

The Wembley Park Community Fund

Application Guidelines 2017

About The Fund

The Wembley Park Community Fund is an exciting new fund led by Quintain in partnership with Wates, McLaren, John Sisk and Son, and McAleer and Rushe.

The Fund aims to make a real difference to local residents in Wembley Park and the surrounding area by encouraging community engagement, participation and place-making through funding a variety of community-led activities.

Fund Themes

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

- *Better Places – making Brent a great place to live, work and visit*
- *Better Lives – creating opportunities for and supporting education, employment and good health*
- *Better Locally – ensuring local networks and services work effectively, are accessible for all and directly engage with local communities to make a Better Brent*

Priority will be given to:

- Resident/community led organisations and applications
- Proposals for activities taking place at the [Yellow Pavilion](#) and other spaces and facilities in the Wembley Park area
- Proposals that engage local people who are not currently involved in local activities or in shaping the future of Wembley Park
- Projects involving: Children and Young People; Elderly and Vulnerable Adults; General Community

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 London Borough of Brent or be working with Brent residents
- 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)
- have an income of less than £500,000 per annum, taken from the last complete financial year or as an average over the last 3 financial years. This is with the exception of Community Centres or community hubs that offer a range of services/activities for the whole community applying for project funding. Priority will be given to organisations with an income of less than £100,000
- 75% of all project beneficiaries must live in the London Borough of Brent

Grant Size

Grants are available between £1,000 and £10,000.

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

What cannot be funded through this programme?

- Profit-making organisations
- Individuals (individuals with a project idea can apply through a local organisation, which we can help to connect you to)
- Organisations promoting religious beliefs through their activities (we are able to support religious organisations, provided the promotion of religious beliefs does not take place during the funded activity)
- Political activities
- Financing or spending which has already taken place
- Organisations with an income of over £500,000 with the exception of Community Centres or community hubs
- Projects where less than 75% of the beneficiaries live in the London Borough of Brent

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

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/wembleypark>

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
- A copy of your equal opportunities policy

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

Deadline for Applications

Please complete and submit your application by **9am on Monday 19th June 2017**

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 or lose your work if your internet connection fails
- 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 July 2017 and applicants will be notified shortly after this time.

Funded activities should therefore be planned to begin no sooner than Monday 14th August 2017.

For any further information or if you have any questions about this fund please contact Laura Mitchell on laura.mitchell@londoncf.org.uk or 0207 582 5117.