

## **Guidance notes for completing the online application form The MOPAC Victims Fund**

These are guidance notes to help you complete some of the key questions in the online application form for The MOPAC Victims Fund at The London Community Foundation.

### **Tips:**

- You can also hover over the ⓘ symbol next to each question on the online form for help on how to respond.
- Each large text box has a maximum word limit
- Text boxes/fields marked with a red line need completing – without an answer you will not be able to submit your form.
- It is a good idea to draft your responses using a word processing programme such as Microsoft Word, so that you can check your spelling and word count as you go along.
- As you enter your information on the online form, remember to save your progress periodically by clicking on the 📄 symbol on the right hand side, to prevent you from losing your work in case of internet issues.

**Organisations can apply to the fund individually or in a partnership of three or more organisations together, the application form is the same in both cases. Several questions on the form need to be completed only by organisations that are applying in partnership – these are clearly indicated in the section heading.**

**PARTNERSHIP APPLICATIONS** – If you are completing this as the lead organisation of a partnership please fill in section 1 with the details of your organisation only. Section 2, 3 and 4 should relate to the work done by the whole partnership. In section 4 you will find specific questions asking for the details of your partnership

## **Section 1: About your organisation**

### **Organisation Name and Address**

Please provide details of your organisation. For partnership application this should be the details of the lead organisation which is submitting the bid.

**Main Contact Person**

Please provide details for the main person who we should contact in relation to this application.

**Organisation start date**

Please let us know the month and year that your organisation started.

**What type of organisation are you**

Please select all types of organisation which apply. If you are a registered charity please supply your charity number, if you are a registered company please provide your company number. If you check 'other' please specify what type of organisation you are.

**Average yearly income**

Please let us know your organisation's average income over the last three years. To calculate this add up the total income of your organisation in your last three complete years, and divide by three. If you have been in existence for less than three years please let us know the average income over the lifetime of your group to date. You may be asked to provide evidence of this.

**Staffing and volunteers**

Please let us know how many full and part time staff your organisation employs. If applicable let us know how many members and volunteers your organisation has.

**Section 2: About Your Grant Application****Project name**

If your project has a name please put it here, if it has no name please leave this box blank.

**Project funding start / end**

Please put the forecasted project start and end date. Successful applicants will have a maximum period of 12 months from June 2017 to spend the grant, all expenditure must be complete by June 2018 – your project start date should not be before 12<sup>th</sup> June 2017 and the project end date should not be after 12<sup>th</sup> June 2018.

**Which area (estate / region / borough) do most of the people who benefit come from?**

Please tell us what area your organisation serves in London, this may be a borough, region of London, a specific area or estate.

**Which local authority will the activity mainly take place in?**

Please enter details of the local authority area where the activity will mainly take place. If the activity takes place across multiple boroughs please select the central one or the borough where your organisation is based.

**Is this new work?**

Please check this box if the work proposed is new for your organisation. If you are applying to continue existing work please leave this blank.

**What would you like to do with your grant? Please describe your activity, detailing who and how it will be delivered.**

This is where we ask you to tell us about what you need the money for. If you are applying for capital equipment, tell us what you want to buy and what benefit it will have i.e. what you will use it for. If you are applying for ongoing activities or new work, what is it that you would like to do? For example:

*“We are requesting funding to support our ongoing counselling service for victims of Domestic Violence (DV). Funding will be used to cover the salary of the counselling coordinator who is a qualified counsellor and has 15 years’ experience of working with victims of DV. The coordinator provides training and supervision for 15 volunteer counsellors, each of which supports five people with weekly hour long one to one sessions. Funding will also be used to introduce a new weekly peer support session for 20 male victims of domestic violence, this group will follow the model used for the existing women’s peer support group but will be adapted for the specific needs of male victims.”*

**Please explain how you know that people in the community need your work and what evidence you have to demonstrate this**

We are interested in understanding more about the need for the work that you do with victims of crime. Have you undertaken any surveys, had feedback from current users or local residents, or have you identified a gap in provision? Is it because there is nothing else in the area? Has it been set up in response to local demand? Is there any relevant research?

**Please explain how the people or community accessing your services have been affected by crime (as detailed in the Fund criteria) and the issues they face**

Who is it that benefits from your work with victims of crime? This might be a particular age group, residents in a certain area or particular groups of people, such as women who have been trafficked or LGBT people who have experienced hate crime. Please explain what type of crime these people experience and what the consequences are for them. We also ask for further information on the beneficiary group in Section 3 so make sure the two answers tie up.

