The London Community Foundation

Adobe Community Fund

Fund guidelines issued May 2024

londoncf.org.uk

Fund guidelines

About the fund

The London Community Foundation is delighted to be managing a new grants programme, the **Adobe Community Fund**. Funding for the programme is provided by The Adobe Foundation which aims to create positive change through support for creative and digital literacy, social equity and opportunity, and active engagement in the communities where we live and work.

Adobe is committed to diversity and inclusion across their business and the communities they support.

These guidelines set out the focus of the fund and the grants which are available. It also outlines who may apply and what activities you may apply for.

All applicants must also meet The London Community Foundation's (LCF) **core eligibility criteria**, which is outlined on pages 5-6 and contained in https://londoncf.org.uk/apply/eligibility.

Adobe Community Fund (ACF)

The first round of the Adobe Community Fund will support **disability charities and community organisations** with two-year funding, focusing on digital and creative inclusion. In particular, the fund welcomes applications from **Deaf and Disabled People's Organisations (DDPOs)** working in one or more of the priority London boroughs for this round, which are listed on the next page.

An organisation is a DDPO if:

(1). Their Management Committee or Board has at least 75% of representation from Deaf and Disabled people and;

(2). At least 50% of their paid staff team are Deaf or Disabled people with representation at all levels of the organisation and;

(3). They provide services for or work on behalf of Deaf and Disabled people

Grant size and available funds

- Organisations can apply for a grant of up to **£20,000 per year for 2 years** (£40,000 in total)
- There will be around 11 grants awarded in total

Organisation income size

- Minimum income of £50,000 in the last financial year
- Maximum income of £500,000 in the last financial year

All applicant organisations must have an annual income of between £50,000 and £500,000 in the last financial year.

Priority boroughs

The first round of the fund is open to established disability organisations based in and with a track record of delivering work in the following London boroughs:

Islington	Enfield	Havering	Lewisham
Camden	Haringey	Bexley	Croydon
Hackney	Barking & Dagenham	Greenwich	

Please note that depending on the number and quality of applications submitted, that organisations located outside of these boroughs are less likely to be prioritised for consideration for funding.

Fund themes

Organisations can request funding for activities under one *or* both of the inclusion themes below:

1. Digital inclusion: Community-based digital inclusion projects such as group workshops and courses, one-to-one support and advice in using technology and to access services, and provision of technology for your organisation.

2. Creative inclusion: Through this theme, creative projects can enable people to express themselves, reach their full potential, and share their diverse perspectives with the world. Activities could include art classes and exhibitions, improving skills in and sharing stories through filmmaking, audio and dance.

Project outcomes

Organisations are asked to set around four outcomes which are appropriate for your project(s) and list them in the **'What would the benefits and outcomes be as a result of the project'** application question.

Examples of outcomes/benefits for 'digital inclusion' projects could include:
- Supporting people to increase their access to services online
- Improving confidence in using digital devices
- Developing digital skills which in turn can lead to improved economic wellbeing, employability or educational opportunities
- Digital equipment purchased by organisation enables development of service provision

Examples for 'creative inclusion' projects could include:
- Inspiring creativity in participants
- Supporting people to develop creative skills in (name a specific) artform/s*
- Strengthen community relationships
- Raise the visibility of diverse creators by exhibiting in and improving local spaces
- **Increasing awareness of the organisation's work** through the artforms delivered
- Beneficiaries are less socially isolated by participating in group creative activities

*Artforms include visual (e.g. sculpture and painting), music, literature, theatre, cinema (filmmaking).

Project costs

Total project cost: Organisations can request the total cost of the project from the fund. However, the fund will also consider those applications for projects which have received matched funding, or where a contribution has already been raised towards a larger total project cost.

Costs which can be considered include:
- Staff/sessional* and volunteer costs
- Venue hire for project delivery
- Contribution to running costs apportioned to project, e.g. rent, administrative costs and utility bills, following the principles of ['full cost recovery'](#)
- Materials/capital equipment for project delivery
- Up to 10% of the funding requested can be allocated to organisational development

* The Fund encourages all posts to be paid at or above the London Living Wage (see page 8).

4

Application deadline

The application closing date is:

- **Wednesday 29th May 2024 @ 12noon –** The Panel will meet in late July and decisions will be released by 30th August 2024. Project activity should therefore start <u>from</u> mid-September 2024 onwards, and not before.

Please ensure that your completed application and supporting documents are submitted no later than the above deadline. Please base your proposal on a 2-year time frame.

LCF's Core eligibility criteria

(i). 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.

