

## **Regent's Place Community Fund**

### **Application Guidelines 2016**

#### **About The Fund**

The Regent's Place Community Fund is an exciting new initiative led by a number of businesses based at Regent's Place, a fully managed office, retail and leisure Campus located to the north of the Euston Road in Camden. The founding members of the Fund are occupiers Capital One, Dentsu Aegis Network, Gazprom Marketing & Trading, Lendlease and Santander, along with Regent's Place Management and landlord British Land.

The Fund aims to make a real difference to the local area and will help smaller community organisations around Regent's Place. The Fund will focus on causes that support social cohesion in the community, skills and access to employment, and healthy living.

#### **Fund Themes**

Funding is available to help address local needs under the following themes:

- *Healthy Living (£1,000 - £5,000)*
- *Social Cohesion (£1,000 - £5,000)*
- *Employability (£5,000 - £10,000)*

This may include:

- Projects which develop skills
- Projects which widen access to employment

#### **Who Can Apply?**

**Constituted community and voluntary groups, registered charities, companies limited by guarantee without share capital, social enterprises, Charitable Incorporated Organisations or Community Interest Companies are all eligible to apply to the fund.**

Applicants must:

- be locally based in the area of benefit (see map) or be working with residents in the area of benefit
- if you are a community organisation, you must have a minimum of 3 unrelated Trustees / Committee members
- have a governing document (e.g. a constitution, or Memorandum and Articles)
- recent accounts (unless the group is new) and robust plans for managing your finances and the project budget.
- a bank account in the name of the group, with at least 2 unrelated signatories
- a Safeguarding Policy if working with young people under the age of 18, or if you are working with vulnerable adults (please contact us if you need help with this)

Please note there is no income threshold for this fund. However as the fund is aimed at supporting local community activity, smaller organisations or projects with an annual income of less than £100,000 may be prioritised. However Community Centres are welcome to apply for project funding.

## **Grant Size**

Grants are available between £1,000 and £5,000 for applications under the social cohesion and healthy living themes; and between £5,000 and £10,000 for grants made under the employability theme.

The grants will last for a period of up to one year from the point of the award.

## **What can the grant cover?**

We expect grants will primarily fund core and activity costs, such as:

- Salaries or sessional tutor fees
- Associated overheads (rent, telephone, heat and light, materials, insurance)
- Delivery-specific costs (marketing, leaflets, stationery etc)
- Small capital items (such as equipment you may need to deliver your project – you must ensure you have included insurance costs, or are already covered for such items)

We encourage applicants to use full cost recovery (FCR) in their applications. Full cost recovery means securing funding for all the costs involved in the delivery of your work. For more details on using the full cost recovery model, visit [www.acevo.org.uk](http://www.acevo.org.uk)

## **What cannot be funded through this programme?**

- projects not benefitting residents of the area of benefit (see map)
- statutory organisations, such as Local Authorities and schools (though Friends of groups or PTAs may apply)
- any party political activity

- purely commercial ventures
- major capital costs e.g. buildings
- spending that has already taken place
- individual sponsorship
- activities promoting religion (faith based bodies that are well placed to deliver other eligible services will not be excluded)

## **Monitoring & evaluating your work**

Monitoring and evaluating our grants enables us to better understand the impact of our grant making. It helps us to understand community need, enables us to learn from our grant making 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. 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. Programme Managers may visit your organisation during the grant period to see your work in action and gather further feedback.

Full details on the information you will need to collect will be given to successful applicants at the time of grant award. You will be expected to return your monitoring report within six weeks of your activity finishing.

## **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/Regents>

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 Notes

### [Online Application Form Guidance Notes](#)

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 e.g. 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

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

## **Deadline for Applications**

Please complete your application by **9am on Wednesday 1st June 2016**

**Please note we are unable to consider applications that are submitted after the deadline or those that do not have the supporting documents included.**

Here are some top tips for completing applications

- Always read through the guidance notes and application form and make any notes of things that need further explanation or you need further advice before completing the application form
- Write out your proposal before completing the form – you can use this to guide you through the application and it will ensure you do not leave any information out!
- Make sure you have answered all of the questions listed – bullet point or number your responses if this is easier
- Make sure your budget balances!
- Give the application to someone to read before submitting – sometimes it is hard to see what is missing when you are close to a project
- If in doubt call us!

**Awards Announced:** Decisions will be made in August 2016 and applicants will be notified shortly after this time.

**Funded activities should therefore be planned to begin no sooner than Monday 5th September 2016.**

Please note, during June or July a member of the programmes team may contact you to find out more about your proposed project, either via a telephone interview or by visiting your organisation.

If the main contact is away during June or July, please add a second contact to ensure we can speak to a representative of your organisation during this time.

**For any further information or if you have any questions about this fund please contact Laura Mitchell on [lauram@londoncf.org.uk](mailto:lauram@londoncf.org.uk) or 0207 582 5117.**