**Please outline the benefits and outcomes you expect to achieve as a result of the funding**

What are the benefits or outcomes of your project? Please explain what the impact of the funding will be on the victims of crime that your organisation supports. Examples might include:

Examples of outcomes for beneficiaries include:

- improved mental and health wellbeing
- increased confidence and independence

- improved skills and knowledge
- decrease in risky behaviour

There may also be outcomes for your organisation, community or sector.

Examples of outcomes for your organisation might include:

- improved governance
- improving the quality of service delivery
- expansion of service provision
- increased skills amongst staff and volunteers

It's likely you'll have a number of benefits or changes that you're aiming for – you can list them if you prefer. Where possible please quantify how many or how much.

**Please explain how you will collate, measure and report the benefits and changes that you describe above**

Please explain how you plan to track and measure the change that this grant would have on your organisation and, if appropriate, on your beneficiaries. You might plan to have informal discussions with staff or participants, ask staff to complete questionnaires, or gather people together in one place to feedback on the project. You may also want to keep a log of numbers relating to your target outcomes for example tracking the number of counselling sessions offered, the number of funding applications submitted in a month or the number of hours spent per month on partnership building.

If you are successful in securing a grant you will be required to provide a progress update at 6 months and a full report once funding is completed. This will be an opportunity to use data that you have collected.

**Please tell us about your organisation's aims and current activities, please tell us about your track record / experience in relation to the project you have applied for**

Please give a short description of what your organisation does at the moment, and tell us about the outcomes of your previous work in this field. For example:

*"We are a rape crisis centre based in Hammersmith. We are open weekdays from 2pm – 5pm. We provide a number of services to survivors of rape including counselling, group therapy, alternative therapies, support with police and court visits, self defence classes and signposting to other services. Our services are free and are open to men and women aged 14 and over. We work across five boroughs in west London where there are no other rape crisis services. We have been delivering services in this area for over 10 years and currently support around 10 clients per week. Our evaluation shows that 75% of our clients experienced an increase in their happiness and wellbeing after 6 months of support from our services."*

### **How do you see this project / activity progressing after this funding comes to an end**

You might be looking at trialling a new approach to your work or you may be asking for funding to support your core activities. All of these activities are eligible, just tell us more here.

### **If multi-year funding were available please tell us here what you would do with funding in years 2 and 3.**

If 3 year funding were to become available, please tell us here how much you would need in years 2 and 3, and how the funding would be spent.

## **Section 3: Impact**

**In this section we want you to think about the long term impact that this funding will have on your organisation's beneficiaries rather than the immediate internal impact for your organisation.**

You can help us to achieve our vision and mission by delivering projects that make a difference and – importantly – by gathering evidence to show how your project has made an impact. This information is essential if we are to encourage more donors to support our future work. To help you collect the kind of evidence we need, we have created a framework that measures the impact of our grants. There are six themes for this IMPACT framework:

- **Improve people's life skills, employability and enterprise** - We want to support a thriving city that creates opportunities for people to fulfil their potential, to become more self-sufficient and to build their confidence.
- **Maximise people's ability to strengthen community cohesion and build social capacity** - We want to strengthen and connect local organisations and improve local facilities so that people can live happier lives alongside each other.
- **Promote reduction of isolation and disadvantage and access to services** - We want people to be connected in their local communities and to their local services, so everyone has a chance to be included.
- **Advance people's physical and mental health, wellbeing and safety** - We want people to feel safe and connected in their communities, and to have more opportunities to improve their physical and mental health.
- **Connect people with the arts culture and heritage** - We want to create a city that values and takes pride in the excellence and diversity of arts and culture, where everyone feels encouraged to participate, and their efforts create a lasting legacy.
- **Transform people's access to, and engagement with, their environment** - We want to create a city that promotes and creates a safer, healthier, and more sustainable environment, where people in urban areas feel free and welcome to access community spaces.

When applying you have to choose **four outcomes** to report on, two of which will need to be linked to **one of the IMPACT themes**. The others can be any of the other outcomes listed. You will also have to choose up to **three indicators** per outcome to report on and set targets that you think you will achieve over the life of the project.

We have written a guide and helpful tool on how to choose the outcomes and indicators – Please see appendix A for details.

