



**CLARION**  
FUTURES

**The London  
Community  
Foundation**

## **Guidance notes for completing the online application form for the: Clarion Futures Digital Fund**

**WE RECOMMEND YOU PRINT THESE GUIDELINES and 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 Clarion Futures Digital Fund at The London Community Foundation.

**The main aim of the Clarion Futures Digital Fund is to support Clarion residents of all ages to get and stay online and use the internet as an everyday tool safely and confidently.**

The Fund is not primarily aimed at helping people to use a computer – this may be an incidental part of the project or an added benefit.

### **Tips:**

- You can also hover over the ⓘ symbol next to each question on the online form for help on how to respond.
- Each large text box has a maximum word limit, but you do not necessarily need to use all of these.
- 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. This is because any symbol is counted as one word, even if there are no spaces between the symbol and the next letter.
- 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. We recommend you click save after you have completed each text box.

**Thank you and good luck with your application!**

## **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 an e-mail address. 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.

Please select all types of organisation which apply. If you are a registered charity please supply your charity number, and/or if you are a registered company please provide your company number. If you check 'other' please specify what type of organisation you are.

### **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.

### **Income over the last financial year/accounting year**

Please let us know your organisation's income over the last financial year. If you are a new organisation, tell us your income to date from your management accounts or from your record of income and expenditure.

### **Average yearly income**

Please tell us your organisation's average income over the last 3 years. To calculate this:

- add up the total income of your organisation in your last 3 complete financial years
- then divide by three.

If you have been in existence for less than three years please let us know the average income over the lifetime of your group to date.

### **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 describe briefly the overall aims of your organisation and the activities or services your organisation provides.**

Please tell us about your group's aims and objectives and give a short description of what your organisation does at the moment. For example, *"We are a youth club for young people in a small village 20 miles from the nearest town. We meet every Tuesday night from 6pm to 9pm. We provide a number of free activities to local young people, including DJing, dance, drama and monthly cooking sessions, to meet and support their ideas and interests. There is no other facility in the locality."*

If you are part of a larger regional or national organisation please explain your relationship here.

### **Please list any funding you have received from Clarion (formerly Affinity Sutton and/or Circle) in the last 3 years and the amount.**

If your organisation has previously received grants or donations from any Clarion, Affinity Sutton or Circle Housing funding streams, please list it/them here, along with the amount.

### **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 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. Successful applicants will have a maximum period of 12 months from the date of award to spend the grant. Your project start date should not be before you receive notification about the outcome of your application: please check the guidelines. Please give yourself enough time to claim any grant offered before starting your project.

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

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 tell us which area of Clarion housing will benefit from your activities.**

This could be a particular Clarion estate, or area of town, for example.

**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 people or community accessing your services are digitally excluded and how you know they need your work. (ii) How will you engage Clarion residents in the project?**

(i) Who is it that will benefit? This might be a particular age group, residents in a particular Clarion area of housing etc. How do you know they need your work? Have you undertaken any surveys, had feedback from current users or local residents, or have you identified a gap in provision? Is it because there is nothing else in the area? Has it been set up in response to local demand? Is there any relevant research?

(ii) Please tell us how you will promote the proposed digital inclusion project to Clarion residents.

**What would you like to do with a grant? (The Fund's aim is to get people online and help them use the internet). Please give details of the FORMAT of the sessions, WHERE, WHEN & HOW OFTEN they'll run, and WHO will be delivering. What opportunities will this create?**

This is where we ask you to tell us about what you need the money for. Please note that the Fund is NOT primarily aimed at helping people to use a computer – this may be an incidental part of the project or an added benefit, however, the main aim of any project must be to support people specifically to be able to use the internet to help them in their everyday lives.

Please give specifics on when, how often, and where you will run the project from, and also tell us about the format of the digital inclusion sessions, and who will be delivering them. If you are applying for capital equipment, tell us what you want to buy and what benefit it will have i.e. what you will use it for. If you are applying for ongoing activities or new work, what is it that you would like to do i.e. describe the activities.

For example:

***“We are requesting funding to train 20 Clarion residents attending the local job centre to use the internet for job searching. The funding will enable us to employ a tutor to deliver one, two hour session a week for 10 weeks, to cover refreshments, and the expenses of two volunteers. These sessions are needed because the residents have never previously used the internet for job searching before, and they need intensive support to gain the basic skills to get online. The local job centre are not able to provide this level of support and there is no other organisation locally that can do this at present. The volunteers will also receive training so they can continue to provide support to the individuals after the sessions have finished, and so we can continue to offer online training to other residents in the area who need it. Participants will benefit from being able to access online job adverts and search quickly for job opportunities. They will also have increased confidence in using the internet, and will be able to upload their CVs to job sites.”***

**Is this new work?**

Please check this box if the work proposed is new for your organisation. If you are applying to continue existing work please leave this blank.

**Please explain the benefits and outcomes that you expect to achieve as a result of the funding? This can include hard outcomes such as the number of people who are now online, as well as soft outcomes such as improved confidence in using online services.**

What are the benefits or outcomes of your project? An outcome describes the benefits or changes that will happen as a result of your work i.e. the impact your work is having. These are different to outputs, which are the actual products, services or activities that you will be providing.

