



CLARION
HOUSING GROUP

**The London
Community
Foundation**

Clarion Digital Communities Fund Guidelines 2017

BACKGROUND TO THE FUND

About the Clarion Housing Group

Affinity Sutton Community Foundation (ASCF) was established as a charitable subsidiary of Affinity Sutton Group to develop and deliver provision aimed at strengthening the local communities in which the Group operate.

In December 2016 Affinity Sutton Group merged with Circle Housing to form Clarion Housing Group (CHG), which now owns 125,000 properties across 167 local authorities, including some of the UK's most deprived areas. As a business with social purpose CHG provides social and affordable housing to over 212,000 residents with properties spanning Newcastle to Plymouth.

The Foundation continues to lead CHG's comprehensive community investment programme, which maximises life chances for unemployed people as a fundamental tenet of our social purpose ethos. Led by our Community Investment department our Digital and Financial Inclusion, Employment and Training and Neighbourhood Investment teams focus on supporting residents into work and training; maximising incomes to boost financial stability; increasing levels of digital inclusion; and developing cohesive communities.

Clarion is the largest housing group in the country, and is committed to helping more of its residents to access services online. Research shows that getting someone online saves them an average of £560 per year, and has benefits for education, employment and retirement. The introduction of Universal Credit also means that going online will be the only way for most people to apply for and manage their benefits. As one of the largest providers of affordable housing in the UK, Clarion is moving towards delivering more of its own services online and are committed to supporting all of our residents to access these services where they choose to do so.

Around 77% of Affinity Sutton and Circle residents consider themselves to be "online", compared to 91% in private rented accommodation. Of the **23 percent of residents without internet access, 25 percent** said they did not know how to connect and a further **38 percent did not want to**. The digital resisters are in the 55 plus age group who remain one of the main targets for our work. **Just 16 percent of respondents identified cost as a barrier**. Our research shows that lack of understanding and skills are the biggest barriers to be overcome all of which can be best tackled through flexible, individually tailored provision available through our Digital Inclusion Programme.

‘Clarion is committed to getting residents online, giving them the basic digital skills, motivation, and access to the equipment and connectivity needed to safely and confidently access online services on a regular basis. Clarion is working in partnership with digital inclusion specialist Digital Unite to create a Digital Champion Network which now supports more 150 Clarion DCS as well as hundreds from other organisations. Clarion supports our most excluded residents through group and in-home “get online” training offered in partnership with a range of providers including We Are Digital and the Worker’s Educational Association. Clarion has developed Vital Digital, a telephone and web based digital support, information, and guidance service which will support Affinity Sutton and Circle residents to get and stay online and access Digital Skills Training, Digital Champions and access to a range of competitively priced tablets, laptops and connectivity options. Vital Digital will also promote digital support provided through this grant scheme to residents who call on 03333 444 754 or Live chat: www.we-are-digital.co.uk.

The **Clarion Digital Communities Fund** aims to build on this programme through its partnership with The London Community Foundation, awarding grants to innovative, well thought out projects that support our residents and their wider community on a local level.

The London Community Foundation is delighted to be managing the Clarion Digital Communities Fund for a third year following a successful 2015 and 2016. Grants of between £1,000 and £5,000 are available for charities and community organisations working to support Affinity Sutton and Circle residents of all ages to get and stay online and to build the basic digital skills, motivation and confidence to use the internet safely as an everyday tool.

About The London Community Foundation (LCF)

The London Community Foundation (LCF) is an independent charity focused on social action. We achieve this primarily through our grantmaking. Our aim is to make it easier for communities to bring about positive social change. Unlike other Trusts and Foundations we do not just give out our ‘own’ money, rather we work with a range of donors, supporting predominantly small charities and community groups to tackle local issues. We are delighted to be working with Clarion and managing the Digital Communities Fund.

LCF is happy to advise you with regard to any queries you have about the Digital Communities Fund; we can help you with the application process, we are happy to discuss any queries you might have about your proposed project, and during the life of the grant we can discuss any issues you might have. For support please contact the LCF programmes team on: **020 7582 5117** or email info@londoncf.org.uk

The **Clarion Digital Inclusion Team** is also available to discuss potential project ideas with community organisations and resident groups before applications are submitted. Contact details are on page 4.

FUND CRITERIA

The Aim of the Fund is:

To support Affinity Sutton and Circle residents of all ages to get and stay online and use the internet as an everyday tool safely and confidently.