### **To complete the impact section on the form**

1. Select the theme from the drop down list – this will give you the range of outcomes in the drop down list attached to the impact theme.
2. Then select your 1<sup>st</sup> outcome from the drop down list
3. This will then open up the available indicators – select up to three indicators and fill in the anticipated numbers
4. Then select your 2<sup>nd</sup> outcome from the drop down list
5. This will then open up the available indicators – select up to three indicators and fill in the anticipated numbers
6. Then repeat for your 3<sup>rd</sup> and 4<sup>th</sup> outcome – these can be any of the others from the full list of outcomes across all themes.
7. The indicators will show for your chosen 3<sup>rd</sup> and 4<sup>th</sup> outcome – select up to three indicators for each and fill in the anticipated numbers

### **How many people will benefit from this grant?**

Please estimate how many people will benefit from activities supported by this funding throughout the funding period. We realise that you cannot give exact figures but please estimate as accurately as possible. This information is important and will be used to evaluate the project at the end of the grant period.

### **Beneficiaries**

From the **drop down list**, please click on the one group that best reflects **the majority** of the **beneficiaries** of your organisation who are victims of crime, this will then be entered in the selection box. On doing this you will then be presented with a series of check boxes, tick any other relevant groups that will be affected. Please don't tick them all if they don't apply, just think about who the primary beneficiaries will be. This doesn't have to be 100% accurate, you're just giving an indication.

### **Ethnicity**

From the drop down list, please select one **ethnic** group that best reflects **the majority** of the users of your organisation who are victims of crime and enter it in the box provided. Then, using the check boxes, tick any other ethnic groups that will be affected. Please don't tick them all if they don't apply, just think about who the primary groups will be. Again, this doesn't have to be 100% accurate, you're just giving an indication.

### **Issues addressed**

We are interested in the **Issues** that will be addressed by this grant. From the drop down list **the primary** issue that will be addressed by this grant. Then, using the check boxes indicate any other issues that will be addressed.

### **Age group**

Finally we would be interested in knowing which **Age groups** would benefit from this grant. Please enter in the text box / dropdown the age group that represents **the majority** of the beneficiaries of your organisation who are victims of crime. Then, using the remaining check boxes indicate any other age groups that will benefit.

## **Section 4 – Project budget and additional information**

### **Project Budget**

This section asks you to provide details regarding the amount of money you are applying for and what type of items you will be spending it on.

#### **What is the total cost of the project?**

If you are asking us to fund part of a staff salary, for instance, what is the total salary each year? If you are asking us to contribute towards a project or activity, what are the total costs?

#### **How much has been raised so far?**

If you are not asking us to fund the full costs, how much have you raised already? If you have not raised anything yet please enter 0. Please don't leave this field blank.

#### **How much money are you applying to us for?**

Please enter the amount of funding you are requesting from us. If you are applying as a single organisation this should be between £10,000 and £35,000 (with up to £5,000 of the grant award for capacity building such as in-house training, purchasing of software etc.). If you are applying as a partnership of three or more organisations this could be up to £100,000.

#### **Are you seeking other funding towards this project?**

Tell us here if you are applying to other funders for funding towards the work, if yes please provide detail including the name of the funder, amount applied for and when a decision is due.

#### **Have you budgeted all staff costs at the Living Wage? Please provide any comments on any difficulties or positive impact this will have on your organisation.**

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. The Living Wage is £8.45 per hour outside London and £9.75 in London. We are asking groups to make their applications for any staff costs at the Living Wage rates, so please budget for this in the staff costs section below. We understand that for some groups paying

a Living Wage can be difficult for a number of reasons, we would like to work with groups to see how we can support you to enable you to pay a Living Wage. Also if there are any general comments on what you think about us paying a Living Wage through our grants please put them in here!

**Budget breakdown**

Here you itemise the costs that will be incurred in running your project. The headings (staff cost, volunteer costs etc.) are examples of types of costs and the amount – you do not have to put a cost in each heading if it does not apply.

There are two cost boxes, one for the **total project cost for that type of cost** and one for the **amounts you are applying to us for under that cost heading**.

The cost breakdown also allows you to enter the details behind the cost summary. These details should only refer to the elements of the project that are covered by your grant from us. Please give us a full breakdown of the costs as shown in the example below.

