

Peabody Community Fund

Fund guidelines 2022-23

Updated November 2022



**The London
Community
Foundation**

Fund guidelines

About the Peabody Community Fund

Peabody wants to ensure that London is a city of opportunity for all. In these tough economic times, they are investing more resources to provide more support to the people and communities they work with.

In 2021/22, the Peabody Community Fund received 107 applications across the two funding rounds requesting £2.06million. In total, 38 grants were awarded and £746,146 was allocated.

The London Community Foundation is, once again, delighted to be managing the Peabody Community Grants funding programme in 2022/23. The Peabody Community Fund (PCF) awards grants to charities, resident and community organisations working for the benefit of people who live in the areas in which Peabody operates. In particular, we want to support services and activities developed for Peabody residents.

There is a grants budget of around £850,000 over the next two funding rounds. The budget will include £25,000 restricted to projects in Waltham Forest.

There will be two tiers of applications as follows:

- Grants of up to £10,000 per year for 2 years (maximum of £20,000 in total) for organisations with an annual income of £250,000 or less.
- Grants of up to £15,000 per year for 2 years (maximum of £30,000 in total) for organisations with an annual income of between £250,001 and £500,000.

About The London Community Foundation

The London Community Foundation (LCF) is an independent charity which specialises in supporting grassroots, community-based organisations focused on helping disadvantaged London. We do this by harnessing ideas and talents in the community to make progress on deep-rooted issues that can't be solved elsewhere, and achieve this primarily through our grantmaking. Unlike other Trusts and Foundations we do not just give out our 'own' money, rather we work with a range of donors, supporting predominantly small charities and community groups to tackle local issues.

For all application eligibility and process queries please contact LCF initially. LCF may refer you to Peabody's Community Team if it is felt they can offer you more support. For support from LCF please contact the Programmes Team on:

- 020 7582 5117 or e-mail info@londoncf.org.uk

The Peabody Community Team are keen to help groups develop their applications and ideas. Please contact the Peabody team at the e-mail address below:

- e-mail communitygrants@peabody.org.uk

Fund Criteria

Grants are available to fund local activities which improve the quality of life of Peabody residents and the wider community. Projects must align with **one** or more of the three **fund themes**:

- **Healthy** – *helping people with their physical and mental wellbeing*
- **Wealthy** – *supporting people to become financially independent through employment, enterprise and education*
- **Happy** – *helping people make the most out of their lives through active citizenship, volunteering and community involvement*

The Fund aims to support **ongoing / regular activities** benefitting Peabody residents of all ages and **priority** will be given to:

- Organisations/projects addressing the needs of the **most disadvantaged** members of the community
- **Peabody resident-led projects**. If an applicant organisation is not resident-led, they will need to demonstrate strong connections with local residents, strong partnership working in the locality, a commitment to the locality after the proposed project is complete, and a clear understanding of community needs
- **Youth led projects** up to the age of 24
- There will also be **restricted funds** for projects supporting Peabody residents living in **Waltham Forest**
- The 8 **priority boroughs** for 2022/23 are: **Barnet, Hammersmith & Fulham, Haringey, Kensington & Chelsea, Lewisham, Newham, Wandsworth and Westminster**
- Organisations and projects seeking to support Peabody communities to manage the **impact of the rising Cost of Living** – please see costs section relating to Cost of Living on page 4

Activities must demonstrate the beneficiaries will primarily be Peabody residents.

The Fund will also **prioritise** those **projects** which will **run for a period of at least 6 months**, such as a weekly club or activity.

Examples of projects that might be funded include; however, this list is *not* exhaustive:

- After-school clubs and activities provision
- Sports, dance, creative arts, and leisure activities for young people

- Literacy and numeracy projects for children and young people
- Employment and training opportunities for young people or adults
- Advice and support for those who are vulnerable or marginalised
- Projects that promote community cohesion
- Health & wellbeing activities for older people, i.e. exercise classes or befriending services
- Food banks, or projects that help to reduce poverty
- Projects which promote involvement in the local community, i.e. volunteering
- New projects where a one or two-year grant could act as 'incubator funding' and the activities become sustainable at the end of the grant period

Project costs

Total project cost:

Organisations can request the total cost of the project from the Fund. However, the Fund will look favorably on those applications for projects which have received matched funding, or a contribution has already been raised towards the total cost.

Sessional costs:

The most common request received to the Fund is for funding of sessional workers to co-ordinate and run projects. The Fund encourages all posts to be paid at or above the London Living Wage (see page 10). However, when requesting funding for more specialist sessional posts, it is requested that the cost per hour should be reasonable, and discounted hourly rates negotiated where possible.

Cost of Living - Core costs:

This is primarily a project costs programme, however, we will accept reasonable requests for a contribution towards core costs as part of the overall budget. Core organisational costs can include salaries, rents and bills, and capacity to respond to the rising cost of living.

