



Society Dance event in Ealing

Old Oak and Park Royal Development Corporation
Small Grants Scheme 2025/26
Prospectus for applicants

January 2025

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1. Introduction and background

Old Oak and Park Royal Development Corporation (OPDC) is excited to announce the launch of its Small Grants Scheme. The programme is being rolled out for the fourth time across the London boroughs of Brent, Ealing, and Hammersmith & Fulham.

This is an opportunity for residents, businesses, conservationists, and voluntary groups who are active in their communities and passionate about local causes to improve the quality of life in their neighbourhoods over a 12-month period.

The scheme is designed to celebrate all the different types of social action. From creating welcoming places for people to meet and develop new skills to improving health and wellbeing and reducing loneliness. Grants of up to £7,000 are available to support inclusive, grass-roots initiatives that make a positive difference to the community.

OPDC is a local planning authority and development agency established by the Mayor of London in April 2015. Our vision is to create a thriving district in the heart of west London that brings affordable housing and job opportunities to local residents.

We started the Small Grants Scheme in 2019 to support neighbourhood projects that encourage people to volunteer, run special events, develop new interests, and give back to communities in the Old Oak and Park Royal area.

Almost £200,000 has been awarded to 42 community-led organisations to support foodbanks, training centres, and arts and culture programmes. More than 45,000 residents have been supported so far.

This year we are seeking to prioritise projects and initiatives that have not received funding from the programme.

This document sets out:

- Our strategic objectives for the programme
- Who can apply?
- Impact and evaluation reporting
- How your application will be assessed
- Next steps and timelines
- How to contact the team with questions

You can apply for funding [here](#), using our simple online form.

Applications for the Small Grants Scheme will open on **15th January 2025**. The deadline for applications is **18th February 2025**.

For more information on the Small Grants Scheme please contact us via email at **info@opdc.london.gov.uk** or **020 7983 5732**.



If you have ideas to develop your community but need financial support [click here](#) to find out how together we can make a lasting difference. Apply today!

Small Grants objectives

We are inviting applications from community and voluntary groups, not-for-profit organisations (including small clubs and societies), registered charities and individuals who live and work in the London boroughs of Brent, Ealing and Hammersmith & Fulham.

We want to encourage businesses of all shapes and sizes and organisations which inspire civic pride and work directly with people from underrepresented groups to apply. You will not be eligible to apply for more funding if you have received a grant from us in previous rounds.

This year we are especially looking to fund projects and initiatives managed by local people that fit into one of the following categories:

1.

Improve open spaces and help reduce the impact of construction works.

2.

Support underrepresented groups and encourage active community involvement.

4.

Promote intergenerational projects which bring young people and older generations together to learn from each other and share skills, activities, and experiences.

3.

Offer disadvantaged children and young people aged 21 and under free resources to help them manage issues, including anxiety, stress, and self-care.

Other project proposals can include, but are not limited to:

- Teaching young people how to build their confidence and tell their own stories, explore the value of teamwork, and develop leadership skills that benefit the community.
- Environmentally friendly projects for all to enjoy promoting recycling, experimenting with art, and creating gardens and clubs.
- Providing support for people in communities where English is not their first language and helping them to access public services or to act as interpreters.
- Creative schemes that promote community cohesion and inspire civic pride, from staging outdoor exhibitions to celebrating community food halls.
- Reducing the impact of loneliness and social isolation by using community spaces to bring people together to sing, share DIY skills or break bread with neighbours.

Impacts and achievements to date

In 2022 we launched our 2023/24 Small Grants Scheme. To date, more than £70,000 has been allocated to 21 community-led projects, benefitting residents across Brent, Ealing and Hammersmith & Fulham.

Examples of projects that have awarded funding from the Small Grants Scheme include a community garden, dance clubs, educational programmes, after school clubs to prevent exclusions, food banks and short films celebrating unsung local heroes.



"We're a local organisation that works with young people and creatives from underrepresented backgrounds. We've benefitted hugely from the Small Grant Scheme and been supported by OPDCs specialist team at every stage of the grant making process. From connecting us with other organisations to providing volunteers for our events.

They made us we feel empowered and ready to take our project to the next level. We're grateful for their guidance. It's been a privilege to help our communities and we're proud of the positive impact we've made in our local area."

Erdnan Xhaferi,
Creative Director of Society Dance
Academy and Founder Ground Zero Live



"Thanks to Rashida's teaching skills we're ready to go out into the culinary world and make our own delicious food. Her cookery classes were amazing. She taught us so much and all that hard work has paid off."

