

# Bromley Community Fund

Fund guidelines March 2026



The logo for The London Community Foundation, consisting of the words 'The London Community Foundation' in white sans-serif font, centered within a solid red square.

# Application guidelines

## About the Fund

The Bromley Community Fund (BCF) is a charitable venture set up to support organisations across the London Borough of Bromley, responding over time to the changing needs and hardships faced by local people.

Local charities and community organisations are at the forefront of tackling these issues and the goal of the Bromley Community Fund is to provide a source of funding for these projects through an endowed fund. Through this BCF can make charitable grants year on year for the benefit of local residents.

The London Community Foundation is delighted to manage the Bromley Community Fund. Since 2011, there have been 79 grants awarded to organisations delivering activities and services across the London Borough of Bromley totaling £201,868.

Before the BCF specific criteria, the next four sub-sections outline **The London Community Foundation's (LCF) core eligibility criteria**, which is also contained in <https://londoncf.org.uk/apply/eligibility>. All applicants must meet this criteria before proceeding to read the Bromley Community Fund (BCF) guidelines.

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## 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
  - 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:** Your organisation must have a safeguarding policy in place that has been **reviewed in the last year, states it is reviewed annually**, and also **contains the last and next review dates**. The policy must meet LCF's minimum requirements – please see <https://londoncf.org.uk/apply/lcfs-safeguarding-checklist>
- **Previous LCF funding:** You cannot have any outstanding monitoring due for any previous London Community Foundation grants at the time of application. You can still apply if you have an open grant with The London Community Foundation as long as you are not overdue for any reporting requirements.

If you are unsure about your previous LCF grant status or monitoring requirements, please contact [applications@londoncf.org.uk](mailto:applications@londoncf.org.uk).
- **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.

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### (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 CIC limited by shares)
  - Statutory organisations, such as local authorities
  - NHS bodies
  - Co-operative Societies
  - Schools

## Bromley Community Fund guidelines

### Fund themes

The Bromley Community Fund aims to support charities and community groups responding to the most acute needs of the Bromley community.

Within Bromley there are pockets of poverty and high levels of inequality when it comes to accessing services. Priority for funding will be given to organisations that can demonstrate that they are responding to the most acute needs of the community.

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The following are our fund themes for the year and groups who are working in the following areas may apply:

### 1. Increasing educational achievement for disadvantaged young people

- Projects which directly support young people in the most deprived areas of Bromley to realise their potential, e.g. through homework clubs, sporting or art activities
- Projects tackling barriers to education for vulnerable groups, e.g. young people in care, traveller communities, or children with disabilities
- **Projects which support parents and carers to support their children's education**

### 2. Supporting older people and their carers

- Older people: projects addressing social isolation or ensuring the most vulnerable older people access the funding and services available to them
- Carers: projects ensuring adults in a caring role are able to access advice, information, and respite support

### 3. Support for other vulnerable people and communities

- Adults with disabilities
- People with mental health issues
- Traveller communities

## Applicant organisations should be locally based

- All applicant organisations should be **locally based in Bromley** or an adjacent borough and working *primarily* with Bromley residents.
- Please note that **priority will be given to Bromley-based organisations**. If an organisation supports residents in other boroughs also, they must demonstrate that the proposed project is for Bromley residents.

Priority will also be given to:

- Organisations that can demonstrate that they are responding to the most acute needs of the community.
- Organisations with an **annual income of less than £100,000**.

## Grant size and duration

- Grants of up to £10,000 are available to cover project related costs.
- Successful applicants will have a maximum of 12 months to spend their grant.

It is likely that, based on the budget available, around 9 to 10 grants will be awarded.

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## Project costs

**Total project cost:** Organisations can request the total cost of the project from the fund. However, organisations can also ask for funding towards a project which have received matched funding, or a contribution has already been raised towards the total cost.

**Costs which can be considered include:** Staff/sessional\* and volunteer costs, venue hire for project delivery, contribution to running costs apportioned to project, and materials/small resources.

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

The BCF also encourages applicants to follow the principles of 'full cost recovery' and include core costs within the project budget, i.e. including an appropriate portion of the organisation's rent, administrative costs and utility bills. For further information please see: [Full cost recovery](#).

