



Points to consider before applying

Before you complete a City Living Local Life (CLLL) application form, you need to confirm that you have read and understood the following:

1. Ideas for projects or activities must first be discussed with the Ward Councillors responsible for the Ward in which your project will be delivered. Ward Councillors make the final decision on any funding that is given. Officers can advise on this further.
2. If you are advised to make the application, it will need to be from an organisation or group that has a bank account and can show how it is held accountable by the public or the people it serves.
3. The application must be completed in full and made using the online form on this website. Paper applications will not be accepted. Officers can help you complete the online form if necessary.
4. Once you have submitted your application, an officer from the Council or a Ward Councillor may need to ask you further questions about the information that you have provided.
5. If your application is seeking funding for activities that involve or are for vulnerable people (for example children), you will need to demonstrate that the organisation or group making the application has relevant and adequate processes and policies in place to deliver what is being proposed.
6. For nearly all types of activities, the benefits need to be aimed at, or be linked primarily to, people from the Ward to which the application is being made.
7. All health and safety considerations associated with your project or activity will have to be made before funding can be agreed. Please ensure you have the correct policies in place and/or carry out necessary risk assessments related to your project.
8. Any permissions, legal or otherwise, will need to be obtained by you or the organisation making the application before any decision on funding can be made.
9. City Living Local Life is funded from public money. If your application is successful, the Council expects the organisation which is applying to complete a monitoring form after the project or activity has been delivered. Details of how the money was spent (e.g. receipts and who was paid) will need to be kept by the organisation making the application.
10. The decision from Ward Councillors may take up to four weeks from the time that the application is submitted. Please note that for certain projects and activities (e.g. public events), you must allow at least 6 weeks for applications to be progressed and permissions to be granted by relevant departments (e.g. [Special Events](#), Licensing).

If you have any questions about making an application or anything mentioned above, please call one of our officers on 020 7598 4633.