**Participant in
Future Female Chef programme run
by Rashida as part of our 2023/4 Small
Grants Programme**

We want to say a big thank you to everyone who applied to the scheme.. A full list of the projects that have been awarded funding can be found on Appendix 1.

An award ceremony is taking place in Spring 2025 to announce successful bids and showcase the work of other grant beneficiaries from previous rounds.

2. Who can apply?

To be eligible for a grant all applications must meet the following criteria:

- To enter, you must be linked to a community action group, voluntary and social enterprise organisations, or business entities that work closely with the local community to make a positive difference as set out in our funding criteria.
- Applicants need to provide clear evidence of being from the local area.
- Applicants must have strong links within the community.
- Applicants must be able to explain why they are best placed to deliver a project that will benefit local residents.

You will not be eligible to apply for more community-based funding if you have received a grant from us in previous rounds.

If you intend to form a partnership with another organisation to apply for grant funding, you must appoint a project lead to act as the main point of contact. Only one application per organisation will be accepted. This partnership must be capable of entering into a grant agreement with us.

You can apply for funding here, using our simple [online form](#).

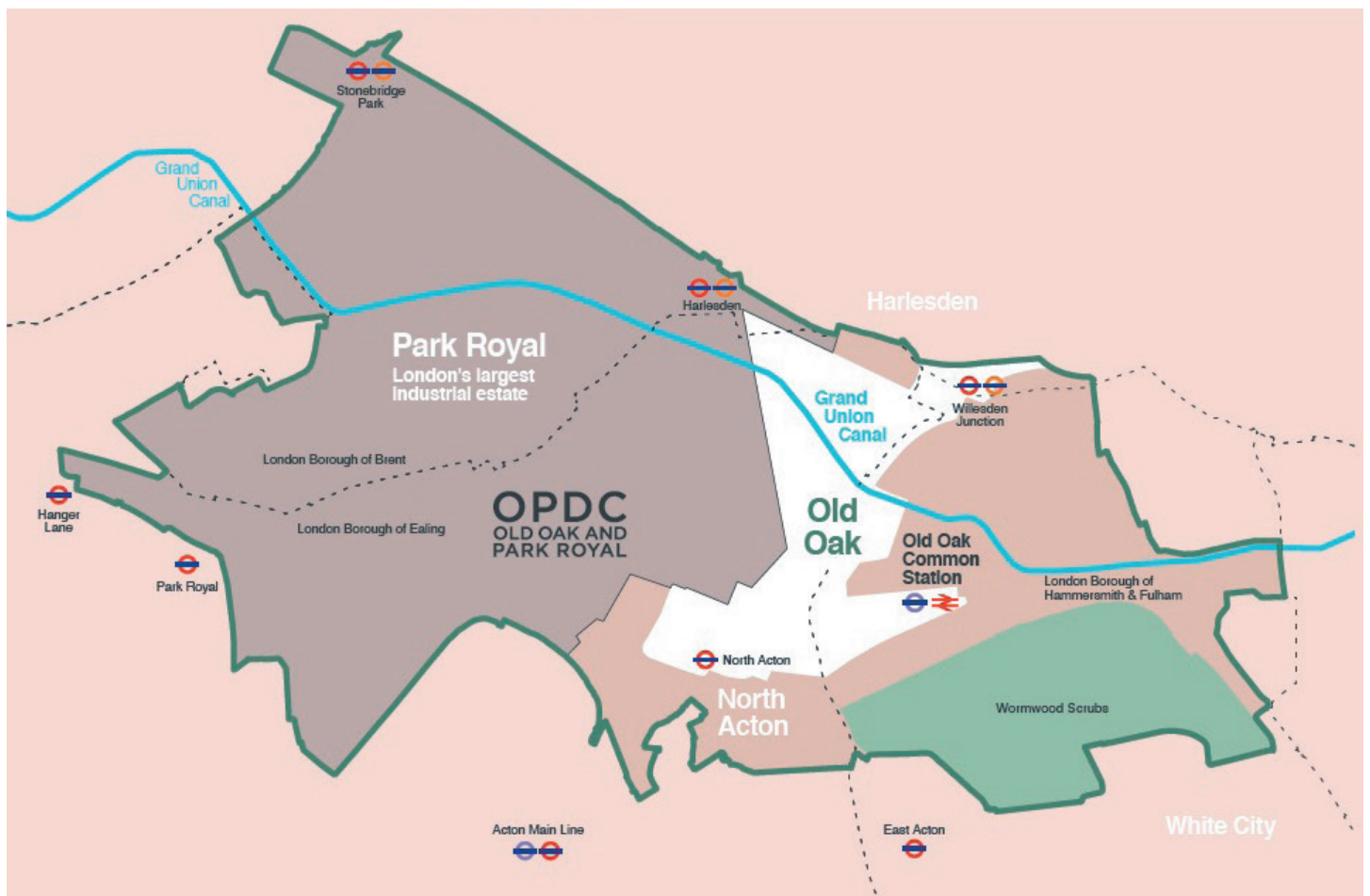


For Brian event Summer 2023

Geographic eligibility

Below is a map of our area. We are looking to award grants to community projects that:

- Are based in the area or surrounding locality.
- Will host community-based events and activities in the designated area.
- Will benefit residents and businesses in the local vicinity.
- Have a registered bank account.
- Have not received funding from our previous programmes.



3. Our strategic objectives

In 2024, we published our updated Engagement Strategy. This set out how we will inform, involve, and empower our local communities. We want to encourage people from all walks of life and organisations that work directly with people from underrepresented groups to apply to the Small Grants Scheme.

Applicants will need to demonstrate how their project delivers one or more of our community engagement goals that:

- Promotes a shared vision for the area.
- Improves urban green spaces and public places.
- Champions local heritage, art, and culture.
- Offers skills, training, and employment opportunities to help people fulfil their potential.
- Supports local residents impacted by construction works.

Our commitment to Equity, Diversity and Inclusion is outlined in our EDI strategy. Applicants will need to provide details on how their project delivers one or more of our EDI goals that:

- Improves and promotes understanding between community groups.
- Celebrates our changing and diverse communities.
- Champions inclusive perspectives and diverse representation.
- Demonstrates the multiple benefits of inclusive urban design and sustainability initiatives.



Young Brent Foundation - John Lyon Boat



For Brian event December 2024

4. Deliverables

