

Beethoven Community Centre Grant Funding— Application Guidance & Questions

- ✓ Please refer to the [Beethoven Community Centre Prospectus](#) via the [Council website](#) for full details on funding context, objectives and eligibility criteria. It is essential that you read both the prospectus and the application guidance in order to apply.

- ✓ Please refer to [Annex 1](#) at the bottom of this document for the application form and questions for email submission.

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1. What we are looking for

The Council are looking for a mission-driven and collaborative organisation(s) to manage the Beethoven Community Centre. The organisation(s) needs to;

- 📄 Create a vibrant and thriving space, using the building to its full capacity and potential.
- 📄 Enable multiple VCS organisations to thrive in the space who support a range of different causes, through an affordable booking option.
- 📄 Ensure a wide range of activities are available for the local community
- 📄 Keep improving outcomes for the community at the heart of the delivery, with particular focus on reducing health and social inequalities.
- 📄 Ensure access to people of all ages and backgrounds, having regard for Equalities legislation and the Council's Equalities Strategy
- 📄 Reduce inequalities

- For full requirements, please see requirements document
- For full eligibility criteria, please see Annex 1 in the Prospectus.
- For information on partnership bids, please see the Prospectus

2. What you will need to provide as part of your application:

The Application Form and Applications Questions at the end of this document outline everything you will need to submit as part of your application, to be emailed to **beethovencommunitycentre@westminster.gov.uk** comprising of:

- A short summary in the email, clearly outlining the documents you are submitting and any key additional information (this is not assessed)
- The completed form below, including responses to Questions 1 to 4.
- Any additional documentation/evidence requested and the completed budget template
- Your annual report or equivalent published in the past 12 months which demonstrates the range of your work – if you don't have an annual report, you can send us a summary of the work your organisation has done in the past 12 months
- Access to your past annual accounts (ideally via a link to your Charity Commission or Companies House webpage).

Please note that word count limits are a maximum rather than a required number of words. Clearly and comprehensively addressing each question is more important than using the

word count. Words over the word count may not be considered in assessment of your responses.

3. What you will need to present after you have received the lease and grant offer:

- Up-to-date safeguarding policy, general health and safety policy, data protection policy and equalities policy for staff and volunteers
- Confirmation of DBS checks for staff and volunteers based on work being undertaken with children, young people or vulnerable adults
- Copy of your public liability insurance cover certificate showing £5m coverage and risk register
- Copy of your employee liability insurance showing £5m coverage
- Further documentation/information as applicable
- Evidence of a bank account in the organisation's name

NB If your organisation does not have any of these for any reason, you should reference this in your covering email and should still submit an application. One Westminster is able to support organisations to develop policy and governance documents.

4. Important note on budgeting

- All staff costs must be budgeted at a minimum of the London Living Wage (£14.80/hour), or above.
- The grant for the rent and management of the building is fixed for a minimum of two years for £80,000 - £85,000.
- See other associated costs and information existing income generated in the BCC Information pack.

Please remember you cannot apply to this fund if:

- You are not a charity, CIO, CIC, or parish or community council
- You do not have expenditure of at least £150,000 per annum (in the last financial year or as an average over the past three financial years)
- You have never received grant funding before
- You have been working with Westminster communities for less than 12 months
- You or your organisation is under a criminal or safeguarding investigation
- Must not have rent arrears owing to the Council from previous or present occupancy

See the Prospectus Annex 1 for a full list of eligibility requirements

If you have any questions about the information required, please email beethovencommunitycentre@westminster.gov.uk. For support in developing or completing your application, please contact One Westminster on support@onewestminster.org.uk.

Annex 1 – Beethoven operator 2025 – Application Form and Questions

In order to apply, please submit your application via email to beethovencommunitycentre@westminster.gov.uk by 23h59 on 9th February 2026

- A short summary in the email, clearly outlining the documents you are submitting and any key additional information (this is not assessed)
- The completed form below, including responses to Questions 1 to X.
- Any additional documentation/evidence requested and the completed budget template
- Your annual report or equivalent published in the past 12 months which demonstrates the range of your work – if you don't have an annual report, you can send us a summary of the work your organisation has done in the past 12 months
- Access to your past annual accounts (ideally via a link to your Charity Commission or Companies House webpage).

Please note that if you do not submit all of the above including required documents, your application may not be eligible and may automatically fail.

Section 1: Lead Organisation Details Form

Lead Organisation Name	
Lead Organisation Mission/Charitable Objectives (50 words max)	
Lead Organisation Registered Address	
Lead Organisation Website	
Type of Organisation (Charity, CIC, CIO, other non-profit, or parish or community council– please specify)	
Organisation No. (e.g. Charity No. – please specify)	
Link to Charity Commission or Companies House	

webpage, or equivalent for type of organisation								
Annual Expenditure	Most recent complete year		Y2		Y3		3-year average	
Primary Contact Name								
Primary Contact Phone No.								
Primary Contact Email Address								

Is your organisation led by any of the following? ** (We consider an organisation to be 'led' if its senior management team or board has at least 75% representation, and its staff has at least 50% representation, from people in said group.)