**Staff Costs**

Requested amount	630
Total amount	1000

Breakdown

3 workers@ £7.50 an hour (14 weekly sessions of 2 hours)
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**Volunteer Costs**

Requested amount	280
Total amount	500

Breakdown

£10 per hour x 28 hours
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**Operations/Activity Costs**

Requested amount	56
Total amount	300

Breakdown

4 travel passes for 2 volunteers at £7 each
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**Capital Costs (Equipment)**

Requested amount	1,950
Total amount	5,000

Breakdown

Outdoor play equipment (quotes attached)
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**Note for volunteer expenses** - Only out-of-pocket expenses can be paid to volunteers, who should submit receipts and/or proof of payment such as bus/rail tickets for your records.



Volunteers should not be paid a flat rate as they will be classed as employees of your organisation.

## **Additional Information**

### **Bank account signatories**

Please provide the names and addresses of all authorised signatories on your bank account, please indicate if any signatories are related. Bank accounts should have at least two unrelated signatories and preferably three.

### **Referee**

Please provide details of a sector professional that knows about your group's work but is independent of your group and this project who we can contact for a reference. Wherever possible your referee should not be a worker from the Council for Voluntary Services. Please make sure that this person is willing and knows about this application.

### **Partnership questions - These three questions should ONLY be completed by organisations applying to the fund in partnership**

**Please list the organisation name, organisation addresses, charity or company number (if applicable), annual income and the contact details of the main contact for all partners involved in this bid.**

If your application is shortlisted we will need to be able to contact all partners directly. Please include information about each group's aims and give a short description of what the organisation does at the moment.

**Please tell us about each partner's track record in supporting victims of crime, and the history and track record of the partnership where applicable (please state if this is a new partnership)**

This is about your partnership's track record, as individual organisations and working together. Please explain how the partnership was formed, what work you have done together, if any and, if applicable, how your partnership is formalised. Please explain what complementary skills and experience each partner brings and why you have chosen to work together. We want to see clear evidence of the outcomes and success that any previous joint work has had.

**Please provide any additional details about how your partnership would use the grant and who would lead or carry out each part of the work**

Please explain how the grant would be broken down across partners.

## **Declaration - For all applicants**

Please read each statement carefully and check the box if you agree with the statement.  
Please confirm your name and role.

## **How did you find the application form?**

Please let us know how challenging you found the application form to complete.

## **Supporting Documents**

Please click on the 'attachments' button at the bottom of the form to upload your supporting documents. You will need to upload:

- A copy of your governing document (e.g. constitution, memorandum & articles or set of rules)
- A copy of your most recent annual accounts or a spending plan and recent bank statement if you are a new group.
- A copy of your safeguarding policies if you will be working with children or vulnerable adults (please contact us if you need help to develop one)
- A list of the names and addresses of your management committee
- A partnership agreement or terms and conditions (for partnership applications only)

If for any reason you are not able to provide one of the required documents please upload a document explaining why you do not have it.

Please clearly label each document with a name and a short description of what it is:

- e.g.     Name - The Music House – Safeguarding Policies  
          Description – Vulnerable Adult and Child Protection Policies for The Music House

If you have previously submitted an application using the new online system – you do not have to provide the supporting documents. Please attach a document explaining which programme you applied to. Please ensure that you always submit your latest accounts or any amended documents.

## **When you have completed your application**

Once you have completed the form please ensure that you save and then click on the 'submit' button at the bottom of the page to send the application through to us. Once you have clicked submit **do not navigate away from the page** until you receive a confirmation of submission message. You should also receive an email with a pdf version of your form after submitting your application. If this email does not arrive within two hours please call us (please check your junk mail first).

If you have not completed all of the required fields (shown by a red line) you will not be able to submit your form. If you attempt to submit an incomplete form the incomplete fields will be highlighted in red, once these are filled you should be able to submit the form.

Once your form is submitted you will no longer be able to access and edit it.

If you're still not sure about anything when completing the form, please contact The London Community Foundation on 020 75825117 or email [info@londoncf.org.uk](mailto:info@londoncf.org.uk)

If you have any issues with accessibility please contact us and we will discuss other options for completing the form.

### **What happens next?**

We will assess your application against the fund criteria. You should expect to hear the result of your application in approximately 8 weeks after the closing date and before the project start dates shown in this guidance.

Applications which best fit the MOPAC Victims Fund Programme themes 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 MOPAC Victim Funds Panel which will make recommendations on grant awards.

Successful and unsuccessful applicants will be notified of the decision in writing by 31<sup>st</sup> May 2017.