Deliverables are the outputs and outcomes which help to demonstrate the impact of your project. To give your application the best chance of success you need to clearly set out the benefits you expect your project to deliver for residents and the wider community over a 12-month period.

- **Outputs** measure the benefits that specific projects or programmes deliver for target beneficiaries (individuals, businesses, stakeholders, and other groups) and areas. Clearly defined outputs quantify the impact and measure the benefits generated through expenditure.
- **Outcomes** are the expected results of the outputs – they are longer term measures that indicate whether project goals are being met. They are specific, measurable, and meaningful. Outcomes can include events, changes to the local area and feedback from local residents.

As part of your application, you will need to set out what you hope to achieve with your project. While we do not expect applications to define detailed outputs at this stage, a strong application will outline the expected outcomes,

as well as identifying the potential beneficiaries (including key demographic information).

As part of signing the grant agreement, we expect to work with applicants to develop a series of more detailed outputs that will be monitored during different stages of the project.

As part of the process, successful applicants will be invited to a launch event taking place in Spring 2025 to showcase their work along with other recipients of grant funding.

Successful applicants will be asked to prepare a visual presentation with slides to show how they successfully delivered their community-based project on time, on budget and on brief.

Governance arrangements

Following our due diligence process, the successful projects will enter into a grant agreement with us.

Prior to the announcement, the applicant will be issued the grant agreement paperwork and given a deadline by which the project must be formalised via the grant agreement. If the grant agreement is not confirmed within this time, we may withdraw the offer of funding. **You must also have a registered bank account.**

Reporting and claims

Funding will, as agreed in the grant agreement, take into account the agreed project budget, cash flow, progress of the scheme and on submission of evidence, the costs incurred and goods/services received. Invoices will be processed and paid within 30 days of the date of receipt by us.

Please be aware that if you are awarded funding, you will need to be able to provide evidence that the funds have been spent as proposed and we reserve the right to audit your project. This is in addition to the requirement to provide evidence of invoices, staff salaries, and the achievement of milestones submitted with claims for funding.

From the point at which a funding agreement is entered into, progress and performance reporting will be required every month until practical completion.

All projects will be required to provide monitoring information beyond the end date of the capital expenditure. We will provide templates and guidance for this in the signed grant agreement. If expenditure financed through this funding has not been incurred where it was budgeted for, or funding has been used for purposes not approved, we will reserve the right to reclaim the relevant value of such funding.



