

**Health Adults and Community Services
Directorate**

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20th April 2018

Dear Grant Applicant,

I am pleased to announce that the Health, Adults and Community Services Directorate of Tower Hamlets Council is inviting applications for the 2018/19 Ageing Well Small Grants fund. This is aimed at groups and organisations providing social activities for the benefit of older people (55+) who reside in the borough. By providing financial support to these groups we hope to contribute to a reduction in social isolation and loneliness amongst our older residents.

The grant may be used as a contribution towards the following:

- **Rent** (or room hire) – for premises regularly used by your organisation/project for its activities.
- **Running costs** – e.g. electricity, gas or insurance
- **Small equipment** - e.g. to purchase a bingo machine; gardening, kitchen or sports equipment; craft materials
- **Social activities** - including day trips, parties, or facilitator/tutors costs (e.g. for exercise classes)

This year the maximum available grant award is £600. Please pay close attention to the eligibility criteria on the application form, and the application guidance, before applying.

Completed applications must be submitted by Wednesday 23rd May 2018.

You can apply by:

- Using the online application form available at:
https://www.GrantRequest.com/SID_552?SA=SNA&FID=35040
- Posting a completed hard copy to the address indicated on the form.
- Emailing a completed Word or PDF version of the form to
jamie.bird@towerhamlets.gov.uk.

In order to encourage online submissions it is planned to hold two workshops on Wednesday 2nd May 2018 (from 1400-1530 and 1600-1730) at the Town Hall. This will guide you through the online application process, primarily using the attached application guidance. If you are interested in attending this workshop please let me know by email or phone. Consideration will be given to additional dates if there is sufficient demand.

A grant offer letter must be in place before we release any grant payment. This will be a simple contract between the council and successful applicants which sets out the value of the grant award and what it will be used for, as well as confirming that the award of a grant is subject to the council's [standard terms and conditions of grant](#) and certain monitoring requirements. Grant offer letters will be produced after grant awards are approved.

If you received a Small Grant in 2017/18, you will need to submit the following:

- Satisfactory evidence of spend (e.g. receipts)
- A completed qualitative feedback form
- Completed equality forms for beneficiaries

As stipulated in the grant offer letter you would have signed, these must be provided by 31st August 2018. Given the timings involved we will consider your application for a 2018/19 grant without having received the above, but any grant subsequently awarded will not be paid until such time as the necessary documentation has been received. If you have already provided this, you should have received a letter or email of acknowledgment.

We anticipate being able to let you know the outcome of your application by mid-June 2018.

If you have any questions about any of the above please contact me using the contact details at the top of this letter.

Yours sincerely

Jamie Bird

Enclosures:

- Ageing Well Small Grants 2018/19 application form (including eligibility criteria)
- Ageing Well Small Grants 2018/19 application guidance