

# Adobe Community Fund

Online application form guidance



## Adobe Community Fund – Online Application Form Guidelines

### PLEASE READ BEFORE STARTING YOUR APPLICATION

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

#### 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 arrange a phone call to discuss your application, so please ensure that we have correct contact details, preferably a mobile number and email. 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 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.

### Expenditure over the last accounting year

Please let us know your organisation's expenditure over the last financial year.

### 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 and objectives 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. (Please see page 3 of the **Guidelines for LCF's 'Core eligibility criteria'** where the section on '**Governance**' states that applicant organisations must have a **minimum of three, unrelated** Trustees/Directors/Management Committee as appropriate to legal structure).

**What are your organisation's aims, and what activities or services do you provide? Is your organisation Led By people from a particular population group or community? How is your organisation run and managed? How are decisions made?**

Please tell us about your group's aims and objectives and give a short description of what activities you are currently running. Is your organisation Led By\* people from a particular identity or experience, e.g. people with disabilities, women? Also, how is your organisation run and managed? How are key decisions made? Please explain your organisation's usual activity and management structure.

\*Please note that we consider an organisation to be 'Led By' if 75% or more of the governing body and 50% of senior staff come from a particular population group or community that the organisation is set up to support. Your organisation does **not** have to be 'Led By' to make an application, however, we are encouraging **Deaf and Disabled People's Organisations (DDPOs)** working in one or more of the priority London boroughs for this round.

### **Bank Account Details**

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.

## **Section 2: About Your Grant Application**

### **Project Title**

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 24 months from the offer letter date to spend the grant.

Funding decisions will be available by:

- 30<sup>th</sup> August 2024 for applications submitted to the 29<sup>th</sup> May 2024 @ 12noon deadline. N.B. In this round, you are advised to plan projects from mid-September 2024 onwards, and not before.

### **Which local authority will the activity take place in?**

Please select the borough where most of the project will be delivered.

Please note that as around 11 grants will be awarded, projects taking place in the following boroughs will be prioritised for consideration: Islington, Camden, Hackney, Enfield, Haringey, Barking & Dagenham, Havering, Bexley, Greenwich, Lewisham and Croydon.

### **Please provide a postcode which represents the geographical area you will benefit.**

Please provide the postcode where the project will be based or most of your beneficiaries reside, if there are multiple places just pick one. If it is too difficult to distinguish please provide your organisation's postcode.

### **What are the problems or issues that this project will address and how do you know?**

What can you tell us about the need for your work/issues you are addressing? Have you done surveys, had feedback? Is there a gap in provision/little else in the area? Is it in response to local demand? Who will benefit and why are you focusing on them?

### **What would you do with the grant, where, why and when? (Up to 10% of the funding requested can be for organisational development)**

Tell us about what digital and/or creative inclusion activities a grant will enable you to deliver? For how many people? How often? Where (venue/s addressed)? Who for? When & how often? You can also request up to 10% of a grant for organisational development.

### **Who will deliver the activity or services and what experience do they have? How will this project be managed? Who will have responsibility for managing and delivering the work?**

Please detail the expertise and experience of the workers/volunteers running the project as well as the supervision and project management to be provided.

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

What are the benefits or outcomes of your project and for the beneficiaries? (N.B. An outcome describes the benefits or changes that will happen as a result of your work i.e. the impact your work is having. Quite often you are asked to describe your outputs, these are the actual products / services / activities that you will be providing).

#### **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, filmmaking.

**Who will deliver the activity or services and what experience do they have? How will this project be managed? Who will have responsibility for managing and delivering the work?**

Please detail the expertise and experience of the workers/volunteers running the project as well as the supervision and project management to be provided.

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

How will you measure this? You might have informal discussions with users, do questionnaires, gather people together in one place. You need to tell us how you will monitor and report on this project through the life of the grant. For instance, you might keep a log of users of your services, referrals made, participants on your activities, etc. You should also use this section to tell us how you will know whether you are being successful or not in meeting your objectives.

**Please tell us about local networks or partnerships your group is involved in.**

Tell us about your relationships with local organisations, how you work together, refer on to projects, etc. Also, please name any networks you are involved in, and if applicable, any partnerships that you are involved in - especially if they are part of the delivery of your project.

### **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.

**Other people benefiting**

Tell us about other people who will benefit from your project or service. For example, family members who are not taking part in the project.

**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 and use the check boxes to 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 Additional Information

### 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 you are asking us to contribute towards a project or activity, what is the total 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?

#### How much money are you applying to us for?

Please enter the amount of funding you are requesting from us. The maximum request is £20,000 per year for two years, £40,000 in total.

#### Amount applying for in year 1

You can apply for maximum grant of £20,000 in year 1.

#### Amount applying for in year 2

You can apply for maximum grant of £20,000 in year 2.

#### 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 Foundation and applied to ABC Trust for £1,500. 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, e.g. 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 £13.15 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. 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.

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



### Staff Costs

Requested amount	22,577
Total amount	22,577

### Breakdown

Year 1: Arts facilitator @ £20/hour x 2.5 hours/session x 2 sessions/week x 45 weeks = £4,500  
Year 2: Arts facilitator @ £20.50/hour x 2.5 hours/session x 2 sessions/week x 45 weeks = £4,612.50

Year 1: Co-ordinator @ £18.50/hour x 8 hours/week (includes planning & delivery) x 45 weeks = £6,660  
Year 2: Co-ordinator @ £18.90/hour x 8 hours/week (includes planning & delivery) x 45 weeks = £6,804

### Volunteer Costs

Requested amount	2,520
Total amount	2,520

### Breakdown

Travel expenses for 2 volunteers @ (average of) £7/session x 2 sessions/week x 45 weeks = £1,260/year x 2 years = £2,520

### Operations/Activity Costs

Requested amount	8,550
Total amount	8,550

### Breakdown

Room hire @ £12.50/hour x 3 hours/session x 2 sessions/week x 45 weeks = £3,375/year x 2 years = £6,750,  
Arts & crafts materials @ £10/session x 90 sessions = £900/year x 2 years = £1,800

### Office, overhead, premise costs

Requested amount	5,850
Total amount	5,850

### Breakdown

Contribution towards rent, administrative costs and utility bills @ £65/week x 45 weeks = £2,925/year x 2 years = £5,850

**Note for volunteer expenses** - 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

Please click on the '**attachments**' button at the bottom of the form to upload your supporting documents. You will need to upload ALL of the following:

- 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).

- Your most recent 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/adobe-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](mailto:applications@londoncf.org.uk).

Please clearly label each document with a name and a short description of what it is:

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

Description – Safeguarding Children and Vulnerable Adult 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 email [applications@londoncf.org.uk](mailto:applications@londoncf.org.uk)

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