5. How will your application be assessed?

Submissions will be assessed according to a set of criteria. This assessment will be made by our staff.

There will be eight criteria, each with weighted scores ranging from 1 (weak) to 5 (strong), giving each application a maximum of 40 points.

Successful submissions will achieve a minimum of 30+ points.

Submissions to the Small Grants Scheme will be assessed against the following criteria:

1 The location of your proposed project within our area.

- Where will the project be based?
- Is your organisation located in the OPDC area or within the London boroughs of Brent, Ealing or Hammersmith & Fulham

2 What your proposed project will do to support local communities and beneficiaries in our area.

- A brief overview of the proposed project and how it benefits local communities as set out in the Small Grants objectives section of this prospectus.
- Explain who the direct and indirect beneficiaries of the project will be.
- Outline the intended outcomes of the project.

3 How your project will support and safeguard people with protected characteristics and (as set out in the Equality Act 2010), champion diversity and young people.

Explain how your project fulfils one or more of the key criteria outlined above:

- Describe the type of activity.
- Indicate which community groups will benefit.

4 The amount of money being applied for in your application (successful applicants will receive funding between £1,000 to £7,000).

- The amount of grant funding being bid for and providing value for public money, in terms of reach and output(s) of the activity. For example, the number of events held, and the number of people reached.



5 How you will monitor your project.

- You must set out how you will monitor the impact of your project.
- You must outline how you will update us about the progress of your project and if there are any changes or challenges as it is delivered.
- You must set out how you will report the overall project impact at the end of the project.

6 The intended reach of your project (in numbers of people). We will assess the value for money as cost per reach and cost per engagement.

- You must set out how many people you intend to engage throughout the project.
- Please also highlight any demographics you intend to reach.

7 Any associated risks with your proposed project.

- You must set out the key risks and how you will mitigate them and adapt your project to make this successful.
- Please confirm you have a registered bank account .

8 How your project links strategically with our priorities.

- How does your proposed activity link with our priorities for this funding round of Small Grants?
- How does your proposal link with our strategic objectives and EDI strategy objectives?

6. Next steps and timelines

Milestone	Date	What will happen
Smalls Grants announced	15th January 2025	Applications open
Small Grants application deadline	18th February 2025	Applications close
Assessment	From 19th February 2025	Applications assessed by Small Grants team
Successful projects announced	Mid February 2025	Applicants find out if their bids are successful
Sign Small Grants contract	Late February / early March 2025	Small Grants team to agree project scope with successful projects and to sign grant agreements.
Celebration/welcome event	Spring 2025	Showcasing successful grant funded projects
Projects begin delivery	April 2025 onwards	Project launch



7. Get in touch

Thank you for your interest in applying to be one of our Small Grants awardees. We can't wait to hear from you!

Applications will close on **18th February 2025**. If you are interested and want to find out more, contact the team on **info@opdc.london.gov.uk** or **020 7983 5732**.

If you have any questions or would like some support to complete your application, please contact the team on the details below:



info@opdc.london.gov.uk



020 7983 5732



consult.opdc.london.gov.uk/small-grants-programme

We offer translation services in different languages and Braille. Please let us know if you would like this application to be translated and we would be happy to help.

ਅਸੀਂ ਵੱਖ-ਵੱਖ ਭਾਸ਼ਾਵਾਂ ਅਤੇ ਬ੍ਰੇਲ ਵਿੱਚ ਅਨੁਵਾਦ ਸੇਵਾਵਾਂ ਦੀ ਪੇਸ਼ਕਸ਼ ਕਰਦੇ ਹਾਂ। ਕਿਰਪਾ ਕਰਕੇ ਸਾਨੂੰ ਦੱਸੋ ਕਿ ਕੀ ਤੁਸੀਂ ਇਸ ਐਪਲੀਕੇਸ਼ਨ ਦਾ ਅਨੁਵਾਦ ਕਰਨਾ ਚਾਹੁੰਦੇ ਹੋ, ਜੇ ਅਜਿਹਾ ਹੈ ਤਾਂ ਸਾਨੂੰ ਮਦਦ ਕਰਨ ਵਿੱਚ ਖੁਸ਼ੀ ਹੋਵੇਗੀ।

Oferujemy tłumaczenia pisemne w różnych językach oraz w alfabecie Braille'a. Chętnie udzielimy pomocy w przetłumaczeniu tego formularza wniosku - zapraszamy do kontaktu.

