

The Good Neighbourhood Fund

Application Guidelines 2015

About the Fund

We are delighted to launch the Good Neighbourhoods Fund, a Fund set up by MyLotto24 at The London Community Foundation, for the benefit of communities across London. The aim of the Fund is to support organisations working to improve the health and wellbeing of people living in London, and to foster inclusion between and within communities.

The following guidelines outline the Fund criteria and tell you how to apply.

Fund Themes and Criteria

Grants of between £5,000 and £10,000 per year for two years, are available to support work benefitting people aged 18 or over in the following areas:

Health and/or Wellbeing and Inclusion

Proposals must promote or encourage integration and/or inclusion through project delivery. This could include:

- Health and wellbeing projects that bring people of different backgrounds, faiths, gender, cultures, sexuality, ages together through the group's work
- Projects with a health/wellbeing focus that are actively tackling issues such as exclusion and isolation

Funding is available for projects, or core funding for organisations whose work fits with the fund themes, and funding is available to continue existing work, and/or for new work or pilots.

Shortlisted organisations will be asked about any volunteering opportunities they may have available within the organisation, where individuals or corporate teams may be able to help by offering their professional and personal skills. These could be either long-term opportunities, for example, an individual providing legal advice to the organisation on a particular issue over a number of months, or one-off events or opportunities where an individual or group of people can help your organisation to achieve your aims. These should be opportunities that you already have that will be of benefit to your organisation and your beneficiaries.

Priority will be given to:

- Small organisations working to support a defined local community
- Resident or user led groups
- Organisations demonstrating a clear understanding of the needs of their community
- Work which shows innovation for either the organisation and/or sector
- Organisations which are able to provide volunteering/engagement opportunities for MyLotto24 staff

Who can apply?

We are able to accept applications from organisations with the following legal status:

- Constituted community and voluntary organisations
- Registered charities
- Social enterprises
- Companies Ltd by Guarantee without share capital
- Community Interest Companies (CIC's)
- Charitable Incorporated Organisations (CIO's)

Applicants must:

- Only apply for funding that will benefit people **aged 18 or over**
- Have an annual income of less than **£200,000/annum** taken either in the last financial year or as an average over the last 3 years
- Have a minimum of 3 un-related management committee members if the organisation is a constituted community group

We are unable to consider supporting the following:

- Projects working with people **under the age of 18**
- Profit-making organisations
- Individuals
- Religious or political activities
- Financing or spending which has already taken place
- Statutory organisations
- Organisations with an income of over £200,000/annum (taken in last financial year or a 3 year average)

How to apply

Application Deadline

The deadline for completed applications, including all supporting documents is:

5pm Monday 7th September 2015

How to use the online application form

To apply for a grant, click on the following link to take you to the online application form:

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

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 folder).

The application

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.

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 form. You will also be emailed a copy of your completed form. We will not receive an application unless you have pressed the 'Submit' button.

For guidance on how to fill in the form see the **Online Application Guidance** <http://www.londoncf.org.uk/downloads/Online%20Application%20Form%20Guidelines%20The%20Good%20Neighbourhood%20Fund.pdf>

You also need to submit all of your supporting documents to The London Community Foundation by the deadline. We regret we are unable to consider incomplete or late applications.

Supporting documents you need to submit are:

- A copy of your signed governing document eg. Memorandum and Articles of Association, Constitution etc.
- A copy of your most recent signed annual accounts
- A copy of your safeguarding policy if you will be working with children or vulnerable adults
- Names and addresses of your management committee members
- A short paragraph on any volunteering opportunities for individuals or a group of people that may be available at your organisation

You can upload your supporting documents with the application on the online portal

What happens after you have applied?

We may contact you to discuss your proposal in more detail. You will hear the outcome of your application within 8 weeks of the deadline; therefore we recommend your project does not start before the week commencing **9th November 2015** at the very earliest. If you are awarded a grant you will have a maximum of 24 months to spend it.

If awarded a two year grant you will be paid 50% of the amount initially, with the remaining 50% being released following the receipt of satisfactory interim monitoring after 12 months.

Reporting on the impact of your grant

Grantees will be required to complete a short form outlining how the grant was spent and highlighting the benefits for residents. Groups awarded two year grants will also be required to submit an interim report at the 12 month point.

Monitoring and evaluating our grants enables us to better understand the impact of our grantmaking. It helps us to understand community need, enables us to learn from our grantmaking and inform future strategies, and also enables us to show donors the impact of their funding.

It should also help organisations to collect valuable information on how participants benefit from your work, what works and what doesn't, how you can make your services more effective, and also demonstrate to funders (and donors) the value of your work.

If your application is successful, you will be required to:

- Credit support from MyLotto24/The Good Neighbourhoods Fund and The London Community Foundation on all materials related to the funded work (logos will be provided);
- Complete your spending within 24 months;
- Complete interim reporting at the mid-grant point
- Complete a project review form about the project within 6 weeks of completing your grant, and no later than 26 months after receipt of grant;
- Maintain financial records for all grant spending and submit requested information to The London Community Foundation, including original invoices; and
- Be available for a potential monitoring visit by The London Community Foundation.

Contact Us

Please contact The Programmes Team at The London Community Foundation if you need help with your application or have any queries about the Fund:

info@londoncf.org.uk Tel: 020 7582 5117 www.londoncf.org.uk

The London Community Foundation, Unit 7, Piano House, 9 Brighton Terrace, London SW9 8DJ
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