## Appendix A

# IMPACT ASSESSMENT

## A guide on how to choose the outcomes and indicators for your application

**The London Community Foundation's vision** is of a strong and generous London where residents, business, government and civil society are inspired to act for the benefit of all who live in the city, leading the way in social action and philanthropic activity. **Our mission** is to make a difference to the lives of Londoners by connecting people who need help with those who are willing to give. We are dedicated to improving the lives of London's most disadvantaged. Child poverty, unemployment, isolation, homelessness, domestic violence and gang crime are just some of the issues we are tackling through our grant making.

You can help us to achieve our vision and mission by delivering projects that make a difference and – importantly – by gathering evidence to show how your project has made an impact. This information is essential if we are to encourage more donors to support our future work. To help you collect the kind of evidence we need, we have created a framework that measures the impact of our grants. There are six themes for this IMPACT framework:

- **Improve people's life skills, employability and enterprise** - We want to support a thriving city that creates opportunities for people to fulfil their potential, to become more self-sufficient and to build their confidence.
- **Maximise people's ability to strengthen community cohesion and build social capacity** - We want to strengthen and connect local organisations and improve local facilities so that people can live happier lives alongside each other.
- **Promote reduction of isolation and disadvantage and access to services** - We want people to be connected in their local communities and to their local services, so everyone has a chance to be included.
- **Advance people's physical and mental health, wellbeing and safety** - We want people to feel safe and connected in their communities, and to have more opportunities to improve their physical and mental health.
- **Connect people with the arts culture and heritage** - We want to create a city that values and takes pride in the excellence and diversity of arts and culture, where everyone feels encouraged to participate, and their efforts create a lasting legacy.
- **Transform people's access to, and engagement with, their environment** - We want to create a city that promotes and creates a safer, healthier, and more sustainable environment, where people in urban areas feel free and welcome to access community spaces.

There is a lot of information about impact assessment and the outcomes approach to project evaluation. You may find the following websites helpful:

<http://www.ces-vol.org.uk/>

<http://www.evaluation.org.uk/>

<http://mande.co.uk/>

<http://network.youthmusic.org.uk/learning/youth-music-evaluation-builder>

There are a number outcomes – or changes – we want to measure for each theme, and a series of indicators to show evidence of change in a measurable way. When you apply for a grant you will need to choose the theme, outcomes and indicators that you will report against, once you have completed your project.

What do we mean by:

**An Outcome?**

Outcomes are the changes, benefits, learning and other effects that you can attribute to your projects activities they`re the difference your project makes (CES, 2005)

**An Indicator?**

Indicators are the evidence you collect to show your progress in achieving the outcomes of your work. They may be about the number of people who have achieved something or feel different.

**Collecting evidence.**

In order to provide the numbers etc. for your report it is best to plan before you start the project how you will collect the evidence. You could consider taking registers of people who attend for example a training course, carry out interviews, and provide questionnaires for people to complete.

## Applying for Funding

When applying you will have to choose **four outcomes** to report on, two of which will need to be linked to **one of the IMPACT themes**. The others can be any of the other outcomes listed. You will also have to choose up to **three indicators** per outcome to report on and set targets that you think you will achieve over the life of the project.

In order to choose the theme that best fits your project we would advise that you read through the whole list first and pick the outcomes that best reflect what you are hoping to achieve. Once you have picked those outcomes, you can work upwards to find a theme and sideways to identify indicators. It is very possible that your project may fit into more than one theme, but choose the one with the best outcomes for the specific work funded by this grant. You will need to give us realistic target numbers for each of the indicators you have chosen. Please make these a best guess and do not overestimate the numbers you might achieve – be honest with us! High numbers will not help in the assessment process when we come back and question you on them. We need to believe that they are achievable.

Remember if you have any questions on this or need help with the application form please call us on 020 7582 5117 or email [applications@londoncf.org.uk](mailto:applications@londoncf.org.uk)

To complete the impact section on the form

1. Select the theme from the drop down list – this will give you the range of outcomes in the drop down list attached to the impact theme.
2. Then select your 1<sup>st</sup> outcome from the drop down list
3. This will then open up the available indicators – select the indicators and fill in the anticipated numbers
4. Then select your 2<sup>nd</sup> outcome from the drop down list
5. This will then open up the available indicators – select the indicators and fill in the anticipated numbers
6. Then repeat for your 3<sup>rd</sup> and 4<sup>th</sup> outcome – these can be any of the others from the full list of outcomes across all themes.
7. The indicators will show for your chosen 3<sup>rd</sup> and 4<sup>th</sup> outcome – select the indicators and fill in the anticipated numbers

