



Richmond Civic Trust

Fund Guidelines 2017

About the Richmond Civic Trust

The Richmond Civic Trust was established in 2006 following an initiative by the London Borough of Richmond upon Thames. This endowment fund uses the income generated from its capital to support community groups aiming to improve the environment and physical character of Richmond upon Thames through their work. As the value of the fund grows, so will the value of the grants made in each annual grant making round.

These guidelines set out who can apply for funding and what type of activities can be supported through this fund. Please read the following carefully.

Fund Area

The grant is only available to groups based in and/or operating in The London Borough of Richmond upon Thames.

Fund Theme

Grants are available for groups who aim **to improve the environment, facilities and/or physical character of the London Borough of Richmond upon Thames for the benefit of the local community.**

Funding is available for groups who:

- Seek to achieve improvements to the environment throughout the London Borough of Richmond upon Thames.
- Seek to achieve improvements in the physical character of the Borough to include the provision of additional facilities for the benefit of the local community.
- Seek, through improvements to the environment and to the physical character of the Borough to bring about an increase in the enjoyment, living standards and general well-being of local communities.

Key Areas of Interest:

- Projects which promote the enjoyment, living standards and general wellbeing of local communities may be prioritised for funding.
- Although there is no income threshold for the fund, smaller groups with an annual income of less than £150,000 may be prioritised for support.

Grant Size

Applications are welcomed for amounts between £500 and £7,000. The majority of grants are likely to be in the region of £1500-£2000 although the panel are keen to identify opportunities to fund larger projects of local significance for which larger grants could be awarded.

Who can apply?

- Constituted voluntary 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 without share capital
- Charitable incorporated organisations

Your organisation will need to have the following things in place prior to an application and you will need to submit this documentation as part of your application:

- A governing document (e.g. a constitution or memorandum and articles)
- 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
- An equal opportunities policy
- A safeguarding policy (if your proposal includes work with under 18s or vulnerable adults)

Please note that if you have *successfully* applied for another grant from The London Community Foundation in the last 12 months you will only need to submit your application form and your most recent accounts, you will not need to re-submit the other documents named above.

What projects have been supported previously?

Since it was established in 2006, The Richmond Civic Trust has supported almost 40 different projects across the borough. Projects supported have been incredibly varied and demonstrate the diversity and beauty that exist in the borough. A few examples include:

Contributing to the costs of new boxing facilities at Twickenham Brunswick's Club for Young People



Helping Friends of River Crane Environment (FORCE) install a bench which draws attention to features of the local ecology



Installing raised beds in Ham for the benefit of local residents



If all of that sounds right for your organisation, this is what you need to know:

**The deadline for applications is Friday 19th May
2017 at 5pm**

How do you apply for a grant?

You will need to complete an online application form and submit it, along with the required additional documents to us by the deadline:

Friday 19th May at 5pm

Visit <https://ukcf.secure.force.com/forms/LondonCF/RCT> to access the 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 unique link to your 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 please check your spam folder, this is the most common reason for not receiving your link to the online application form.

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 us.

You will also be emailed a copy of your completed application for your records.

Some top tips for top applications:

- Draft your responses before completing the online form and keep a copy in case any information is lost while completing the application
- Make sure that every question has been answered in full (the online form will prompt you)
- Ensure your budget section has a clear breakdown of all the costs associated with your project
- Ask somebody to read through the application before sending, preferably someone who knows nothing about the project. This is a great way to pick up on any mistakes or lack of information and rectify it before submitting.

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 has 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 call and discuss the situation 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 time 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 by clicking [here](#). You can find out more about The Living Wage Friendly Funder Scheme by clicking [here](#).

Below are some FAQs about the scheme that you may find helpful, but if you have any questions then do give us a call.

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.

Do we have to pay The Living Wage across the organisation 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.

Need Help?

Please do not hesitate to contact The London Community Foundation Programmes Team:

- if you have any queries about your proposal prior to making an application
- if you need help with completing the form or
- if you have problems with providing the supporting documents.

Contact details are provided below.

You can also download resource packs on what to include in your governing document and safeguarding policy from The London Community Foundation's [website](#).

What happens after you have applied?

- We may contact you to discuss your ideas. We aim to respond to all grant applicants with a final decision within 10 weeks of the application deadline but we may be in touch during this time frame to discuss your idea further. Please ensure that you, or someone else with a good knowledge of the grant application can be available to talk during this time

- If you are awarded a grant you will have 12 months to spend the funding, after which time you will need to complete and return a grant monitoring form
- We regret that we are unable to consider incomplete or revised applications, so please make sure the application form is fully completed and all supporting documents are included before submission

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

- Credit support from the Richmond Civic Trust and The London Community Foundation on all materials related to the funded work using the correct logos (available on request)
- Complete your spending within 12 months
- Complete a project review (monitoring) form about the project within six weeks of completing your grant, and no later than 13 months after receipt of grant. Funded groups which do not submit their end of grant reports by the agreed date will not be eligible for any further funding from The London Community Foundation. Monitoring and evaluating our grants enables us to better understand the impact of our grant-making. It helps us to understand community needs, enables us to learn from our grant-making and inform future strategies. It 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 can be found at the NCVO [website](#)
- Maintain financial records for all grant spending and submit requested information to The London Community Foundation
- Be available for a potential monitoring visit

Contact Us

If you have any questions about the Fund, please contact us:

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The London Community Foundation Programmes Team:

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