نحن نقدم خدمات الترجمة بلغات مختلفة وبلغة برايل. من فضلك أخبرنا إذا كنت تريد ترجمة هذا الطلب وسيكون من دواعي سرورنا تقديم المساعدة.

Appendix 1

Our most recent round of the Small Grants Scheme in 2021/22 and 2023/24 supported a breadth of projects. These are listed below with the recipient organisations or groups in bold.

- Creative book writing/production, maths tuition, kayaking and summer clubs and activities (**Abundance Arts**)
- A-Z of artists and culture in the Old Oak and Park Royal area, building on a community zine in 2021 (**A Look Into**)
- Female Genital Mutilation programme to raise awareness for schools and professionals (**Arc Theatre**)
- Artist studios hosting an Open Weekend for local residents and families (**ArtWest**)
- Working with young people from local boroughs to create 3D-printed insect habitats using wild clay from the HS2 site (**Blast Studio**)
- Supply of essential sanitary products to women in need (**Brent foodbank**)
- Creating a series of short videos that focus on the inspirational stories, works and events of people and organisations in the community (**Brent TV**)
- Food bank, support to address food insecurity and promotion of well-being among local residents (**Bubble & Squeak**)
- Creative industries networking programme to improve young people's personal support network and wellbeing (**Fashion Rebirth**)
- Working with young people to design fashion apparel and learn printing techniques and build an online clothing brand (**Fashtag Clothing LTD**)
- Events to include people with dementia in the community, reducing isolation, tackling loneliness, and building a sense of pride and community in the estate (**For Brian CIC**)
- A documentary that looks at the daily life and unique insights of a lollipop lady working in Harlesden (**Garden Studios**)
- Creative radio broadcast and networking programme for underrepresented communities in the music industry (**Girls I Rate**)
- Sharing the untold stories of local business owners and residents who have significantly contributed to the vitality of Harlesden (**Harlesden Businesses Association**)
- The Youth empowerment training programme for 16-21, which offers training in teaching and coaching skills (**Heritage Charity London**)
- Food bank, gardening club and day trips for pupils (**John Keble Primary School**)
- Music making programme for mental health working with Central Middlesex Hospital (**Key Changes**)
- Series of music events in Park Royal for local workers, business owners and residents post lockdown (**Kommun Sound**)
- Programme of activities to shine a spotlight on creative practitioners based in Park Royal and foster strong relationships between them and creative practitioners based elsewhere in the borough. (**LB Brent**)
- Arabic library for local people to use and community events (**Levant cultural centre**)
- Park Royal Women's Group (PRWG) initiative to improve the safety of women in Park Royal and organise sessions with local women to drive positive change in the area (**Loom projects**)

- Drama programme for children in Old Oak working with schools to explore negative impacts from COVID (**Lyric Hammersmith**)
- Boxing classes for young people on the Bashley Road Travellers site (**MEM Academy CIC**)
- Intergenerational arts project with creative artwork/banner production and graffiti knit (**Old Oak Primary School**)
- Cultural Centre workshops, residencies, events, and artists' film screenings (**Queensrolla House**)
- Series of skill development workshops connecting Park Royal with the community to generate interest in design and making (**Rafael El Baz**)
- Educational programme for young girls between the ages of 18-21 who aspire to pursue a career as a chef (**Rashida's Patisserie**)
- After school, holiday and online workshops in 3D printing, football, roller skating, radio production, mentoring, photography and podcasting to increase youth education & career opportunities, safety and health and fitness (**Revo Seccus**)
- Cultural development & dance programme (**Society Dance Academy**)
- Charity specialising in working with the local Somalian community, offering online training/awareness courses to those with English not as their first language (**Somali Advice Forum of Information**)
- Working with young people aged 16-21 to provide training in music, podcasting, filmmaking and presenting (**The Awareness Tap**)
- Annual Film Festival supporting the Island Triangle Conservation Area's filming history and heritage (**The Island Triangle Residents Association**)
- A series of canoeing lessons on Harlesden Canalside for free for young people (**The Sharks**)
- Producing a community garden (**TITRA**)
- Advancing the education and improving the mental health of disadvantaged children through therapy sessions (**Transgenerational Change Ltd**)
- Intergenerational 'Wildlife on the Scrubs', eco walks and workshops programme (**Urbanwise London**)
- Working with young people to get them interested in social action and STEM (**Young Brent Foundation**)

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