**EXAMPLE OF COMPLETED FORM**

Outcome	Choose	Indicator	Target Number	Choose
<b>IMPACT THEME</b>		<b>Improve people's life skills, employability and enterprise</b>		
Improve economic wellbeing	X	Number of new employment opportunities as a result of the project		
		Number of new volunteer opportunities as a result of the project		
		Number of people becoming self-employed as a result of the project		
		Number of people coming off work related benefits		
		Number of people who accessed benefits for the first time as a result of the project		
		Number of people who are able to remain in housing as a result of the project		
		Number of people who gained sustainable employment as a result of the project	X	5
		Number of people who reported a reduction in debt as a result of the project		
		Number of people who started on the path to employability as a result of the project	X	20
		Number of volunteer opportunities as a result of the project		
		Number of work placement/experience opportunities available as a result of the project	X	10
Increase employability		Number of people becoming self-employed as a result of the project		
		Number of people who attended training as part of the project		
		Number of people who gained accreditation as a result of the project		
		Number of people who gained sustainable employment as a result of the project		
		Number of people who started on the path to employability as a result of the project		
Increase enterprise		Number of new businesses started as a result of the project		
		Number of people becoming self-employed as a result of the project		
		Number of people on the pathway to becoming self employed as a result of the project		
		Number of social enterprises set up as a result of the project		
		Number of social entrepreneurs created from the project		
Increase in beneficiary training, education,	X	Number of people coming off work related benefits		
		Number of people who attended training as part of the project	X	50
		Number of people who attended training for the first time as part of the project	X	10
		Number of people who gain new skills as part of the project		

accreditation and employment		Number of people who gain new skills for the first time as part of the project		
		Number of people who gained accreditation as a result of the project	X	10
		Number of people who gained accreditation for the first time as a result of the project		
		Number of people who gained sustainable employment as a result of the project		
		Number of people who started on the path to employability as a result of the project		
Increase in leadership skills and voice		Number of people who feel they have increased voice or ability to influence		
		Number of people who have increased their participation in community decision making		
		Number of people with increased leadership skills		
Increase lifelong learning and skills		Number of hours of education/training provided by the project		
		Number of people who attended training as part of the project		
		Number of people who gained accreditation as a result of the project		
		Number of people who remained in education, training or employment as a result of the project		
		Number of people who showed an increase in confidence as a result of the project		
Strengthen organisations		Number of employees/volunteers offered training and development		
		Number of existing partnerships developed/strengthened as a result of the project	X	5
		Number of hours spent on employee/volunteer training and skills		
		Number of hours spent on strategic development within organisations	X	50
		Number of new partnerships established as a result of the project	X	3
Improve the community working together		Number of new volunteers as a result of the project	X	10
		Number of people engaged in regular volunteering as part of the project		
		Number of people who participated in community activities as part of the project	X	10
		Number of people who participated in community activities for the first time as part of the project	X	20
		Number of people who report feeling more informed about what's happening in their area		



Outcome	Choose	Indicator	Target Number	Choose
<b>IMPACT THEME</b>		<b>Improve people's life skills, employability and enterprise</b>		
Improve economic wellbeing		Number of new employment opportunities as a result of the project		
		Number of new volunteer opportunities as a result of the project		
		Number of people becoming self-employed as a result of the project		
		Number of people coming off work related benefits		
		Number of people who accessed benefits for the first time as a result of the project		
		Number of people who are able to remain in housing as a result of the project		
		Number of people who gained sustainable employment as a result of the project		
		Number of people who reported a reduction in debt as a result of the project		
		Number of people who started on the path to employability as a result of the project		
		Number of volunteer opportunities as a result of the project		
Increase employability		Number of work placement/experience opportunities available as a result of the project		
		Number of people becoming self-employed as a result of the project		
		Number of people who attended training as part of the project		
		Number of people who gained accreditation as a result of the project		
		Number of people who gained sustainable employment as a result of the project		
Increase enterprise		Number of people who started on the path to employability as a result of the project		
		Number of new businesses started as a result of the project		
		Number of people becoming self-employed as a result of the project		
		Number of people on the pathway to becoming self employed as a result of the project		
		Number of social enterprises set up as a result of the project		
Increase in beneficiary training, education,		Number of social entrepreneurs created from the project		
		Number of people coming off work related benefits		
		Number of people who attended training as part of the project		
		Number of people who attended training for the first time as part of the project		
		Number of people who gain new skills as part of the project		