The Fund is designed to address digital exclusion, and to:

- **Support Affinity Sutton and Circle residents** of all ages **to get and stay online** and use the internet as an everyday tool in their communities
- Support residents to **discover the full scope of how the internet** can assist them in their everyday lives, and to provide them with the skills and confidence to do so
- Support residents to access the tools that meet their individual needs and circumstances

- Encourage residents to **use the internet** with confidence and **securely**
- Support residents of all ages, regardless of whether they go online regularly, to **use it safely**, and avoid risky and/or illegal behaviour

Within the scope of the Fund, we want to reach:

- residents who have never used the internet before AND/OR
- residents who may have previously used some online facilities but who may not be aware of the full potential to use the internet in their everyday lives, i.e. they may use Facebook but may not be aware of how the internet can be used in the workplace, for online learning, or for information on their careers, hobbies AND/OR
- residents with limited internet skills.

Please note that the Fund is not primarily aimed at helping people to use a computer – this may be an incidental part of the project or an added benefit, however the primary aim of any project must be to support people specifically to be able to use the internet to help them in their everyday lives.

Please also note, the Fund is primarily for Affinity Sutton and Circle residents, and we would expect the majority of beneficiaries to live in Clarion properties, however projects can work to benefit the wider community too.

We are interested in applicants demonstrating an understanding of what is already going on in the community, and how proposals may for example:

- make the most of existing provision in an area and add value, i.e. by reaching new participants, those that may be missing out or who are unaware of how the internet can assist them
- address a gap in provision, i.e. where there is no existing support in an area for residents to get online
OR
- make the best use of other services

Examples of the type of work we might fund could include:

- Someone who has never been online, is helped to use Skype and Facebook to contact family and friends, improving their social contact and reducing isolation
- Helping an individual who confidently uses social media to understand how to safely and securely use the internet to research job applications and apply for vacancies online (filling in an online form)
- Supporting an unconfident internet user to build the confidence and skills to make informed choices about what websites to use, where to (and not to) use personal information and how to spot potential scams
- Projects that work with young people who are regularly online to ensure that they do so safely and avoid risky behaviour

On page 7 you will find further examples of projects that could be funded – please note these are examples only, and you can apply for any project that meets the Fund Criteria outlined in this document.

All activities applied for must:

*Primarily benefit Affinity Sutton and Circle residents and be **taking place in areas of Clarion Housing**, although activities can work to benefit the wider community too.* You will need to demonstrate in your proposal that you have a track record of working with Affinity Sutton and Circle residents and staff teams. If you don't have a track record already, please contact The London Community Foundation to discuss this before you apply, or contact the Clarion Community Digital Inclusion Team directly – please see details on page 4. If you are not working to benefit Affinity Sutton and Circle residents you will not be eligible to apply to the Fund.

Contacting Clarion's Digital Inclusion Team to Support Your Application

The Clarion Digital Inclusion Team will also be available to help community organisations and residents groups to discuss their application, including engaging Affinity Sutton and Circle residents, and developing a project idea. For support from Clarion please contact the Digital Inclusion Team on:

- e-mail digital@clarionhg.com – OR Call Guideline on 0300 100 0303

Additional priorities:

a) Linking with and raising awareness of other Clarion programmes, activities and online services

We would encourage applicants to demonstrate that they are working with existing Clarion activities, where they are on offer, and actively raising awareness of the opportunities for Affinity Sutton and Circle residents to interact digitally with their landlord. In particular, we would like to see linkage with the Digital Champions Programme (see page 9), and/or other local Clarion community assets, projects, services or programmes.

b) Volunteering

Volunteer involvement in projects is encouraged, particularly where Affinity Sutton and Circle residents have the opportunity to volunteer and develop their skills in the process. We are keen to see projects where communities are actively involved in running or delivering activities, for example, the Digital Champions Programme (see page 9).

c) Match funding

We encourage groups to try and secure match funding or in-kind support for their project. This may include grants from other funders, donations, or gifts of equipment/resources from local businesses or community members for example. Volunteer time can be included as match funding at the rate of £10/hour.

d) Planning for the longer-term

We are particularly interested in proposals that consider how activities could be sustained after any Clarion funding has come to an end. This may include for example; plans for Digital Champions or other volunteers to run parts of the project, fundraising plans, enabling any equipment to be used by residents without the need for additional funds, or building the project into other local organisation's activities or other local services etc.

