

Peabody Community Fund

Online application form guidance

londoncf.org.uk

Peabody Community Fund – Online Application Form Guidelines

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

Tips:

- You can also hover over the ⓘ symbol next to each question on the online form for help on how to respond.
- Each of the large text boxes will have a maximum word limit.
- Text boxes/fields marked with a red line need completing – without an answer you will not be able to submit your form.
- It is a good idea to draft your responses using a word processing programme such as Microsoft Word, so that you can check your spelling and word count as you go along. Please note: word and the application form treat word counts in different ways. For example Word counts B&YC as one word and the application form as three words.
- As you enter your information on the online form, remember to save your progress periodically by clicking on the 💾 symbol on the right hand side, to prevent you from losing your work in case of internet issues.

Section 1: About Your Organisation

Organisation Name, Address and general contact information

Please provide details of your organisation as it appears on any governing documents. If you are known by another name, please tell us about this as well. (Please put in Name known as xxxx in the answer box). Please include details of your website and any social media accounts you use.

Main Contact Person

Please provide details for the main person who we should contact in relation to this application. If you are shortlisted we will contact you to request additional information or arrange a phone call to discuss your application, so please ensure that we have correct contact details, preferably a mobile number and e-mail. We will contact you within one month of the closing date. If there is a chance you might be away during this time, please attach a document with an alternative contact person and their details.

Using the selection buttons you can indicate where correspondence relating to the grant should be directed. If your organisation has an independent address but you wish correspondence to be directed to an alternative address, un-tick the option "Use organisations address" for correspondence and you will be presented with the opportunity to enter different/additional contact details.

Organisation start date

Please let us know the month and year that your group was set up or formally established.

What type of organisation are you?

You do not need to be a registered charity or company limited by guarantee to apply, but we do need to know more about the "status" of your organisation. Your organisation must be 'not-for-profit'.

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 limited by guarantee please provide your company number. If you check 'other' please specify what type of organisation you are.

Income over the last accounting year

Please let us know your organisation's income over the last financial year. If you are a new organisation what is your actual income to date from your management accounts.

Expenditure over the last accounting year

Please let us know your organisation's expenditure over the last financial year. If you are a new organisation what is your actual expenditure to date from your management accounts.

Are you part of a larger regional or national organisation?

Please tell us if you are part of a larger regional or national organisation. If you are not please leave this blank.

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. Please explain this in the question on aims of your organisation.

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. Your Management Committee may be known as your Trustee Board. (We recommend there is a minimum of 4 members)

What are the aims of your organisation and what activities or services do you provide? How is your organisation run and managed? How are decisions made?

Please tell us about your organisation's aims, and what activity/ies you usually deliver, for who and where? How is your organisation run and who manages it? How are key decisions made? Please explain your organisation's usual activity and management structure.

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 local authority will the activity take place in? Please note there are 8 priority boroughs in 22/23 (see Guidelines).

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 in 2022/23 the priority boroughs for funding are: Barnet, Hammersmith & Fulham, Haringey, Kensington & Chelsea, Lewisham, Newham, Wandsworth and Westminster. There are also restricted funds for Waltham Forest.

Which Peabody Housing/Estate(s) are you targeting with this work?

Funding is available to projects which improve the quality of life of Peabody residents, therefore, we would like to know if there is particular Peabody housing or estate(s) you plan to target with your work.

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.

(i) Please explain how the residents who will be accessing your project are disadvantaged and tell us about the issues they face. (ii) Which 1 of the 3 Fund themes (Healthy, Wealthy or Happy) will your proposed project primarily address?

(i) Who is it that will benefit? This might be a particular age group, residents on a particular estate, certain groups of people, such as single parents, etc. What can you tell us about the issues residents face and the need for your work? Have you received feedback/done surveys with residents? Is there a gap in provision/nothing else in the area?

(ii) Please state which 1 of the 3 Fund themes your proposed project will primarily address. You may also be addressing other themes through your activities. The Fund themes are: • 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.

Are you applying for a 1-year or 2-year grant? (Please enter '1' or '2').

Please tell us whether you are requesting funding over 1 or 2 years. Please enter the number 1 or 2.

WHAT would you like to do with the grant (over 1 or 2 years)? Please describe your project or activities including WHEN, HOW OFTEN and WHERE the sessions/club will run, and the FORMAT of the sessions.

Tell us about 'what' you need the money for. If you are applying for ongoing activities or new work, what is it that you would like to do? If applying for capital equipment as part of the request, tell us what you want to buy and what benefit it will have, as well as where it will be securely stored. It is important that you tell us 'when' and 'how often' the project will run, 'where' the activities will be located.

Who will be delivering the project and what expertise do they have? How will they be managed?

Who will be running the activities and what qualifications and experience do they have? Who will manage/supervise them?

What would the benefits and outcomes be as a result of this project?

What difference will this project make to Peabody residents? How is this directly related to the issues you have identified? List the benefits or changes that will directly result from this project.

How would you measure and report the benefits and impact this project is having?

How will you measure your activity? How will you record the changes and impact this activity has? You might do questionnaires, keep a log of services delivered, record number of cases, referrals made or quotes from discussion with service users.

Have you developed the proposal with Peabody's Community or Local Team members? If yes, please name them, and tell us how you have developed the project with them. Also, have you run projects for Peabody residents before?

Please tell us if and how you have developed the proposed project with any members of Peabody's Community, Young People Services or Local Teams, and name your contacts?