accreditation and employment		Number of people who gain new skills for the first time as part of the project		
		Number of people who gained accreditation as a result of the project		
		Number of people who gained accreditation for the first time as a result of the project		
		Number of people who gained sustainable employment as a result of the project		
		Number of people who started on the path to employability as a result of the project		
Increase in leadership skills and voice		Number of people who feel they have increased voice or ability to influence		
		Number of people who have increased their participation in community decision making		
		Number of people with increased leadership skills		
Increase lifelong learning and skills		Number of hours of education/training provided by the project		
		Number of people who attended training as part of the project		
		Number of people who gained accreditation as a result of the project		
		Number of people who remained in education, training or employment as a result of the project		
		Number of people who showed an increase in confidence as a result of the project		

<b>IMPACT THEME</b>		<b>Maximise people's ability to strengthen community cohesion and build social capacity</b>		
Improve community cohesion		Number of hours of community activity provided as part of the project		
		Number of people who participated in community activities for the first time as a result of the project		
		Number of people who participated in community activities as a result of the project		
Improve the community working together		Number of new volunteers as a result of the project		
		Number of people engaged in regular volunteering as part of the project		
		Number of people who participated in community activities as part of the project		
		Number of people who participated in community activities for the first time as part of the project		
		Number of people who report feeling more informed about what's happening in their area		
Improved community facilities		Number of people who have used the new/improved community facilities		
		Number of people who reported that the community facilities were improved as a result of the project		
Increase in leadership skills and voice		Number of people who feel they have increased voice or ability to influence		
		Number of people who have increased their participation in community decision making		
		Number of people with increased leadership skills		
Strengthen organisations		Number of employees/volunteers offered training and development		
		Number of existing partnerships developed/strengthened as a result of the project		
		Number of hours spent on employee/volunteer training and skills		
		Number of hours spent on strategic development within organisations		
		Number of new partnerships established as a result of the project		
Support vulnerable and disadvantaged people		Number of people accessing advice/guidance services		
		Number of people accessing advice/guidance services for the first time		
		Number of people accessing support services as a result of the project		
		Number of people accessing support services for the first time as a result of the project		
		Number of people achieving independent living/no longer requiring support as a result of the project		

IMPACT THEME		Promote reduction of isolation and disadvantage and access to services		
Improve economic wellbeing		Number of new employment opportunities as a result of the project		
		Number of new volunteer opportunities as a result of the project		
		Number of people becoming self-employed as a result of the project		
		Number of people coming off work related benefits		
		Number of people who accessed benefits for the first time as a result of the project		
		Number of people who are able to remain in housing as a result of the project		
		Number of people who gained sustainable employment as a result of the project		
		Number of people who reported a reduction in debt as a result of the project		
		Number of people who started on the path to employability as a result of the project		
		Number of volunteer opportunities as a result of the project		
		Number of work placement/experience opportunities available as a result of the project		
Improved community facilities		Number of people who have used the new/improved community facilities		
		Number of people who reported that the community facilities were improved as a result of the project		
Promote human rights and equality		Number of new people accessing support services following discrimination or unfair treatment		
		Number of people accessing advice and/or guidance services as a result of the project		
		Number of people accessing advice and/or guidance services for the first time as a result of the project		
		Number of people accessing support as a result of the project		
		Number of people accessing support for the first time as a result of the project		
		Number of people accessing support services following discrimination or unfair treatment		
		Number of people achieving independent living/no longer requiring support as a result of the project		
		Number of people who participated in community activities as part of the project		
Reduce isolation		Number of people who participated in community activities for the first time as part of the project		
		Number of people accessing support services as a result of the project		
		Number of people accessing support services for the first time as a result of the project		
		Number of people attending regular social activities as part of the project		
		Number of people who participated in community activities as part of the project		
		Number of people who participated in community activities for the first time as part of the project		

Support vulnerable and disadvantaged people		Number of people accessing advice/guidance services		
		Number of people accessing advice/guidance services for the first time		
		Number of people accessing support services as a result of the project		
		Number of people accessing support services for the first time as a result of the project		
		Number of people achieving independent living/no longer requiring support as a result of the project		