What Can I Apply For?

We are able to cover all of the costs associated with running your activity – this may include for example:

- Connectivity (mobile and fixed)
- Training resources
- Venue hire
- Insurance
- Event costs
- Volunteer expenses (see below)
- Equipment and computer software (see note below)
- Refreshments for project participants
- Staffing costs
- Publicity materials, flyers, etc.
- Consumables.

Funding existing projects

We are able to fund existing projects. If applying for funding towards an existing project, please ensure your proposal demonstrates learning and development from previous projects and/or new and creative ideas. We are looking for proposals that respond to community need and that gain feedback from community members as to how existing projects can be improved, developed or expanded to increase their impact.

Funding equipment

We are able to provide funding for equipment (hardware & software) providing the following criteria is met:

- There is a clear demonstration the equipment will be used primarily for digital inclusion – the equipment may be used for computer training as well, but this is an added benefit and is not the primary use for the purpose of this Fund;
- Equipment (hardware or software) you are applying for cannot be obtained for free or at greatly reduced cost elsewhere:

If you are a Registered Charity, i.e. published on a regulating body website such as the Charity Commission or Office of the Scottish Charity Regulator, please consider using the Technology Trust to source your hardware and software at greatly reduced prices. You can visit the TT-Exchange website to find out more and register your organisation at https://www.tt-exchange.org/getting_started. If you can secure items through the Technology Trust or through other sources at reduced cost, you can apply to us to cover this cost. Please note this in your application;

- Equipment (in a useable state) must not already be available in the area – we are able to fund upgrades for existing equipment or where it needs to be made more accessible to residents, i.e. via additional software or by making it accessible for longer periods of time/increasing a project's opening hours;
- A clear demonstration of the need for the items in your proposal;
- The equipment must be made available for community benefit and cannot be purchased to benefit an individual;
- Please ensure that there is somewhere safe to store the equipment and that it will be insured (you can apply for insurance costs in your proposal).

Please contact The London Community Foundation if you have any queries.

Classroom-based learning

We are able to fund traditional classroom based learning/support to get online provided this is not already available in the area, however we know that for some people, this approach doesn't always work. We're therefore particularly interested to hear about other approaches and proposals you may have to support people to get online.

A note on Digital Champions

This Fund compliments the Digital Champions Programme, run in partnership with Digital Unite. You can find out more about Digital Champions on page 9. If you are an individual resident applying for funds, or group of individuals who are not part of a constituted community group or charity, you are encouraged to explore the Digital Champions Programme as we are unable to fund individuals through the Digital Communities Fund. If you are applying to the Digital Communities Fund, please ensure that you are requesting support for projects or activities that aren't already covered by a local Digital Champion. We encourage collaboration with local Digital Champions where they exist.

If you're unsure whether there is a Digital Champion in your area, please call The London Community Foundation for advice (details at the end of the guidelines) or call 03333 444 754.

A note on Digital Skills Training

This Fund compliments the Digital Skills Training Service, which is delivered by We are Digital, the Workers' Educational Association and other providers. Qualified tutors who train both groups and individuals can be allocated to support your project. When tutors are not available in your area then staff costs for training can be covered.

Grant Size and Continuation Funding

- Grants of between £1,000 and £5,000 are available towards your activity costs.
- A maximum of £5,000 is available to any group within a 12 month period.
- Organisations are only able to apply once in a 12 month period, unless invited to re-apply with additional information or a re-worked proposal for example.
- Groups awarded a grant previously by the Fund can apply for continuation funding of the same project, if both the demand for the activities and development of the work can be demonstrated. Please note there should be a minimum of 12 months between applications to the Fund.

Who Can Apply?

Constituted community groups, registered charities, companies limited by guarantee, social enterprises or Community Interest Companies (CIC's) are all eligible to apply to the fund provided they can prove that the **majority of beneficiaries of the project are Affinity Sutton or Circle residents.**

Projects with no clear plan for how to benefit Affinity Sutton and/or Circle residents cannot be funded.