Please note that organisations **cannot** use a grant to provide funding to individuals to purchase items/pay bills, etc.

Costs which are not a priority for the fund:

- One-off events or activities. The Fund is keen to support projects which encourage longer-term participation and benefits, therefore one-off events or trips are not a priority.
- The Fund cannot contribute towards capital appeals. Requests which are solely for equipment or items are not a priority for the fund.

Grant size and project duration

Grants are available covering costs relating to your proposed project, and groups can request:

- Grants of up to £10,000 per year over 2 years* for organisations with an annual income of £250,000 or less.
- Grants of up to £15,000 per year over 2 years* for organisations with an annual income of between £250,001 and £500,000^.

*Applicant organisations have the option to either request 1 or 2-year funding – please note the maximum amount per year at different income levels above. Equally, organisations should apply for an amount they require to deliver their project, and would be comfortable in managing, if funded.

^Income threshold: applicant organisations must have an annual income of £500,000 or less.

Organisations **cannot** hold more than one live Peabody Community Fund (PCF) grant at a time. However, organisations **can** be in receipt of a grant from another Peabody programme simultaneously.

Unsuccessful organisations can apply again to the next PCF funding round, if eligible.

Continuation funding

Organisations awarded a grant previously by the Peabody Community Fund can apply for continuation funding for the same project or submit a request for new activities, once the previous grant has been fully reported on. Where asking for repeat funding*, organisations are asked to demonstrate how the project will develop. *Depending on the number and quality of applications submitted to a funding round, previously or currently funded organisations may **not** be prioritised.

Who can apply?

- **Eligible Legal Structures** – there must be a signed governing document in place appropriate to the legal structure which includes an asset lock (or equivalent clause), and the purpose of all funded activities must be charitable (not for profit):
 - Charitable Incorporated Organisation (CIO)
 - Company Limited by Guarantee (CLG) - may also be registered as a Charity or a Community Interest Company Limited by Guarantee (CICLG)
 - Trust
 - Unincorporated Association
 - Community Benefit Societies (CBS). Ideally, the CBS will also be registered as charitable with HMRC, however, this is not essential
 - Constituted residents' associations

Projects with no clear plan for how to benefit Peabody residents cannot be funded. If you are unsure whether your organisation is operating in a Peabody area, please contact the Peabody Community Team to discuss your project before applying (see contact details on page 3).

Applicants must have:

- **A Peabody residents engagement plan:** Applicants will be expected to have researched Peabody stock in the area (available via LCF and Peabody) and demonstrate that they have a clear strategy for engaging Peabody residents in their project.
- **Governance:** You must have at least **three unrelated** members legally responsible for the governance of the organisation; **Trustees/Directors/Management Committee** as appropriate to your structure. Please note that this refers to the highest level of governance, a Management

Committee that sits below a board of Trustees (e.g. charities, CIOs) or Directors (CLG or CICLG) does not count towards this.

- **Bank account:** A bank account in the same name as the organisation applying with a minimum of two unrelated signatories must be in place by the start of the grant.
- **Safeguarding:** You must have a safeguarding policy in place that has been reviewed in the last two years.
- **Previous LCF funding:** All conditions from any previous LCF grants must be completed and there is no current outstanding LCF or Peabody monitoring at the time of application.
- **Registration:** If the income for charitable purposes is more than £5k at the point of application, organisations must have submitted an application to register to Charity Commission or the relevant regulator (e.g., Companies House, CIC regulator or Financial Conduct Authority). If the LCF grant will take the organisation over £5k, please visit [this website](#) for guidance on setting up a charity, including information on legal structures.
- Have Annual Accounts, or for smaller groups, an Income and Expenditure (I&E) Sheet for the most recent financial period. If a group is new with no previous income they will need to provide an Income & Expenditure forecast and a recent bank statement.
- **An annual income of:** £250,000 or less to apply for grants of up to £10,000 per year or between £250,001 and £500,000 for awards of up to £15,000 per year.
- **Insurance:** Have the relevant insurance in place, including public liability (if required) before delivering activities.

Who is not eligible?

- The following types of organisation are not eligible:
 - Companies limited by Shares (including CIC limited by shares)
 - Statutory organisations, such as local authorities, schools (in most programmes)
 - NHS bodies
 - Co-operative Societies

What can we not fund through the Peabody Community Fund?

- Activities that promote religious or political views.
- Purely commercial ventures (for profit).
- Spending that has already taken place (i.e. retrospective funding), unless there is a specific exception made, which would be clearly in the fund guidelines.
- Individual sponsorship, or redistribution of a grant to individuals or other organisations.
- Activities promoting religious beliefs.
- Activities where people are excluded on the basis of religion, sexual orientation, sex or ethnicity (unless the issue is group-specific).
- There must be no [personal benefit](#) attached to the grant.
- The organisation must **not** have two years of late submissions to the Charity Commission / Companies House within the last two completed financial years.

