



## **Wimbledon Foundation Community Fund Guidelines 2016/17**

The London Community Foundation is pleased to manage the **Wimbledon Foundation Community Fund**. This fund has been set up to benefit the community and provide support for local organisations to meet local needs in the boroughs of **Merton** and **Wandsworth**.

The Wimbledon Foundation is the charity of the All England Lawn Tennis Club and The Championships. The Foundation builds on the success of an extensive programme of community and charitable activities over a number of years. Its mission is to help improve people's lives using the resources and heritage of Wimbledon. One of its principal objectives is to make a real contribution to meeting social needs in the local community.

For more information please see [www.wimbledon.com/foundation](http://www.wimbledon.com/foundation).

These guidelines set out who may apply and the activities you may apply for. Please read the following carefully.

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### **Fund Themes**

Organisations can apply for funding towards work that focuses on meeting local needs through addressing one or more of the following themes:

- Projects which improve *mental and physical health and well-being*
- Projects which address *education, training and employability needs*
- Projects which address *poverty, disadvantage and isolation*
- Projects which encourage *community cohesion* and improve *inter-community relationships* (including inter-generational activities)

**In addition, priority will be given to organisations supporting the following beneficiary groups:**

- Disability groups
- Young people
- BAME groups
- Older people
- Lone parent families
- Unemployed, those claiming out of work benefits

### **Examples of projects that might be funded could include:**

- Projects supporting those with learning or physical disabilities
- Projects supporting those who are homeless, in temporary housing or at risk of becoming homeless
- Healthy eating and nutrition, cooking projects
- Advocacy, and projects improving residents' access to services
- Mentoring/counselling support such as vulnerable women's groups
- Food banks, addressing food poverty
- Projects addressing financial poverty
- Community gardening
- Employment and training opportunities
- Befriending services, exercise classes and activities for older people

Through their proposals, the Wimbledon Foundation Community Fund encourages organisations to show how: they will interact with the community; build connections across the two boroughs (Merton and Wandsworth); and assist their beneficiaries to become active citizens in the community.

Please note that core costs can be funded such as: salary costs; rent of premises; utilities; any other operational costs, but organisations must demonstrate how these costs will help you deliver your project and meet your outcomes.

We may potentially fund capital expenditure, including equipment, but this is not a major focus of the Fund. We are unable to fund maintenance or building related costs that do not demonstrate clear community impact or link to the Fund criteria. We are not able to fund capital appeals.

If you are unsure if your proposed expenditure or project meets the aims of the Fund, please contact us prior to submitting your application.

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## **Fund Area**

The Fund is open to organisations delivering activities in Merton and Wandsworth.

Priority will be given to groups that are based in, and are already working in Merton and Wandsworth, particularly when the Fund is oversubscribed.

Organisations that are based outside the two boroughs may apply but must already be working or wishing to work in either of the two boroughs. In this case groups will need to demonstrate a commitment to the area they are working in, their knowledge of the local area as well as any key local partnerships which are or will be in place.

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## Grant Size

Organisations can apply for a grant between £500 and £5,000.

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## Application Deadlines 2016/17

There are two funding deadlines as follows:

**Friday 2<sup>nd</sup> September 2016, 5pm\***

**Friday 3<sup>rd</sup> March 2017, 5pm^**

Please ensure that your completed application and supporting documents are submitted no later than the deadlines given above. Please base your proposal on a 12 month (or less) time frame.

**\* If applying to the 2<sup>nd</sup> September deadline, project activity should start from 14<sup>th</sup> November 2016 at the earliest.**

**^ If applying to the 3<sup>rd</sup> March deadline, project activity should start from 15<sup>th</sup> May 2017 at the earliest.**

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## Who may apply?

Charities, community groups, voluntary organisations, Community Interest Companies and Social Enterprises may apply. Your organisation will need to have the following elements in place prior to an application:

- A governing document, i.e. a constitution
- An active management committee of at least three people (who are not related)
- Recent accounts (unless the group is new) and sound plans for managing your money
- A bank account in the name of the group, with at least 2 unrelated signatories
- A safeguarding policy if working with children and/or vulnerable adults
- An equal opportunities policy

Although there is no income threshold imposed for the applicant organisation, the Fund may give priority to smaller, locally-based organisations within the two boroughs.