(ii) Applicants must have

- **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 year**, is reviewed annually, and is dated. The policy must also **meet LCF's minimum** requirements **–** please see https://londoncf.org.uk/apply/lcfs-safeguarding-checklist

- **Previous LCF funding:** All conditions from any past London Community Foundation grants must be completed and there is no current outstanding monitoring at the time of application.

- **Registration:** If the income for charitable purposes is more than £5,000 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 £5,000, please visit this website for guidance on setting up a charity, including information on legal structures.

(iii). Relevant exclusions

- The grant funds cannot be used for:
    - activities that promote religious or political views,
    - purely commercial ventures (for profit),
    - spending that has already taken place (i.e. retrospective funding),
    - individual sponsorship or redistribution of a grant to individuals or other organisations,
    - 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.
- If you are unsure whether your proposed project and/or the expenditure requested meets the aims of the Fund, please contact us prior to submitting your application.

(iv). Who is not eligible?

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

Monitoring and evaluating your work

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

- Acknowledge support from the Adobe Foundation and The London Community Foundation (LCF). If you are offered a grant, guidance on publicity and logo use will be provided
- Complete your spending within 24 months
- Complete and submit an interim report form about the project in August 2025
- Complete and submit an end of grant form within four weeks of spending your award, and no later than 25 months after receipt of grant
- Maintain financial records for all grant spending and submit requested information to LCF
- Comply with all relevant legislation and all codes of best practice applicable to the grant activities (including but not limited to legislation and best practice relating to personal data and safeguarding of children, vulnerable adults, staff and volunteers)
- Be available for a potential LCF monitoring visit, or visit by Adobe representatives

Monitoring and evaluating our grants enables both The London Community Foundation and the Adobe Foundation to better understand the impact of our grant making. It helps us all to understand community need, enables us to learn from our grant making and inform future strategies.
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

If your proposed project fits with the fund guidelines <u>and</u> your organisation also fully meets the core eligibility criteria, please follow the steps below.

1. To apply for a grant please visit our online application portal: <u>Online Application Form</u>. 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 few 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 address correctly.

2. When completing your application, please refer to the Online Application Form Guidance which are available from our website.

3. At the end of your application, <u>you will be asked to upload ALL of the following supporting documents*:</u>
   - Governing document, i.e. your constitution or memorandum and articles.
   - Names & addresses of your Trustees (for Charities/CIOs)/Directors (for Companies/CICs Limited by Guarantee) or Management Committee members (for unincorporated organisations).

- Annual accounts.
- An Income & Expenditure forecast for the current financial year – you can provide your own document or download and complete the Excel template on the ACF home page: https://londoncf.org.uk/grants/abode-community-fund.
- Your Safeguarding Policy which must have been reviewed within the last year, is dated and is reviewed annually. **The policy must also meet LCF's minimum** requirements – please see https://londoncf.org.uk/apply/lcfs-safeguarding-checklist.

*Please note that organisations **must** submit **ALL** of the required supporting documents, otherwise your application **cannot** be considered. If you experience any difficulties uploading your documents, please send them via e-mail before the application deadline, to: applications@londoncf.org.uk.

If you are e-**mailing your documents, please clearly state your organisation's name in the subject** line along with the fund name. e.g. Adobe Community Fund application. Please try to keep all e-mails to below 2MB as if they are larger they may not be accepted by the e-mail system. Where possible, please try to send all your attachments in one e-mail by zipping your documents. Please contact us if you would like help or are unable to complete an application online.

What happens next?

We aim to inform you of the outcome of your application around three months after the closing date.

- Please note that the Adobe Community Fund **Panel's decision is final**.
- Successful applicants will have a maximum period of 24 months to spend the grant, with the final monitoring report due around a month after the project has been completed. An interim monitoring report will be for submission 11 months **after funding's been awarded.**

Living Wage Funder

The London Community Foundation is a Living Wage Funder. This scheme, run by the Living Wage Foundation means that LCF will actively encourage and support applications from organisations willing to pay staff the real Living Wage (currently £13.15 per hour in London), or higher.

If you are applying for funding of any staff costs, including existing staff members, sessional workers, full or part-time posts, and freelance workers, you should budget these at the Living Wage or above. We are sensitive to circumstances where applicant organisations 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

Some top tips for 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 and that all of the calculations add up
- 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

Need help?

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

General enquiries: info@londoncf.org.uk

Specific application queries: applications@londoncf.org.uk

Telephone: 020 7582 5117

The London Community Foundation

7-14 Great Dover Street
London SE1 4YR
T +44 (0)20 7582 5117
F +44 (0)20 7582 4020
E info@londoncf.org.uk

londoncf.org.uk