

SEGRO Community Fund for London – Online Application Form Guidelines

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

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.

Please describe briefly the overall aims and objectives of your organisation and the activities or services your organisation provides

Please tell us about your group's aims and objectives and give a short description of what your organisation does at the moment (usually found in your governing documents).

If you are part of a larger regional or national organisation please explain your relationship here.

If you are a sub-group or committee of a larger group, or a local branch of a national charity, we can only fund you if you can demonstrate that you operate independently. This usually means you have separate rules & regulations, an independent committee, a separate bank account and are responsible for generating your own income

To help us understand the difference you make please tell us how you have helped an individual in the past and the change your organisation has made to their life.

This should be in the form of a short case study.

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. 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 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. Please highlight where any are related.

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. Please note that successful applicants will have a maximum period of 12 months from the offer letter date to spend the grant.

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. Please note that this fund is only eligible for projects taking place in Barking & Dagenham, Brent, Ealing, Enfield, Havering, Hillingdon, Hounslow and Newham.

Please provide a postcode which represents the geographical area you will benefit.

Please provide the postcode where most of your beneficiaries reside, if there are multiple places please just pick one. If it is too difficult to distinguish please provide the postcode of your organisation.

Please explain how the people or community accessing your services are disadvantaged and tell us about the issues they face

Who is it that will benefit? This might be a particular age group, residents in a certain area, certain types of people such as single parents etc. We also ask for further information in Section 3 so make sure the two answers tie up.

What would you like to do with the grant?

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?

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.

Please explain the benefits and outcomes that you expect to achieve as a result of the funding?

What are the benefits or outcomes of your project? An outcome describes the benefits or changes that will happen as a result of your work i.e. the impact your work is having. Quite often you are asked to describe your outputs, these are the actual products / services / activities that you will be providing. Please also detail any direct outcomes for beneficiaries.

Please explain how you will collate, measure and report the benefits you describe in the question above.

How will you measure this? You might have informal discussions with users, do questionnaires, gather people together in one place. You need to tell us how you will monitor and report on this project through the life of the grant. We suggest, for instance, that you keep a log of users of your services, participants on your courses, enquiries you deal with etc. You should also use this section to tell us how you will know whether you are being successful or not in meeting your objectives.

Please tell us about your organisation's experience of helping people and the impact of your previous work; you may also want to tell us about the people involved in your project and why you are confident in their ability to make the project succeed.

This is about your organisation's track record in delivering the proposed project or similar work you have delivered in the past. If you are new to delivering this type of work, please tell us about the skills you have in your organisation, that will help to ensure the project will achieve the intended impact. You can also tell us about any partners. We need to see clear evidence of the outcomes and success that your previous work has had. For example: a NEET project – in the last year 30/50 beneficiaries have gone back into full time education, 95% of beneficiaries reported an increase in confidence

How do you see this project/activity progressing after this funding comes to an end or do you see this as a one off project/activity?

Some activities we fund will be one-off projects that don't ever take place again. You might be looking at running a pilot project that, if successful, you will organise again at a later date. You may also be asking for funding to support work you have been doing for several years. All of these activities are eligible, just tell us more here. Evidence may be required e.g. photographs, comments and views of people involved in the activity.

Please tell us about local networks or partnerships your group is involved in, and in particular if you are working in partnership with local organisations to deliver this particular project (formally or informally)

Tell us about any partnerships that you are involved in - especially if they are part of the delivery of your project

Provide details of volunteering opportunities for SEGRO staff (if applicable)

SEGRO staff would welcome the opportunity to provide up to 10 volunteers to funded projects for one day in 2017 and organisations should indicate what volunteering opportunities are available in their application. This is not a requirement and will not affect the outcome of your application.

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.

Which category best describes the impact your project will have?

Select a category from the drop down list which best describes the impact that your project will have.

Select the primary (and second/third if applicable) outcome for your project or activity.

Select a category from the drop down list which best describes the outcome(s) that your project will have.

How many people will benefit from this funding?

Please estimate how many people will benefit from any changes to your organisation which as a result of 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.

Please note this is the total number of beneficiaries supported by your organisation and its activities, and should not include staff or volunteers unless volunteers are also beneficiaries.

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.

The issue is the problem or need your work with victims of crime addresses and not the activity you are undertaking.

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?

How much money are you applying to us for?

Please enter the amount of funding you are requesting from us.

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 details.

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 but there may be others that you need to include.

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 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		Breakdown
Requested amount	882	3 workers@ £10.50/ hour x 2 hours/ week x 14 weeks
Total amount	1764	

Volunteer Costs		Breakdown
Requested amount	280	£10 per hour x 28 hours
Total amount	500	

Operations/Activity Costs		Breakdown
Requested amount	56	4 travel passes for 2 volunteers at £7 each
Total amount	300	

Capital Costs (Equipment)		Breakdown
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Requested amount	3,500
Total amount	5,000

10 computers @£350 (quotes attached)

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.

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 document 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 provided us with these documents in the **past two years** - please upload a document explaining that you have sent them to us before.

Declaration

Please read each statement carefully a 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.

When you have completed your application

Once you have completed the form please ensure you click on the 'submit' button at the bottom of the page to send the application through to us. Once your form is submitted you will no longer be able to access and edit it.

If you have not completed all of the required fields 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.

If you're still not sure about anything when completing the form, please contact The London Community Foundation on 020 7582 5117 or email applications@londoncf.org.uk

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