If applicable, please also tell us about your past track record of working with Peabody residents.

Which Peabody estate(s)/housing will the project be targeting, and how do you plan to engage Peabody residents?

Please list the Peabody estate(s)/housing the project beneficiaries will come from.

What plans do you have to ensure that Peabody residents will use your services, how do you plan to publicise what you are doing? Do you have any existing networks or connections in the area? Will you be running activities in a community venue in or around the estate? Are your current beneficiaries already Peabody residents?

Section 3: Impact

How many people will directly benefit from this grant?

Please estimate how many people will directly benefit from any changes to your organisation which are 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.

How many of the people benefitting will be Peabody residents?

Please estimate the number of the project's beneficiaries who will be Peabody residents. There is no set percentage, however, the majority of beneficiaries should live in Peabody housing.

How many volunteers will help to deliver or take part in this project?

Will any volunteers be taking part in this project and if so, how many? They would not usually be paid for their activity but can typically receive expenses or reimbursement for travel.

Beneficiaries

From the **drop down list**, please click on the one group that best reflects **the majority** of the **beneficiaries** of your organisation, 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 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, and give an indication of the participating groups.

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.

Age Group

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. Then, using the remaining check boxes indicate any other age groups that will benefit.

Section 4 – Project Budget and Consent

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 applying for 2-year funding, please give the total project cost for 2 years)

You can ask for the full cost and do not have to provide match funding. Both project and core costs (including staff, running costs) are eligible and a combination of these can be requested.

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 an activity or larger project, what are the total costs of the whole project?

The total cost here should not include in-kind costs, as these are calculated separately and on top of the total project cost.

How much has been raised so far?

If you are not asking us to fund the full costs, how much have you raised already? If none please enter 0 in this box.

How much money are you applying to us for? (If applying for 2-year funding, please give the total amount requested over 2 years)

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

Organisations with an annual income of £250,000 or less, can request a maximum of £20,000 over 2 years (up to £10,000 per year).

Organisations with an annual income of between £250,001 and £500,000, can request a maximum of £30,000 over 2 years (up to £15,000 per year).

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.

If yes, what other funders or sources of funds are you applying to and are they secured or not?

What funding sources have you applied to, to match against this project? Are they secured or not? i.e. £1,000 awarded from XYZ Trust & £500 raised from a raffle. Applied to ABC Trust for £1,000.

If not, enter N/A.

Please tell us the value of any in-kind support you are receiving. This includes volunteer hours (valued at £13/hour), value of equipment, space, or publicity for example that you may be given free of charge.

In-kind support is goods, time or commodities that are donated or given on a pro bono basis, instead of (or in addition to) a financial contribution. These are non-cash contributions, such as materials or services that are provided free of charge or at a reduced rate.

If you have secured in-kind support, please describe these contributions here.

If you have in-kind support, please list the type and nature of the support here. If you do not have any in-kind support, please enter N/A. In-kind support is goods, time or commodities that are donated or given on a pro bono basis, instead of (or in addition to) a financial contribution. These are non-cash contributions, such as materials or services that are provided free of charge or at a reduced rate.

Living Wage

As outlined in the Fund Guidelines we are 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 which is £11.05 per hour in London. We are asking groups to make their applications for any staff costs at the Living Wage rates, so please budget for this in the project's staff costs. We understand that for some groups paying a Living Wage can be difficult for a number of reasons, we would like to work with groups to see how we can support you to enable you to pay a Living Wage.

Budget breakdown

Here you itemise the costs that will be incurred in running your project only. The headings; staff costs, 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. Please note, if applying for 2-year funding, please provide the costs required for year 1 and then year 2 in each sub-section (please see example on next page).

There are two cost boxes, one for the **total project cost for that type of cost** and one for the **amount 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 would be covered by a grant from us. Please give us a full breakdown of the costs as shown in the example below.

Staff Costs

Requested amount	3,360
Total amount	6,720

Breakdown

Youth worker @ £14 per hour x 3 hours per session x 40 weekly sessions = £1,680 per year x 2 years = £3,360

Volunteer Costs

Requested amount	1,120
Total amount	1,120

Breakdown

Travel expenses for 2 volunteers @ £7 per session each x 40 weekly sessions = £560 per year x 2 years = £1,120
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Operational/Activity Costs

Requested amount	4,800
Total amount	4,800

Breakdown

Room hire @ £20 per hour x 3 hours per session
x 40 weekly sessions = £2,400 per year x 2
years = £4,800

Capital Costs (Equipment)

Requested amount	250
Total amount	250

Breakdown

Football nets £100, Art materials £150

***Note for Volunteer Costs** - 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

Bank account signatories - 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 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 list of the names and addresses of your management committee.
- A copy of your most recent annual accounts, or an income and expenditure sheet for your last financial period for smaller groups. For new groups please provide a forecast for your income and expenditure for your first financial period, and a copy of a recent 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 at <https://londoncf.org.uk/grants/peabody-community-fund>
- 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 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 above).

If for any reason you are not able to provide one of the required documents, 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:

i.e. Name - The Music House – Safeguarding Policies

Description – Vulnerable Adult and Child Protection Policies for The Music House

Declaration

Please read each statement carefully and 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 e-mail info@londoncf.org.uk

The London Community Foundation, Registered Charity No. 1091263 & Company Ltd by Guarantee No. 4383269
Unit 1.04 Piano House, 9 Brighton Terrace, London SW9 8DJ. Website: www.londoncf.org.uk