## What cannot be funded through this programme?

Grants will not be provided for:

- Projects benefiting any non-Bromley residents
- Statutory organisations, such as Local Authorities, NHS organisations and schools\*
- Individuals
- Expenditure already incurred
- Commercial or profit-making organisations or projects
- Activities that are primarily religious or political in nature
- **Contribute to major capital or 'bricks and mortar' projects**
- Organisations with any outstanding (overdue) monitoring for previous grants through The London Community Foundation.

\* 'Friends of' schools or Parent Teacher Associations may apply, however projects should be open to and be of benefit to the wider community, not just for children at the school. Please call and speak to the Programme Manager for this fund about your proposed project before applying if you fall into this category.

## Application deadline and decision date

The closing date for applications is:

- **Thursday 7<sup>th</sup> May 2026 @ 12noon**

Please note that the Panel will meet in late June, and project activity should start from mid-July 2026, and not before.

- You will be **notified of the outcome by Friday 3<sup>rd</sup> July 2026**

Please ensure that your completed application and supporting documents are submitted no later than the deadlines given above. Please base your proposal on a 12-month (or less) time frame.

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## 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 NCVO Charities Evaluation Services website, <https://www.ncvo.org.uk/practical-support/consultancy/ncvo-charities-evaluation-services>.

Monitoring and evaluation is therefore a key part of our work, and we ask all grantees to submit regular reports detailing the benefits for your user group and for your organisation. We also ask you to feedback on our delivery of the fund. Full details on the information you will need to collect will be given to successful applicants at the time of grant award.

## How to apply

### Please note this is an online application form

To check eligibility and then apply for a grant, please follow this link:

[Bromley Community Fund Eligibility Checker and Application Form](#)

Please read the instructions carefully. *You can save the form as you go* before submitting it to LCF. You can also jump to different sections if you want to complete some before others, as well as share the access link with others in your organisation if they need to complete some sections.

### Support when filling in the application form

Should your organisation have any technical issues with filling in the application form, please use the **chat function** in the bottom right of the page, **clicking on the icon with the smile in it**. An advisor will then respond within an hour or so.



### Queries on the guidelines and project queries

As always, the LCF team will be able to answer any specific questions about the programme guidelines and/or discuss your project proposal on: [applications@londoncf.org.uk](mailto:applications@londoncf.org.uk).

At the end of your application, you will be asked to upload ALL of the following supporting documents\*:

- Governing document, i.e. your constitution or memorandum and articles.
- Annual accounts OR actual or forecasted Income & Expenditure (I&E) if you are a new group. 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 BCF home page: <https://londoncf.org.uk/grants/bromley-community-fund>.

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- 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).

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. Bromley 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.

#### Some top tips for top applications:

- Draft responses before completing the online form and save them in a Word document.
- Make sure that every question has been answered in full (the form will prompt you).
- Ensure your budget section has a clear breakdown of all the costs associated with your project.
- Ask 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.

#### 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 £14.80 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>

## What happens next?

We may contact organisations to discuss their applications in more detail or request additional information. A grants panel of representatives from the local area will then discuss the applications and decide which projects to fund within the budget available. All applicants will receive a decision letter attached to an e-mail by 3<sup>rd</sup> July 2026. (Project activity must not start before mid- July at the earliest).

### **Please note that the Bromley Community Fund Panel's decision is final.**

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

- Credit support from the Bromley Community Fund and The London Community Foundation (LCF) on all materials related to the funded work using the correct logos (available on request).
- Complete spending within 12 months, and a monitoring form about the project within four weeks of completing your grant, and no later than 13 months after receipt of grant.
- Maintain financial records for all grant spending and submit requested information to LCF.
- Be available for a potential monitoring visit by LCF or representatives of the fund.

## Further information

Please contact any of the Grants & Impact Team at [applications@londoncf.org.uk](mailto:applications@londoncf.org.uk), if you have any questions about the Fund or would like to discuss your proposal prior to making an application.

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Canopi  
82 Tanner Street  
London SE1 3GN  
T +44 (0)20 7582 5117  
F +44 (0)20 7582 4020  
E [info@londoncf.org.uk](mailto:info@londoncf.org.uk)