

*Founded by Grosvenor*

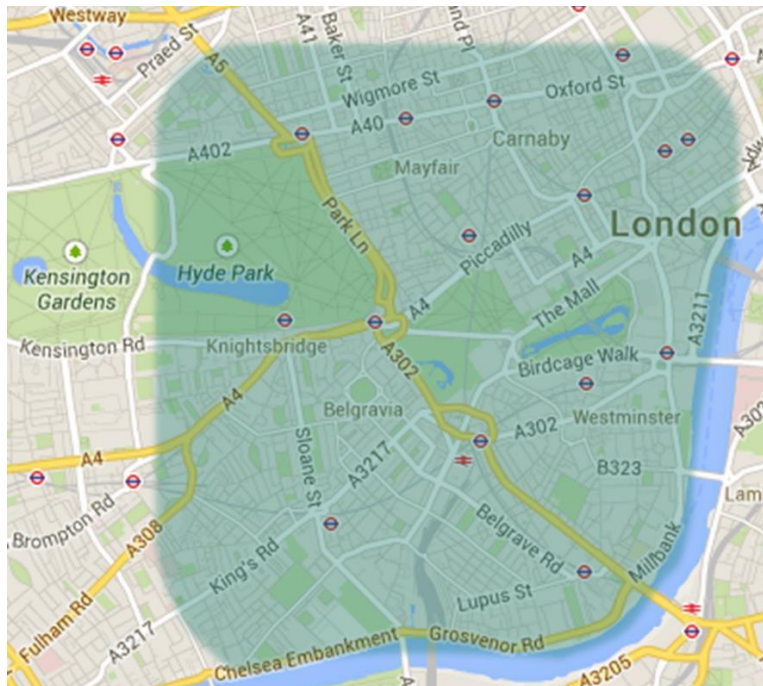
## **About the Fund**

The Living Communities Fund was established by Grosvenor in 2014 for the benefit of communities in South Westminster. **The aim of the Fund is to see the lives of people living and working in the South Westminster area improved through community-building activities.**

In 2017, the programme focuses on grassroots community initiatives which support community cohesion by promoting health and wellbeing, reducing isolation and creating positive futures for young people.

The Guidelines outline the Fund criteria and tells you how to apply. The Living Communities Fund is managed by The London Community Foundation and is open to proposals for work taking place in a defined area in **South Westminster**. Please refer to the map below – the *shaded area is the main target area for the Fund*, although it is a general indication of the locality and communities the Fund is targeting, and the boundary should not be considered absolute.

The deadline for applications is **Friday 26<sup>th</sup> May 2017 @ 5pm**



## Fund Themes and Criteria

Grants of between £500 and £5,000 are available to support work in the following areas:

- 1) **Health and Wellbeing** - especially initiatives which reduce isolation, and enhance the mental health of local people, particularly for those most in need.
- 2) **Better Together** - particularly activities to promote grassroots community building activities for all ages to support enhanced neighbourhood cohesion.
- 3) **Creating Positive Futures for Young People** - through crime and drug prevention; educational support; mentoring and creative arts and sports activities.

Funding can be requested towards *project, capital or core\* costs* for your organisation.

### \*Core Costs

If you are asking for the Fund to contribute to your core costs, you need to demonstrate clearly how the totality of your work meets the criteria of the Fund and what outcomes you would be achieving. We would need to understand the bigger picture about the work that you do, the number of beneficiaries, etc. Please ensure that your application to this Fund covers no more than **50%** of your total core costs.

### Priority will be given to:

- Smaller, South Westminster based groups;
- Organisations demonstrating a clear understanding of the needs of their community.

## Who Can Apply?

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

- Constituted voluntary and community groups (including Tenants & Residents organisations, Parent Teacher Associations, Friends of School Groups and community groups that have a minimum of 3 management committee members);
- Registered charities;
- Social enterprises;
- Co-operatives;
- Community interest companies;
- Companies limited by guarantee;
- Charitable incorporated organisations.

### Applicants must:

- Have an annual income of less than £1million – taken either in the last financial year (2016/17), or as an average annual income over the last 3 financial years;
- Be working in the target area for this Fund – please see map on page 1 – if your organisation is not based in the area, you will need to demonstrate that you can commit to working in the area after the proposed project has taken place, that you have a clear understanding of the local community, and that you have strong networks and local partnerships already in place;
- Have a minimum of 3 un-related management committee members if the organisation is a constituted voluntary and community group;
- Have a formal constitution or governing document in the name of the group.

## **We are unable to consider supporting the following:**

- Individuals;
- Statutory organisations;
- Trips abroad;
- Buses, mini buses or other community transport schemes (not including transport costs forming part of a project);
- Purely commercial ventures or projects that result in personal financial gain;
- Activities promoting religious beliefs;
- Political activities;
- Reclaimable VAT;
- Financing or spending that has already taken place.