If you are unsure whether your organisation is operating in a Clarion housing area please visit:

<http://www.affinitysutton.com/inyourarea/>

<https://www.circle.org.uk/your-local-area/>

Applicants must:

- be primarily supporting Affinity Sutton and/or Circle residents. Applicants will be expected to have researched Clarion presence in the area and be able to demonstrate that they have a clear strategy for engaging Affinity Sutton and/or Circle residents in their project. Please see the Fund criteria above for more information
- have a minimum of 3 un-related Management Committee members if you are a community group
- have a governing document (e.g. a constitution or set of rules)
- have a bank account in the name of the group, with at least 2 unrelated signatories – or if your group doesn't have a bank account, please provide details of another group who will be managing any grant awarded on your behalf (please contact LCF prior to making an application if this is the case)
- have a record of income and expenditure or set of accounts (if you are a new group with no previous income you will need to provide a bank statement)
- have a 'safeguarding policy' if working with young people under the age of 18, or if you are working with vulnerable adults (please contact us if you need help with this)
- have the relevant insurance in place, including public liability where required, before delivering activities
- have an online safety policy in place which covers both participants and tutors/volunteers – please see pages 8-9 for help with this. If you do not have this in place when you apply for funding, by applying to the Fund you are agreeing to develop a policy as part of the project if your application is successful.

What cannot be funded through this programme?

- statutory organisations, such as local authorities and schools
- any party political activity
- purely commercial ventures (for profit)
- spending that has already taken place (i.e. retrospective funding)
- individuals or projects run by individuals as opposed to an organisation (see Digital Champions on page 9)
- activities promoting religious beliefs
- activities where people are excluded on religious grounds, ethnicity, gender, sexuality etc.
- if you have received a grant through the Digital Communities Fund, you are unable to apply for another grant from the Fund for 12 months
- organisations with overdue or incomplete monitoring on a previous grant from Clarion via any of their funding streams (this includes for example, the Clarion Community Grants Fund, Ready2Work programme) and/or any previous grant from The London Community Foundation, from any of its programmes. Similarly, if a member of your organisation's management committee or trustees also has outstanding monitoring on a previous grant, this will preclude the organisation from applying unless this is resolved before an application is made. If you know you have outstanding monitoring on a previous grant, please contact The London Community Foundation to resolve this.

EXAMPLES OF PROJECTS

Below are some examples of projects that could be funded – please note these are examples only, and you can apply for any project that meets the Fund Criteria outlined in this document.

Example 1

A group of parents who attend a regular group at the local children and families centre in a Clarion operating area identified a need to be upskilled and better informed about online safety with children of various ages. Having successfully applied to the Digital Communities Fund they were able to pay for a tutor to come in and deliver a series of 1.5hr workshops with the aim of increasing participant's knowledge and understanding on a number of subjects including: parental controls, setting boundaries and identifying signs of cyberbullying and potential grooming. The children and families centre managed the grant and provided childcare during the parental sessions which they requested as part of their funding application.

The group found the sessions really useful and took their new-found knowledge and skills home, setting boundaries and being able to talk to their children and other family members confidently about using technology and the internet.

Example 2

After a local GP surgery started to offer appointments online and through a kiosk within the surgery reception, a local Digital Champion recognised a new route to engage local people not online – being able to book appointments 24-hours a day, quickly and easily could be a good way to encourage even more people to use the internet. Working with a local community group, the Digital Champion successfully applied to the Digital Communities Fund. They were able to purchase hardware and connectivity to offer residents in the local community 'basic skills' training to get online. Following the success of the sessions, the local GP's started to refer patients who were identified as not having the skills to book appointments. As a result of the project, 2 more local residents completed the Digital Champions training, between them now running 4, 2.5 hour sessions per week from the community room on the estate.

They have helped a number of local residents with basic skills such as; browsing the internet, identifying which websites to trust, filling out online forms, sending / receiving emails and adding attachments. Affinity Sutton and Circle residents are identified, shown Clarion's website and supported to set up an email address so they can access Clarion online services to pay their rent, check rent statements and report repairs. They also benefit by being kept up to date on what Clarion are doing in their local area and receive the latest edition of Shine (residents newsletter) electronically.

Example 3

A local job club provider who has been working with a number of Affinity Sutton and Circle residents following the introduction of Universal Credit, identified the need for individuals to learn the basics of being online prior to filling in online job applications. The local college were only able to offer training such as word, excel and other e-learning modules.