- The organisation must **not** have two years of net current liabilities within the two most recent completed financial years.
- Organisations where Trustees are paid are not eligible unless evidence of approval is provided from the Charity Commission and/or this arrangement is referenced in the governing document.

Closing dates for applications

The final deadline for returning your application form and all supporting documents in 2022/23 is:

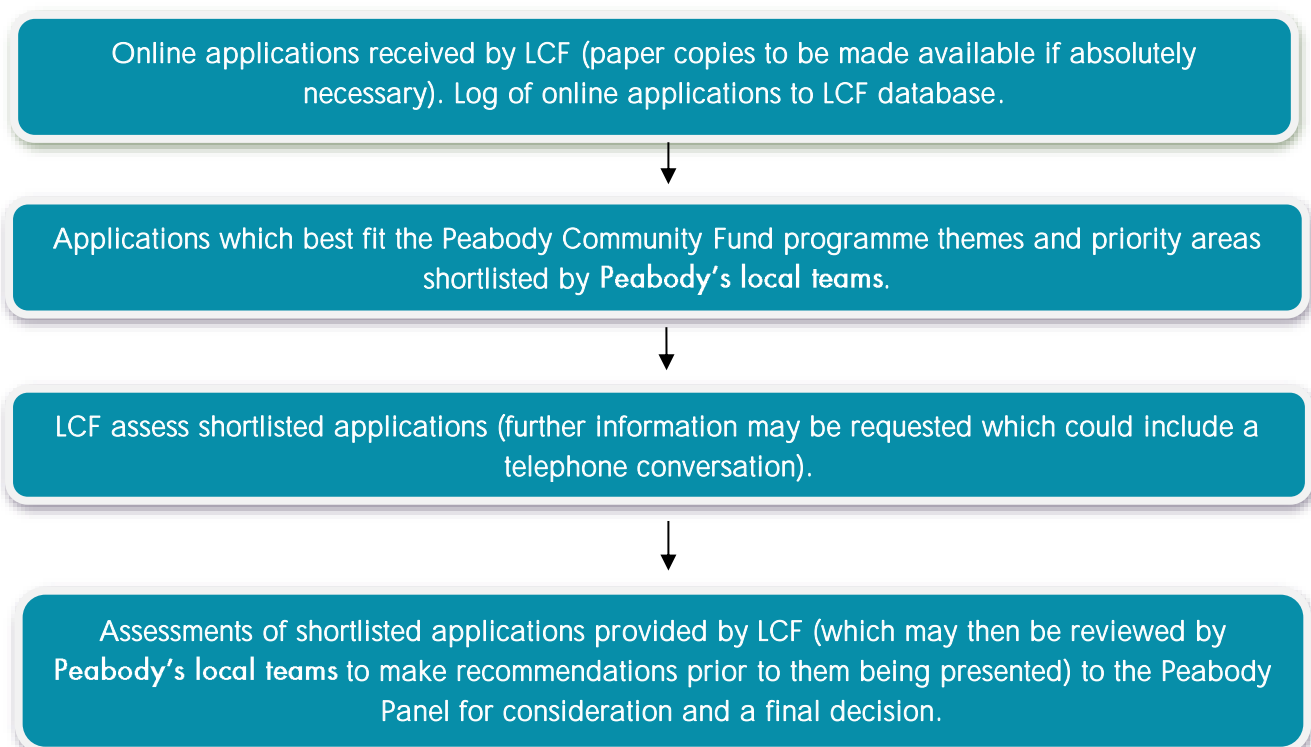
Closing date:	Projects can start from:	When you will hear the outcome by:
Monday 19 th December 2022 @ 12noon	April 2023	31 st March 2023

What happens next?

Applications which best fit the Peabody Community Fund programme themes and priority areas will be shortlisted **by Peabody's** local teams. Shortlisted applicants will then be contacted by a Programme Manager from The London Community Foundation for a conversation or to request additional information to find out more about your project.

Assessments of shortlisted applications provided by LCF will also be **reviewed by Peabody's local teams** who will make their recommendations ahead of them being presented to the Peabody Panel. Successful and unsuccessful applicants will be notified of the decision in writing. **The Panel's decisions** are final and cannot be appealed.

Funding Decision Process



Successful applicants and timetable for spending the grant

Successful applicants will have up to 12 months from the offer date to spend any grant awarded, and a further four weeks after this date to submit monitoring. Grants cannot cover activities taking place before any grant is awarded.