## **Examples of the Types of Projects and Costs that might be funded include:**

- Projects that use sport or arts activities to build communities or provide opportunities for participants to gain skills, *i.e. screen-printing workshops for young people at a local youth club, or a drama course for older residents culminating in a recording broadcast on radio;*
- Projects which bring together or otherwise support local people living in physical or social isolation, *i.e. lunch clubs for isolated older people, or day outings for families from deprived communities;*
- Projects that provide opportunities for disadvantaged groups, such as homeless or former homeless people, ex-offenders, refugees, people with physical or mental disabilities, and disadvantaged young people, *i.e. a leadership programme for secondary school students supported by professionals from local companies, or a weekly peer-led Mothers' social and cultural group;*
- Projects that support people to access local services.

This list is neither exclusive nor exhaustive – if you are unsure please call or e-mail The London Community Foundation using the contact details on page 6 help.

## **Continuation/Development Funding for Previously Funded Organisations:**

Organisations awarded a grant previously by the Living Communities Fund can apply for continuation funding for the same project or submit a request for new activities. Where asking for repeat funding, organisations are asked to demonstrate how the project will develop.

Depending on the number and quality of applications submitted to this funding round, previously or currently funded organisations may not be prioritised.

If your organisation received a Living Communities Fund grant in autumn 2016 and is applying for funding again this year, you will be expected to provide a short update on your current project before your application can be considered.

## 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 £9.75 in London), or higher. The London Community Foundation have 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 discuss 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 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 £8.45 per hour outside London and £9.75 in London. You can learn more about The Living Wage and The Living Wage Friendly Funder Scheme at [www.livingwage.org.uk](http://www.livingwage.org.uk). Below are some FAQs about the scheme that you may find helpful, but if you have any questions then do contact us.

### **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 £8.45 and the London Living Wage is £9.75.

### **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.

### **Does an organisation have to pay The Living Wage 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.

## How to Apply

### Application Deadline

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

**Friday 26<sup>th</sup> May 2017 at 5pm**

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

**[APPLICATION FORM](#)**

**Full details about the Fund are also available on:**

<http://www.londoncf.org.uk/grants/available-grants/overview.aspx>

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 (if you do not please check your spam folder).

If you have any queries about your application, please do contact us well in advance of the deadline – our contact details are on the last page.

### The application

To begin your application, please click on the link within the e-mail that you have received from us.

**Please also read the online application form guidance** as it will help you understand what we expect. 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 complete it at any time before the closing date.

**You also need to submit all of your supporting documents by uploading them at the end of your application form.** 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, i.e. Memorandum and Articles of Association or Constitution;
- 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 completed income and expenditure projection for your organisation for 12 months from April 2017 to March 2018 on the template available for **download on our website**. (Please indicate secured income and non-secured income as well as all projected expenditure).

If you have received funding from The London Community Foundation within the last two years, you need only submit your most recent signed annual accounts and income and expenditure projection unless other documentation has changed since.

**We regret we are unable to consider incomplete or late applications, so please ensure you submit everything by the deadline.**

### **What happens after you have applied?**

We may contact you to discuss your ideas. You should hear the outcome of your application within 9 weeks of the deadline. Therefore, your project should not start before 31<sup>st</sup> July 2017. If you are awarded a grant you will have 12 months to spend it.

## **Successful Applicants**

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

- Credit support from Living Communities Fund and The London Community Foundation on all materials related to the funded work (logos will be provided);
- Complete your spending within 12 months;
- Complete 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 The London Community Foundation, including original invoices;
- Be available for a potential monitoring visit by The London Community Foundation or the Living Communities Fund.

Grantees will be required to complete an online form outlining how the grant was spent and highlighting the benefits for residents.

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 and hopefully encourage them to give more!

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.

## **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.

e-mail: [applications@londoncf.org.uk](mailto:applications@londoncf.org.uk)

Tel: 020 7582 5117

[www.londoncf.org.uk](http://www.londoncf.org.uk)

## Key Dates

Monday 3<sup>rd</sup> April 2017



Friday 26<sup>th</sup> May 2017



Tuesday 25<sup>th</sup> July 2017



Monday 31<sup>st</sup> July 2017



Monday 30<sup>th</sup> July 2018

Applications Open



Application Deadline 5pm



Decisions Released



Earliest Date Projects Can Start for Grantees



Projects Must Be Completed

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

Tel: 020 7582 5117, Fax: 020 7582 4020

e-mail: [info@londoncf.org.uk](mailto:info@londoncf.org.uk)

Website: [www.londoncf.org.uk](http://www.londoncf.org.uk)