The fund helped towards the costs of a tutor to deliver a series of group training sessions covering topics such as; adding attachments to emails, online form filling, job searching and accessing Government services. The job club also helped identify someone with these skills to support the tutor. The volunteer went on to complete the Digital Champions training and now supports the job club once a week by helping others with the basic online skills to be able to apply for jobs online, whilst gaining valuable employability skills through his volunteering role.

USEFUL INFORMATION AND LINKS

Below are some links to useful information that may help when planning your project.

Technology Trust – TT Exchange

Offering reduced hardware and software for registered charities

https://www.tt-exchange.org/getting_started

Online Safety Guidelines

Being online can be fun, sociable and inspiring but it is important that when you use digital technology that you do so safely. Below are a few tips:

- Don't post any personal information online – such as your address, email address or mobile number
- Think carefully before posting pictures or videos of yourself. Once you've put a picture of yourself online most people can see it and may be able to download it; it's not just yours anymore
- Keep your privacy settings as high as possible
- Never give out your passwords
- Remember that not everyone online is who they say they are
- Think carefully about what you say before you post something online
- Respect other people's views, even if you don't agree with someone else's views doesn't mean you need to be rude
- If you see something online that makes you feel uncomfortable, unsafe or worried: leave the website, turn off your computer if you want to.

As well as your own safety, you have a duty to treat your learners' personal information responsibly. You'll need to keep a record of your learners' contact details, but you're also likely to see other information about them, e.g. date of birth and bank account details, if you are teaching them to shop or bank online. Here are some tips:

- Always keep learners' contact details safe and secure - not on a shared computer or a memory stick that could easily be lost. If keeping them on paper, don't leave it lying around for other people to see.
- Any paperwork that includes learner details should be destroyed as soon as you've finished with it, preferably by shredding. Electronic (e.g. scanned) copies should be deleted.
- Don't offer to keep learners' passwords for them – instead show them how to choose passwords that are secure but easy to remember. There's a guide to choosing secure passwords here: <http://digitalunite.com/guides/internet-security/how-choose-password>
- When teaching online shopping or banking, always look away when the learner is entering their card or bank details and never write these down or store them, even on the learner's behalf.

Online Safety Networks

Insafe is the European Safer Internet awareness-raising network and is co-funded by the European Commission. For further information please visit: www.saferinternet.org/ww/en/pub/insafe/sid.htm

The Child Exploitation and Online Protection (CEOP) Centre is committed to protecting children. For further information please visit: www.thinkyouknow.co.uk

Digital Champions

Digital Champions are people who help others understand the benefits of being online and can spend some time showing them how. They do a range of simple things that can make a big difference to people who can't or don't use the internet such as teaching someone to use Google or help someone set up an email account.

The Digital Champions Network for Housing (DCN4H) is an established online solution to create, train and support Digital Champions who can help people to get and stay online.

The DCN4H is a unique and essential solution to delivering and sustaining digital inclusion at scale across any network and can be the starting block or the centerpiece of your digital inclusion programme.

See more at: <http://digitalunite.com/help-others-get-online/digital-inclusion-housing-and-communities/digital-champions-network-housing#sthash.J3yshug5.dpuf>

MONITORING AND EVALUATION

Groups in receipt of a grant will be required to complete an online monitoring form outlining how the grant was spent and highlighting the benefits for residents and other participants. You will be provided with the link to the online form when you are awarded a grant, and must return your monitoring form within 6 weeks of your project ending.

If your project is due to last for more than 6 months, The London Community Foundation may contact you mid-way through your grant period for a project update and to see if we can assist with anything.

Key areas that you will need to track when you are running your project will include:

- The extent to which the project met the objectives of the Fund
- The number of participants in the project, including the number of Affinity Sutton and/or Circle residents
- Learning gained when delivering the project, success stories and any unexpected results/outcomes
- A case study of a participant in the project, showing how the project has helped them
- Collated feedback from participants on:
 - whether they feel the project has helped them to get online
 - how it has helped them in their everyday lives – i.e. how are they using it?
 - how they intend to use the internet in the future
 - whether people are now aware of and/or are using the Clarion online offer (website/facebook, etc.) and their confidence in using it
 - whether any further support is needed and if so, what type of support.

Monitoring and evaluating the projects funded by our grants enables your group and us to better understand the impact of the grant. It helps us to more fully understand community needs, enables your group and us to learn from your project and can also help you put together information that can help to inform future plans.

