



## Wandsworth Community Fund Guidance Notes 2016

The London Community Foundation is pleased to announce the sixth year of the Wandsworth Community Fund. This Fund has been established with The London Community Foundation by Wandsworth Council.

The Fund will award grants to support voluntary or community groups, registered charities and other not for profit organisations that provide projects or services benefitting the community in the London Borough of Wandsworth.

These guidelines set out who may apply and the activities you may apply for. Please read the following carefully.

### Fund Area

The Fund is for projects and services delivered within the **London Borough of Wandsworth**. The monies available for grant support is small, therefore the priority for the Fund is to support *small Wandsworth based organisations*, with new local initiatives that can show they will achieve a positive outcome for the residents of the borough. It is expected that only around 4 grants will be awarded.

### Fund Criteria

The Wandsworth Community Fund can support projects that meet one of the following criteria:

1. Improve opportunities for children and young people with an emphasis on early intervention and preventative work and increasing the levels of educational attainment for children and young people;
2. Improve training and employment skills and opportunities for young people and adults;
3. Improve services available and access to these for vulnerable, isolated and marginalised groups, in particular for older people and BAME groups;
4. Build a prosperous, safe, healthy, sustainable and cohesive community encouraging community engagement.

### Please note:

As one of a number of local funding opportunities in the pipeline for Wandsworth this September, Wandsworth Council's Wandsworth Grant Fund (WGF) is particularly seeking more funding applications for Raising Aspiration and Potential themes due to under allocation of these funds in their previous round. We therefore urge you to look at this Fund in the first instance if you are leaning towards a project speak to the relevant departmental officers whose details will be issued with their application pack for the Round 4 launch on 14th September 2016 to discuss your proposal. Please do, however, bear in mind in your overall fundraising strategy that funding

recommendations on Round 4 of WGF will not be made until January 2017. More details on this fund can be found at: <http://www.wandsworth.gov.uk/wgf> and you can subscribe to their mailing list to receive updates.

### **Examples of projects that might be funded include:**

- Literacy and numeracy projects for children and young people
- After-school clubs provision
- Employment and training opportunities
- Advice and support for those who are vulnerable or marginalised
- Projects that promote community cohesion
- Activities that promote health and well-being for older people: i.e. exercise classes or befriending services
- Mentoring or counselling services
- Food banks, or projects that help to reduce poverty
- Projects which promote involvement in the local community: i.e. volunteering

You can apply for any costs relating to your project, and a portion of your request may include capacity building for your organisation, staff or volunteers – for example, training for volunteers or management committee members. However, we are unable to fund consultancy costs or capital appeals.

### **Grant Size**

Grants of between £250 to £5,000 are available.

While the Fund will consider providing up to 100% of project costs, it would normally expect the applicant organisation to make a contribution, either from its own resources or from funds raised elsewhere. Successful applicants will have a maximum of 12 months to spend their grant. **Project activity must not start before the 1<sup>st</sup> of February 2017 at the earliest.**

### **Who may apply?**

Community groups, voluntary organisations, charities, Community Interest Companies (CIC's), Charitable Incorporated Organisations (CIO's) and Social Enterprises may apply. Your organisation will need to have the following elements in place prior to an 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)
- Full and complete accounts or a consolidated income and expenditure statement for your last financial year
- If applying on the basis of the current year's income, then details and evidence of all confirmed and traceable income streams
- A bank account in the name of the group, with at least 2 unrelated signatories
- A safeguarding policy
- An equal opportunities policy

Although there is no income threshold imposed for the organisation, the Fund will give priority to smaller, locally-based organisations within Wandsworth.

## Relevant Exclusions

The grant cannot be used to fund:

- Local Authorities or statutory organisations such as the police or NHS
- Any party political activity
- Purely commercial ventures (for profit)
- Spending that has already taken place (i.e. retrospective funding)
- Individual sponsorship
- Activities promoting religious beliefs
- Activities where people are excluded on religious grounds
- Activities where people are excluded on the basis of religion, sexual orientation, gender (unless the issue being dealt with is gender-specific), ethnicity.
- Projects benefitting people who do not live in the London Borough of Wandsworth
- Organisations with overdue or incomplete monitoring on a previous grant from The London Community Foundation
- Capital appeals

## Monitoring and evaluating your work

Grantees will be required to complete a short form outlining how the grant was spent and highlighting the benefits for your users. Monitoring and evaluating our grants enables us to better understand the impact of our grant-making. It helps us to understand community need, inform future strategies, and provides vital information if we are considering future funding!

It should also help you to collect valuable information on how service users benefit from your work, what works and what doesn't, and also demonstrate to funders the value of your work. Further information can be found at the Charities Evaluation Services website [www.ces-vol.org.uk](http://www.ces-vol.org.uk)

## How to Apply

Click [here](#) to access the online form.

Please read the instructions carefully, tick to say if 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 junk mail folder).

Full guidelines on using our online application form are available [here](#).

You will need to complete an online application form and submit along with the following documents to us at The London Community Foundation by **5pm on Friday 4<sup>th</sup> November 2016**:

- Governing document (e.g. your set of rules or constitution)
- Details of the management committee
- Either your record of income and expenditure for the last 12 months OR annual accounts OR bank statement if you are a new group
- Safeguarding Policy (if your project includes work with under 18's or vulnerable adults)
- Equal Opportunities Policy

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

- Credit support from the Wandsworth Community Fund 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 form about the project within four weeks of completing your grant, and no later than 13 months after receipt of grant.
- Maintain financial records for all grant spending and submit requested information to The London Community Foundation.
- Be available for a potential monitoring visit by The London Community Foundation or Wandsworth Council staff.

**Further information**

Please contact the Programmes team at The London Community Foundation if you have any questions about the Fund:

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