

Evening Standard Dispossessed Fund Food for London 2016 Programme Guidelines

BACKGROUND TO THE FUND

About the Fund

The Evening Standard Dispossessed Fund was set up in 2010 to help grassroots charities tackling poverty, inequality and exclusion across the capital. The Fund is a restricted fund of The London Community Foundation. Each year, the Evening Standard Dispossessed Fund focuses on a particular theme, which has previously included supporting young people out of gang activity, using football coaching as an agent for social change and funding communities and neighbourhoods through the Estates programme.

In 2016/17 the Fund will shine a light on the disconnect between the high levels of food poverty that exist in London and the tonnes of surplus food that is thrown away, sent to anaerobic digestion or is fed to animals. Food for London will provide support to groups and charities who are using creative ways to repurpose surplus food or provide solutions to address hunger and food waste in London.

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.

FUND CRITERIA

The Aim of the Fund

The aim is to turn edible food surplus into a social solution. We believe that many groups across London are using and developing ingenious and resourceful ways to reduce food waste, to repurpose surplus food and to provide food to help feed those experiencing food poverty. Whilst there is a prevalence of food banks offering dry goods and valuable services to those most in need, there seems to be increasingly limited support for the hundreds of groups and clubs who aim to provide nutritious, healthy and reliable sources of food to those experiencing poverty, hunger and isolation in the Capital. There is also a need to provide support to those groups who are developing new ideas and adopting different approaches to reduce food waste and redistribute surplus food.

Criteria

Through this fund, we want to support groups working across London who are turning edible food surplus into a social solution; who are diverting food that is fit for human consumption away from being wasted and using it to feed people in need; who are developing solutions to improve how food is redistributed; who are striving to reduce food waste at production or store level and in the home; and who are directly delivering solutions to alleviate hunger and food poverty in London. We are also keen to support projects that encourage volunteering opportunities for people to get involved.

Grants of between £1,000 and £20,000 are available to support work where there is clear evidence of benefit to those experiencing food poverty, disadvantage or isolation in London.

To be eligible, all projects will need to demonstrate improvements for those experiencing food poverty. The range of projects will vary greatly but might cover the following areas:

- Activities and services that reach people experiencing food poverty
- Redistribution of edible surplus food for the benefit of people in need (such as the homeless, the elderly for example)
- Activities and initiatives tackling the issue of surplus food and food waste
- Improving, purchasing or renting equipment or facilities to reach more people experiencing food poverty or those in need
- Improving platforms or testing new ideas and approaches for repurposing food for the benefit of people experiencing food poverty or those in need
- Providing fresh produce to those experiencing food poverty or isolation.

We are looking for proposals where applicants are able to demonstrate clear need and demand for the proposed projects. For larger grant requests, we would expect proposals to demonstrate how they will provide longer term benefits for participants and beneficiaries and deliver greater community impact.

What can I apply for?

You can apply for any cost related to your project, including for example; equipment, insurance, sessional staff costs, volunteer expenses, staff salaries, marketing and promotion, rent etc.

You can also include costs that will help to build the capacity and/or sustainability of your organisation – for example, training for volunteers, or a piece of software that would enable you to better track your beneficiary outcomes in relation to this project. Any capacity building costs may only represent a portion of your budget.

We are not looking to support one-off events, such as a community food event unless:

- you are able to demonstrate the long-term benefits OR
- the activity (such as a community networking event for example) is part of a wider programme of activities and represents only a portion of your budget.

As noted above, we would particularly expect larger grant requests to demonstrate how they will provide longer-term benefits for beneficiaries and greater impact.

We are able to fund existing projects and new projects.

Both revenue and capital costs will be considered.

- Revenue costs can include activity costs, sessional staff, core operational costs such as rent, bills and overheads as well as salaries.
- Capital costs can include costs towards re-furbishing a community kitchen, purchasing a refrigerator/freezer/storage unit, purchase or hire of a vehicle, creating a community allotment (with relevant landowner permissions in place). We are unable to support new capital build projects that require planning permission.

If you are unsure if you're project would be eligible, please contact us to discuss this before starting your application.

Grant Size

Grants of minimum £1,000 and up to maximum £20,000 are available.

It is extremely important to note that applicants should **ONLY apply for the funds that you need to deliver your project or solution**. It is anticipated that the level of funds requested will vary greatly due to the range of projects that are eligible to this programme.