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## Relevant Exclusions

The grant cannot be used to fund:

- statutory organisations, such as local authorities and schools (however 'PTA's' and 'Friends of' or equivalent groups may be considered)
- any party political activity
- purely commercial ventures
- any religious activities or promotion of religious beliefs
- spending that has already taken place

- building/capital costs that do not demonstrate clear community impact nor link to the Fund criteria
  - individual sponsorship
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## Monitoring and evaluating your work

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

- Credit support from the Wimbledon Foundation and The London Community Foundation. If you are offered a grant, guidance on publicity and logo use will be provided
- Complete your spending within 12 months
- Complete and submit a project review form about the project within 6 weeks of completing your grant, and no later than 14 months after receipt of grant
- Maintain financial records for all grant spending and submit requested information to LCF
- Be available for a potential monitoring visit, or visit by Wimbledon Foundation representatives

Monitoring and evaluating our grants enables both The London Community Foundation and the Wimbledon Foundation to better understand the impact of our grantmaking. It helps us all to understand community need, enables us to learn from our grantmaking and inform future strategies, and to show donors both the potential and existing impact of their funding.

It should also help organisations to collect valuable information on how service users 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. Further information on the benefits of monitoring and evaluating your work can be found at the Charities Evaluation Services website, [www.ces-vol.org.uk](http://www.ces-vol.org.uk)

Monitoring and evaluation is therefore a key part of our work, and we ask all grantees to submit a short report detailing the benefits for your user group and for your organisation. We also ask you to feedback on LCF's delivery of the Fund.

The Wimbledon Foundation is a supportive and active funder and so, both LCF and Wimbledon Foundation staff may visit your organisation during the grant period to see your work in action and gather further feedback.

## Project outcomes

We would like all projects for this Fund to contribute to **one or more** of the following outcomes. Please select one or more (as relevant) which are appropriate for your project and list them in your application form under **'Please outline the benefits and outcomes you expect to achieve as a result of the funding'**. If there are additional outcomes not listed below that you feel it is important to measure, please list them under the same section.

- Increase in beneficiary qualifications and skills
- Increase employability
- Increase enterprise
- Improve health and well-being (physical, mental and emotional)
- Increase participation in life-long learning
- Improve economic well-being

- Improve access to volunteering
  - Improve community cohesion
  - Improve the community working together
  - Reduce isolation
  - Support vulnerable people
  - Increase in beneficiaries' access to services
  - Increase opportunities for creativity
  - Reduce crime, violence & anti-social behaviour
  - Strengthen organisations
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## How to Apply

1. To apply for a grant please visit our online application portal: [Online 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 folder). If you do not receive an email it may be that you have not entered your email correctly – please be careful and check the address before submitting.

2. When completing your application, please refer to the Application Form Guidelines which are available here: [Online Application Form Guidelines](#)
3. At the end of your application, you will be asked to upload the following supporting documents:

- Governing document, i.e. your constitution or memorandum and articles
- Annual accounts OR bank statement if you are a new group
- Safeguarding Policy (if your proposal includes work with under 18's or vulnerable adults)
- Names and addresses of at least three Management Committee members
- Names of your bank account signatories

If you have received funding from The London Community Foundation within the last two years, you will only need to submit your most recent accounts, management committee details and confirmation of bank signatories. You will only need to re-send your safeguarding policy if it has been updated since you last received funding.

If you experience any difficulties uploading your documents, please send them via email before the application deadline, to: [applications@londoncf.org.uk](mailto:applications@londoncf.org.uk)

If you are emailing your documents, please clearly state your organisation's name in the subject line along with the fund name. e.g. Wimbledon Foundation Community Fund application. Please try to keep all emails to below 2MB as if they are larger they may not be accepted by the email system. Where possible, please try to send all your attachments in one email by zipping your documents.

Please contact us if you would like help or are unable to complete an application online.

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## What happens next?

We aim to let you know the outcome of your application within 8 weeks of the closing date. Successful applicants will have a maximum period of 12 months to spend the grant, with the monitoring report due within 6 weeks after the project has been completed.

Please do not hesitate to contact The London Community Foundation Programmes Team by email - [info@londoncf.org.uk](mailto:info@londoncf.org.uk) - or by phone 020 7582 5117 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

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