Celebrating your PCF award

Sharing stories of success from the Peabody Community Fund is key to inspiring more groups to make a **difference in their communities and to highlight the great work that's already been done**. The Peabody communications team would like to learn about funded projects and to capture their stories. With a **grantee's** permission they will then be shared on the Peabody website, intranet and potentially with local and national press.

Support from Peabody's local teams during the grant period

Peabody's local teams are keen to work closer with grantees and support the promotion and delivery of the funded project. Grantees will be provided with the name of a Peabody local team member to support their projects.

Monitoring and evaluation

Groups in receipt of a grant will be required to complete a form outlining how the grant was spent and highlighting the benefits for residents. You will be provided with the link to the online form when awarded funding and you will also be reminded when your project is close to finishing.

Organisations awarded two-year funding will be required to complete a short interim monitoring form **which provides an update on the project's progress** at the end of each year. Once a satisfactory interim report has been submitted, the next year's grant payment will be released.

Monitoring and evaluating the projects funded by our grants enables your group and us to better understand the impact of the grant. It helps us to more fully understand community needs, enables your group and us to learn from your project and can also help you put together information that can help to inform future plans.

It is also recommended that organisations should collect valuable information on how people benefit from **your work, what works and what doesn't, how you can make your services more effective, and also** demonstrate to future funders the value of your work. For further information and tips on monitoring your work, there are several useful websites, such as <https://knowhownonprofit.org/organisation/impact> and <http://www.evaluation.org.uk/>

How to apply

Please note this is an online application form.

In exceptional circumstances where you have no access to the internet you may contact us and outline why you cannot access the internet and, if reasonable, we will send you a paper application form. Please contact applications@londoncf.org.uk or call the office and ask to speak with the programme manager.

To apply for a grant, please visit the 'Peabody Community Fund' page under the 'Available Grants' section of LCF's website at <https://londoncf.org.uk/grants/peabody-community-fund>

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 e-mail within a couple of minutes (please check your spam folder). If you do not receive an e-mail it may be that you have not entered your e-mail correctly – please be careful and check the address before submitting.

The supporting documents you will need to provide are:

- Your Governing Document, i.e. your constitution *or* memorandum and articles
- Names and addresses of your Management Committee
- Annual Accounts *or* Income & Expenditure (I&E) Sheet for your last financial period for smaller groups. For new organisations with no income, please provide an I&E forecast, and a bank statement
- An Income & Expenditure forecast for the current financial year – you can provide your own document or download and complete the excel template on the PCF home page: <https://londoncf.org.uk/grants/peabody-community-fund>
- Your organisation's Safeguarding Policy
- A copy of the Risk Assessment completed for the required activity – you can use your own format or download the Peabody template on the PCF home page (web address on previous page)

If you are having problems with the form, you can send your supporting documents via e-mail to: applications@londoncf.org.uk

If you are e-mailing your documents, please state your organisation's name in the subject line along with the fund name, i.e. *Joe Blogs Foundation, Peabody Community Fund application*. Where possible, please try to send all your attachments in one e-mail by zipping your documents. However, if you need to send more than one e-mail, please number them, i.e. *1 of 2*. Please note if your e-mail is too large it will not be accepted by our e-mail system – try to keep all of your e-mails to below 2MB.

If you have received LCF funding within the last 2 years, you need only submit your most recent accounts (or I&E information for smaller groups), unless any of your policies have been updated during this period.

Please contact us if you would like help or are unable to complete an application online.

Deadline for Applications

Please submit your online form and all supporting documents by:

- Monday 19th December 2022 @ 12noon

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

Please contact the programmes team if you would like to discuss your proposal prior to making an application, or if you need help with completing the form or providing the supporting documents.

Some top tips for top applications:

- Draft your responses before completing the online form
- Make sure that every question has been answered in full (the online form will prompt you)
- Be clear about how you propose to meet the fund criteria and reach your target beneficiaries
- Ensure your budget section has a clear breakdown of all the costs associated with your project
- Get 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

What happens next?

We aim to let you know the outcome of your application in around twelve weeks of the closing date. Successful applicants will have a specific time period to spend the grant (1 or 2 years depending on the funding duration), with the monitoring report due within four weeks after the project has been completed.

Living Wage Funder

The London Community Foundation is a Living Wage 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 real Living Wage (currently £11.95 in London), or higher.

If you are applying for funding of 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 applicants feel that taking up the Living Wage could cause difficulties, in these instances, please explain the circumstances in the Living Wage section of the application form. 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.

You can learn more about The Living Wage Funder Scheme at <https://www.livingwage.org.uk/living-wage-funders>

Need help?

Please do not hesitate to contact The London Community Foundation Programmes Team if you would like to discuss your proposal prior to making an application, if you need help with completing the form or providing the supporting documents.

The London Community Foundation: applications@londoncf.org.uk / 020 7582 5117

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