Many groups will require low levels of funds to keep their operations going or buy new equipment; others may require more funds to scale up a proven operation or to test and develop new solutions. In all cases, applicants will be assessed against the evidence and level of need for the project AS WELL AS being assessed against the level of funds required to deliver the project. **In all cases, your request should be appropriate to your level of experience, ability to deliver and evidence of need.**

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. Profit making organisations/enterprises may be eligible to apply provided they can demonstrate community benefit and that the funding will not be used to generate any profit for shareholders. If you are a profit making organisation, or you are in any doubt, please contact us before making your application.

Applicants will need to have the following in place in order to apply:

- a minimum of 3 un-related Management Committee members
- a governing document (e.g. a constitution or set of rules)
- a bank account in the name of the group, with at least 2 unrelated signatories
- a record of income and expenditure or set of accounts (or bank statement if you are a new group)
- a 'safeguarding policy' if you are working with children and/or vulnerable adults (please contact us if you need help with this)
- the relevant insurance in place, including public liability where required (you can include this in your budget as necessary)
- the relevant permissions in place – if you will be carrying out work or activities such as trading/selling to the public on council or private property you'll need permission from them to do this. You will need to provide confirmation of agreements as part of your application.

What cannot be funded through this programme?

- dry food banks offering no other services or access to fresh produce
- any scheme that is not ultimately for the benefit of those experiencing food poverty
- statutory organisations, such as Local Authorities and schools (we can fund PTA's or "Friends of" groups)
- 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
- activities promoting religious beliefs
- activities where people are excluded on religious grounds, ethnicity, gender, sexuality, faith etc.
- building projects
- organisations with overdue or incomplete monitoring on a 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.

VOLUNTEERING OPPORTUNITIES

Applicants are invited to consider the options and opportunities for engaging volunteers in your activity. Whilst no direct support can be guaranteed, either in the form of engaging volunteers or providing training, we are able to offer some groups the opportunity to benefit from corporate volunteering partnerships through our Fund partners where available.

As part of the application process, you will be able to identify any relevant and reasonable ways in which your group could make use of volunteers on your project. This could be community volunteering schemes, which we would expect you to arrange or deliver. This could also be opportunities for corporate partners to get involved. Please note, if you don't have volunteering opportunities available, this will not affect your application in any way. Please only include volunteering opportunities if you have any available and where you have the capacity to facilitate volunteering opportunities within your organisation.

It is the responsibility of all applicant organisations to acquire any necessary checks and certificates as relevant to your group and project, such as DBS checks. We cannot facilitate any volunteering activity that has outstanding requirements or actions in relation to security checks. All DBS or other checks that need to be carried out should be either funded by the applicant or you can include this in your application's budget.

CAPACITY BUILDING OPPORTUNITIES

As part of this programme, we will be offering a level of capacity building support for applicants receiving funding through this programme. The purpose of this is to provide advice and support to voluntary and community sector groups in strengthening their organisations and operations, offering assistance on best practice in areas to include: Monitoring & Evaluation, Financial management & budgeting, Fundraising, Sustainability planning, Communication and publicity for example. You will be asked to identify whether there are areas of support that your organisation would benefit from as part of the application process.

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 beneficiaries, participants and the wider community. You will be provided with the link to the online form if you are awarded a grant, and must return your monitoring form within 6 weeks of your project ending.

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 Charities Evaluation Services website: <https://www.ncvo.org.uk/practical-support/consultancy/ncvo-charities-evaluation-services>

The London Community Foundation may wish to conduct monitoring and evaluation visits to funded groups.

CLOSING DATES FOR APPLICATIONS

Please submit your online application form and upload all your supporting documents by the deadline date of **Friday 11th November** no later than 5pm.

Please note, we need to receive all of your uploaded supporting documents by the deadline in order for your application to be "Complete". We regret we are unable to consider incomplete applications.

WHAT HAPPENS NEXT

What happens after the Fund deadline?

Applications which best fit the Evening Standard Dispossessed Fund London Food for London Programme 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 an Evening Standard Dispossessed Fund Panel which will make recommendations on grant awards. Successful and unsuccessful applicants will be notified of the decision in writing by February 20th 2017. Projects can commence from 27th February 2017.

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 dates above when planning your project start date. You will be asked for your project start and end dates in your application.

Please note that as an Evening Standard Dispossessed Fund programme, applicants should be aware that any successfully funded groups may be covered in the Evening Standard.