IMPACT THEME		Advance people's physical and mental health, wellbeing and safety.		
Improve health (physical/mental/ emotional)		Number of activities promoting healthy lifestyles (e.g. healthy eating, smoking cessation etc.)		
		Number of additional hours of sport, exercise and leisure activities currently provided by the project		
		Number of hours of sport, exercise and leisure activities currently provided by the project		
		Number of people who participated in sport, exercise and leisure activities		
		Number of people who reported an engagement or re-engagement with education, training or employment as a result of the project		
		Number of people who reported an engagement or re-engagement with social networks, support groups as a result of the project		
		Number of people who reported improved physical/ mental/ emotional health		
Increase access to sport, exercise and leisure activities		Number of additional hours of sport, exercise & leisure activities currently provided by the project		
		Number of existing activities available as part of the project		
		Number of groups providing health related activities		
		Number of hours of sport, exercise & leisure activities currently provided by the project		
		Number of new activities available as part of the project		
		Number of new people taking part in sport, exercise and leisure activities as part of the project		
Promote safer communities		Number of new people who reported that they felt safer in their communities as a result of the project		
		Number of people who reported that they felt safer in their communities as a result of the project		
		Number of people being supported as victims of anti-social behaviour or crime as a result of the project		
Reduce crime, violence and anti- social behaviour		Number of addicts in treatment as a result of the project		
		Number of ex-offenders taking part in a project/programme designed to divert them away from criminal behaviour		
		Number of new recorded addicts as a result of the project		
		Number of people taking part in a project/programme designed to divert them away from anti-social behaviour		
		Number of people who took part in a project/programme and had not re-offended within a period of 3 months		
		Number of perpetrators of domestic abuse taking part in a project/programme designed to divert them		

		away from abusive behaviour		
		Number of young people who took part in a project/programme and had not re-offended within a period of 3 months		
Reduce substance misuse and addictions		Number of addicts in treatment as a result of the project		
		Number of new recorded addicts as a result of the project		
		Number of people accessing support services for addiction		

IMPACT THEME		Connect people with the arts culture and heritage		
Increase opportunities for public to engage with culture and heritage		Number of memberships of local heritage organisations		
		Number of people visiting a local heritage site		
		Number of people volunteering to maintain a local heritage site		
		Number of projects that promote engagement with culture and heritage		
		Numbers in audiences		
Preserve local heritage		Number of buildings saved		
		Number of memberships of local heritage organisations		
		Number of oral history recordings made		
		Number of people visiting a local heritage site		
		Number of people volunteering to maintain a local heritage site		
Promote opportunities for creativity		Number of projects that promote creativity		
		Number of new people participating in projects that promotes creativity as part of the project		
		Number of people participating in projects that promotes creativity as part of the project		
		Number of people taking part in arts activities as part of the project		
		Number of people taking part in arts activities for the first time as part of the project		
		Number of people with disabilities who accessed arts activities		
		Number of people with disabilities who accessed arts activities for the first time as a result of the project		
		Number of people working in arts, culture and heritage for the first time		
		Number of young people who accessed arts activities		
	Number of young people who accessed arts activities for the first time as a result of the project			



IMPACT THEME		<b>Transform people's access to, and engagement with their environment.</b>		
Improve quality of local environment and public space		Number of allotments		
		Number of environmental improved schemes or services created		
		Number of new allotments		
		Number of new community facilities created		
		Number of new people engaged with gardening		
		Number of new people using public/community transport		
		Number of new volunteers taking care of local public spaces as part of the project		
		Number of people engaged with gardening		
		Number of people using local public space as a result of the project		
		Number of people using local public space for the first time as a result of the project		
		Number of people using public/community transport		
		Number of people with an increased understanding of the environment		
		Number of volunteers taking care of local public spaces as part of the project		
Increase biodiversity		Number of local wildlife protection schemes		
		Number of new habitats created		
		Number of orchard and green space schemes		
		Number of people engaged with regular volunteering as part of the project		
		Number of new people engaged with regular volunteering as part of the project		
		Number of trees planted		
Reduce carbon footprint (i.e. waste, emissions, energy)		Number of car journeys eliminated		
		Number of composting schemes		
		Number of groups/projects campaigning on environmental issues		
		Number of households participating in environmental projects		
		Number of increased services and facilities accessible by public transport, walking or cycling		
		Number of new composting schemes		
		Number of new households participating in environmental projects		
		Number of new low energy community facilities		

		Number of new people using public/community transport		
		Number of people reporting a reduction in car use		
		Number of people using public/community transport		
		Number of tonnes of waste diverted from landfill		
		Number of units of energy saved		
		Number of groups/projects operating environmental policies		