- Global Majority (BAME) led
- Female led
- Disabled led
- LGBTQ+ led
- Youth led/led by a young adult (24 years or under)
- None of the above
- Prefer not to say
- Other

*Please note that this question is not being marked and is for Council data collection purposes only.

How long has your organisation been working in Westminster with local communities?	
Tell us about the work you do with Westminster residents, the needs it is meeting and what impact it has on people's lives. Please reference any specific groups or communities that you work with particularly closely. (300 words max)	

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If you are submitting a partnership application, please complete the following section.

Please list any additional organisations who are formal partners in your submission:	Organisation Name	Previously partnered?
	1.	Y/N
	2.	Y/N
	3.	Y/N
	4.	Y/N
	5.	Y/N

Please note, partner organisations listed above must have agreed to be named in your submission.

Please complete the following information for each of the above organisations – if your application has further partners, please replicate this table and include the information on a separate page.

Partner Organisation Name	
Partner Organisation Mission	
Partner Organisation Website	
Type of Organisation	
Organisation No.	
Link to Charity Commission or Companies House webpage	
Partnership Contact Name	

Please provide a brief description of how your partnership will work, including high level information on approach & structure.

(You may append a structure chart, MoU, headline agreement if helpful.)

(200 words max, not including any appendix)

Further eligibility questions

<p>Please explain the experience you have in occupying and managing a similar type of space, or how you will equip yourself with the skills to do so.</p> <p>Your answer should include your experience, skill and knowledge around adhering to compliance requirements <i>(Maximum 300 words)</i></p>	
<p>Please provide a brief summary of how your organisation conducts activity in line with the Equalities Act and/or attached your Equalities Policy <i>(Maximum 100 words)</i></p>	

Question 1: Beethoven Community Centre proposal, programme and impact

Please describe your proposal for operating the Centre and how it will deliver against the aims and purpose outlined in the prospectus and requirements document. Please ensure your answer includes;

- How taking on the centre aligns with your organisation's mission and strategy
- How you will create a vibrant and thriving space that is used to its full capacity and potential
- How you will enable multiple organisations to thrive in the space, including your booking rates model if you have one.
- How you will ensure improving outcomes for the community at the heart of the delivery with a focus on addressing health and social inequalities.
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If applying as a partnership, please ensure you bring in relevant information about your partnership approach.

Maximum 1500 words, not including appendices

Please also append to your application (not included in the word count above):

- A high-level plan, outlining key milestones you would aim to achieve in the first 12 month. The mobilisation period, and key milestones and activities within this period, should be clearly highlighted.

Question 2: track record and experience

The Council wants to appoint an operator which has a robust track record in managing and running community spaces or buildings, or can demonstrate the ability to upskill to do this. They should have experience, knowledge and skills across a wide range of areas outlined in Appendix 2 Beethoven Operator Requirements

Please clearly explain and evidence how your organisation or partnership has the experience, skills and knowledge to meet the requirements outlined in Appendix 2 Beethoven Operator Requirements and the compliance requirements outlined in the draft lease. This must be structured as responses to the different headings in Appendix 2 [Operator Requirements] and the lease.

Maximum 2000 words

Question 3: Equity, Diversity & Inclusion and Service User and Community Involvement

The Council wants to appoint an operator with a deep commitment to Equity, Diversity & Inclusion and which embeds this in its governance, decision-making and day to day management. The operator should involve the service users and the local community in the shaping and development of activities in the space.

Please provide:

- a) How you will ensure a wide range of activities are available that meets the needs of the local diverse community.
- b) A description of how you will embed Equity, Diversity & Inclusion in how the Beethoven Centre is run.
- c) An overview of the governance approach the organisation/partnership will take to ensure transparent and accountable leadership and decision-making – you may include a diagram and/or supporting documents (up to 300 words, not including additional information)
- d) An explanation of how local residents and service users will shape and develop the delivery of activities of in the space?

Maximum 1000 words (not including diagrams/visuals)

Question 4: Budget, sustainability and environmental impact

The Council wants to appoint an operator that can demonstrate a strong grasp of financial planning, sustainability and value for money. This includes effective forward planning and financial management. At the same time, the operator should ensure day-to-day activities in the centre are managed and delivered in a sustainable way, aligning to our Environment Fairer Westminster Priority.

Please provide:

- a) A completed budget document for the operation of the centre, covering the next 3 years, showing the expected income and expenditure noted in the BCC Information pack, as well as any extra income generated.
- b) A description of your plans to build financial capacity as an organisation over the next three years. This can be in bullet point form, indicating some key steps you would take to generate income and build financial resilience. (We are always keen to see evidence of plans to proactively strengthen organisations' finances: this could include plans to apply to specific funding opportunities, creating partnerships with corporates and new donors, launching new fundraising campaigns, making strategic savings in certain areas etc.) *(maximum 300 words)*

c) Please describe how will day-to-day management of the centre will be managed and delivered in a sustainable way, aligning to our Environment Fairer Westminster Priority? (*maximum 300 words*)