HOW TO APPLY

Applications for the Fund are submitted through an online application form including all supporting documents.

How to complete your application

To apply for a grant please visit:

<https://ukcf.secure.force.com/forms/LondonCF/FoodforLondon>

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 email it may be that you have not entered your email 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 (e.g. your constitution or memorandum and articles)
- Annual accounts or record of income and expenditure (or bank statement if a new group)
- A copy of your income and expenditure template
- Safeguarding policy if you are working with children or vulnerable adults
- Equal Opportunities Policy
- Names and addresses of your management committee members/trustees
- Details of volunteering opportunities
- Quotes for any capital items or costs for installation (you do not need to send quotes for small equipment items e.g. computer equipment)

Please note we'll need all these documents when you submit your proposal in order to fully consider your application.

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. Please do make sure you submit everything before the deadline.

Please contact us to discuss any part of your application or proposal. We are able to meet with you or chat through details with you on the phone as needed, so please do get in touch in advance of 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 The London Community Foundation 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.

LIVING WAGE FRIENDLY FUNDER

The London Community Foundation is now a Living Wage Friendly Funder. This scheme, run by the Living Wage Foundation means that The London Community Foundation will actively encourage and support applications from organisations willing to pay staff the Living Wage (currently £9.40 in London), or higher. The London Community Foundation has been a Living Wage Employer for a number of years, and have decided to become a Friendly Funder in recognition of the hard work and commitment that the employees of the organisations we fund undertake.

These projects and organisations are a vital pillar of London's vibrant communities. Without the dedication and commitment of their employees, London would not be the great city it is. We believe passionately that, where possible, organisations should pay their staff at a level that they can live on, to ensure that the fantastic work of the Capital's community groups, charities and social enterprises can continue into the future. We hope that, eventually, all funders will sign up to the scheme and together we can work towards ending low pay in the community and voluntary sector in the UK.

While we are very proud of supporting the Living Wage, we do not want this to stop anyone applying for funding. If, for any reason, paying this level will not be possible for your organisation, please call and discuss the situation with us before making an application.

What does this mean for applicants?

If you are applying for funding any staff costs (this could include existing staff members, sessional workers, part time or full time posts, freelance workers) you should budget these at the Living Wage or above. We are sensitive to circumstances where organisations feel that taking up the Living Wage could cause difficulties, in these instances we suggest you call us on 020 7582 5117 to discuss your options before applying.

This does not require employers to pay the Living Wage to apprentices or interns although we recommend it as best practice for employers who can afford to do so. Many accredited employers have chosen to extend the requirement to apprentices and interns.

Currently the Living Wage is £8.25 per hour outside London and £9.40 in London. You can learn more about The Living Wage by clicking **here**. (<http://www.livingwage.org.uk/what-living-wage>). You can find out more about The Living Wage Friendly Funder Scheme by clicking **here**. (<http://www.livingwage.org.uk/about-friendly-funders>)

Below are some FAQs about the scheme that you may find helpful, but if you have any questions then do give us a call.

What is the Living Wage?

The Living Wage is an hourly rate which is set independently and updated in November each year by The Living Wage Foundation. It is calculated according to the basic cost of living in the UK. The current Living Wage

for the UK is £8.25 and the London Living Wage is £9.40. ***Please note this is different to the national living wage announced in the government's 2015 budget.***

How will paying the Living Wage affect posts?

Paying at least the living wage applies to all posts, including existing roles, new roles, sessional and freelance workers (it does not need to apply to apprentices but we encourage groups to pay a Living Wage) that are funded by one of our grants. If The London Community Foundation is part-funding posts, we will pay at least the Living Wage on the part we are funding. Further to this, if you feel you are unable to afford to pay a worker at Living Wage please do not hesitate to contact us to discuss the matter further.

Do we have to pay The Living Wage across the organisation or be an accredited Living Wage employer to apply?

You do not have to be an accredited Living Wage employer to apply for funding or pay a Living Wage to all of your staff to apply for this funding. We strongly encourage you to consider Living Wage Accreditation if you are in a position to do so. For more information about what this means, please call us, or speak directly to The Living Wage Foundation.

NEED HELP?

Please do not hesitate to contact The London Community Foundation programmes team if you would like to discuss your proposal prior to making an application, if you need help with completing the form or providing the supporting documents.

The London Community Foundation: info@londoncf.org.uk / 0207 582 5117

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>