be available. There is no minimum amount that you can apply for, so all applications, big and small, will be accepted. For example, you may only need £50 for raffle prizes or £100 for plants for a community garden.

Application Process:
The application form, which includes a declaration acceptance form, will be available via the Tobacco Dock website. Please note that a signature must be provided underneath the declaration for an application to be valid.

Funding window dates:

Spring:

Open: Monday 3rd February 2025 and closes Wednesday 2nd April 2025

Autumn:

Open: Monday 11th August 2025 and closes Friday 3rd October 2025

Applicants will be notified within one month of the closing date whether their application was successful.

If you are struggling to access any of the materials to complete the form, or have any general queries, please contact *residentenquiries@tobaccodocklondon.com*, call us on 020 7680 4001, or pop into Tobacco Dock reception between Monday and Friday 09:30 – 17:00 and we will be more than happy to assist.

What are we looking for?
Once applications are submitted, they will be checked to ensure they meet the TDVL eligibility requirements. Applications will be reviewed by a board of TDVL staff members and decisions will be made on applications who will receive funding.

Decisions will be made based on the following criteria:

- The organisation applying
- Proximity to Tobacco Dock and Wapping
- Benefit to the community and the local area
- Inclusivity and sustainability

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Please note that projects may not be funded for the full amount requested but only allocated a proportion of the amount.

Successful applicants will be asked to submit images and a short report within one month of their event.

Terms and Conditions:

- TDVL reserve the right to decline any application.
- Projects must be implemented and completed within a 12-month period from receipt of the grant.
- If your project includes organising an event in an open space, you must get permission from the landowner. Apply for the use of Tower Hamlets' parks and open spaces and street parties.
- If the project changes in any way, this must be communicated to TDVL, and the updated information will be reviewed
- Only one application per organisation per funding round will be considered by TDVL

Tobacco Dock (TDVL) does not accept any liability to any party for any loss, damage or costs howsoever arising, whether directly or indirectly, whether in contract, tort or otherwise from any action or decision taken (or not taken) as a result of any grant being made or any project to which it relates