It should also help you to collect valuable information on how people benefit from your work, what works and what doesn't, how you can make your services more effective, and also demonstrate to future funders the value of your work. Further information and tips on monitoring your work can be found at the NCVO's website: <https://knowhownonprofit.org/organisation/impact>

Clarion and/or The London Community Foundation may wish to conduct monitoring and evaluation visits to funded groups which will normally be arranged within 6 months of the award of funding.

NEXT CLOSING DATE FOR APPLICATIONS

The first application deadline for the Fund in 2017 is detailed below. Please submit your online application form and upload all your supporting documents by the closing date below, no later than 5pm.

Closing date:

Friday 19th May 2017, 5pm

When you will hear the outcome:

Monday 24th July 2017

Further closing dates will be announced in late spring/early summer.

WHAT HAPPENS NEXT

What happens after the Fund deadline

Applications which best fit the Digital Communities Fund themes and priority areas will be shortlisted. Shortlisted applicants will then be telephoned by a Programme Manager from The London Community Foundation to gather any additional information needed about your project and/or organisation.

Shortlisted applications will be presented to a Clarion Panel* which will make recommendations on grant awards. Successful and unsuccessful applicants will be notified of the decision in writing. Unsuccessful applicants are unable to re-apply to the Fund within a 12 month period, unless invited to do so.

*The Panel's decision is final, and please note that there is no appeal process.

Timetable for spending the grant

Successful applicants will have up to 12 months from the offer date to spend any grant awarded, and a further 6 weeks after this date to submit your final monitoring. Grants cannot cover activities taking place before any grant is awarded – please refer to the timetable above when planning your project start date. You will be asked for your project start and end dates in your application.

HOW TO APPLY

Applications for the Fund are submitted through an online application form including all supporting documents. Full guidance on completing the application form can be found here: [Guidelines on completing the application form.](#)

If you do not currently have access to the internet please call the office and ask to speak with the Programme Manager for the Clarion Digital Communities Fund.

How to complete your application

- To apply for a grant please visit: [Clarion Digital Communities Application Form](#)
- Please read the instructions carefully, tick to say you agree and have understood, enter your e-mail address and click on the “Send e-mail and continue”.
- Once you have done this you will be sent an e-mail with a link to your unique online application form. You should receive the email within a couple of minutes (please check your spam or junk folder). If you do not receive an e-mail it may be that you have not entered your e-mail correctly – please check the address before submitting.
- To begin your application please click on the link within the email that you have received from us. There are help notes available as you go through the online application form and you can save your application at any point and come back to it to complete it at any time before the closing date. You must remember to press the save button before closing down your application.
- At the end of the application you will be asked to upload the following supporting documents:
 - Your governing document, i.e. your constitution or memorandum and articles
 - Annual accounts or a record of income and expenditure, or a bank statement if you are a new group
 - Safeguarding policies if working with young people under 18 or vulnerable adults
 - Online Safety Policy if you have one already – if not, by submitting the application you are agreeing to develop a policy if your application is successful
 - Names and addresses of your management committee members/trustees

Please note that your application will not be considered complete without these documents (with the exception of the Online Safety Policy).

- Once you get to the end of the application form there will be a ‘Submit’ button. Please note the submit button is after you have verified your budget. Once you press this it will automatically send your application through to the Foundation and this will be accepted as a completed application. **We regret we are unable to consider incomplete or late applications so please ensure you submit everything by the deadline.**

Please contact us if you would like help or are unable to complete an application online. If you do not currently have access to the internet, you can call LCF on 020 7582 5117 for support.

Some top tips for top applications

- Draft your responses before completing the online form
- Make sure that every question has been answered in full (the online form will prompt you)
- Ensure your budget section has a clear breakdown of all the costs associated with your project
- Ask somebody to read through the application before you finalise it - preferably someone who knows nothing about the project. This is a great way to pick up on any mistakes or lack of information and rectify it before submitting.

NEED HELP?

Please do not hesitate to contact The London Community Foundation Programmes Team at info@londoncf.org.uk or call 020 7582 5117 if you would like to discuss your proposal prior to making an application, or if you need help with completing the form or providing the supporting documents.

You can also download resource packs on what to include in your governing document and safeguarding policy from The London Community Foundation's website at: <http://www.londoncf.org.uk/grants/training-and-resources.aspx>

Please also see our useful information and links section on pages 8-9.

We wish you every success with completing your application.

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Managing the Fund on behalf of Clarion Housing Group