Examples of outcomes for beneficiaries could include:

- increasing the number of people using the internet
- increased confidence in using the internet
- increased independence
- improved skills and knowledge

You can then also aim for targets for each of your outcomes. For example: “we aim to reach the following targets”:

- 100% of participants recording an increase in confidence in using the internet
- 50% of participants using the internet for the first time
- 75% of participants reporting ongoing use of the internet 3 months after the project has finished

It’s likely you’ll have a number of benefits or changes that you’re aiming for – you can list them if you prefer.

**Please explain how you will collate, measure and report the benefits you describe in the question above. Please refer to the Fund Guidelines for key fields you will need to report on.**

How will you measure this? You might have informal discussions with users, do questionnaires, gather people together in one place to feedback. You need to tell us how you will monitor and report on this project through the life of the grant. For instance, you'll need to keep a log of your participants and how they have started to use (and feel about using) the internet as a result of your project.

**Please tell us about your organisation's experience of helping people and the impact of your previous work; you may also want to tell us about the people involved in your project and why you are confident in their ability to make the project succeed.**

This is about your organisation’s track record in delivering the proposed project or similar work you have delivered in the past. If you are new to delivering this type of work, please tell us about the skills you have in your organisation, that will help to ensure the project will achieve the intended impact. You can also tell us about any partners. We need to see clear evidence of the outcomes and success that your previous work has had.

For example: a digital inclusion project – in the last year 30 residents used the internet for the first time, with 25 of them continuing to use the internet 3 months after the project. 98% of participants reported an increase in confidence in using the internet.

It doesn't matter if your organisation hasn't previously run a digital inclusion project – you can tell us about the impact of another part of your work instead.

**(i) Have you discussed the project with any members of Clarion's Digital, Community Investment, Neighbourhood or other teams? (ii) How do you see this project progressing, if funded, after this funding ends or do you see this as a one off project/activity?**

(i) Please give details of any discussions you have had about your proposed project with any members of Clarion's Digital, Community Investment, Neighbourhood, Community Assets or other teams. Who have you spoken to/met with, and have they helped you develop the project?

(ii) We are particularly interested in proposals that consider how activities could be sustained after any Clarion funding has come to an end. This may include for example; plans for Digital Champions in the Community, training volunteers to run parts of the project, fundraising plans, enabling any equipment to be used by residents without the need for additional funds, or building the project into other local organisations' activities or other local services, etc.

**Please tell us about local networks or partnerships your group is involved in, and if any other partners will support you in delivering your activity. In particular, please tell us about any Digital Champions who will be supporting your activities.**

Tell us about any partnerships that your organisation is involved in - especially if they are part of the delivery of your project. These may be formal or informal partnerships.

Please also tell us if Digital Champions in the area will be involved in your activities - if they are, what their role will be, and if not, why they will not be involved.

**How will you raise awareness of Clarion's online offer through your project, i.e. their website, online services, facebook page, etc.? Apart from funding, how could Clarion support you with your activities, for example, help with promotion?**

Tell us how you will tell participants about Clarion's online offer through your project. This won't be the main purpose of your project, but we'd like you to include this in your project where possible, as we're keen to encourage people to connect with Clarion online too. Tell us also how Clarion might be able to help you with your activities.

### **Section 3: Impact**

**Which category best describes the impact your project will have?**

Select a category from the **drop down list** which best describes the impact that your project will have.

**Select the primary (and second/third if applicable) outcome for your project or activity.**

Select a category from the **drop down list** which best describes the outcome(s) that your project will have.

### **How many people will directly benefit from your proposed activities?**

Please estimate how many people will directly benefit from the funded activities. We realise that you cannot give exact figures but please estimate as accurately as possible because this information will be used to evaluate the project at the end of the grant period.

### **How many people directly benefitting from your proposed activities will be Clarion residents?**

Please tell us how many of the total number of beneficiaries given in the box above, will be Clarion residents. Again, we realise you cannot give us exact figures, but please estimate as accurately as possible.

### **How many other people will benefit indirectly from your activities?**

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.

### **Beneficiaries**

From the **drop down list**, please click on the one group that best reflects **the majority** of the **beneficiaries** of your project, 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 beneficiaries of your project 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. Again, this doesn't have to be 100% accurate, you're just giving an indication.

### **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**

Finally 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 project. 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 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 a project or activity, what are the total costs?

**How much has been raised so far?**

If you are not asking us to fund the full costs, how much have you raised already through other fundraising, secured grants and income generation?

**Where has the funding you have already raised come from?**

Please tell us the names of the funder(s), organisation or company for example that are contributing funding towards your project, and how much each is contributing. Please provide as a list.

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

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

**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.

**Please provide details of funding already secured and where you hope to secure any remaining funding from. Please list donors and the amount secured/applied for from each.**

Please list the names of the funder(s), organisation or company, for example, that are providing funding towards your project, and how much each is contributing. Please also list the names of any funders/organisations you have applied to for additional funding, and how much you have applied for.

Eg. Secured funds: Joe Bloggs Foundation £300; Digitc company £200

Applications submitted: Excel Foundation £1,000

**Please tell us if you have secured any in-kind support that will be given to the project. For example, volunteer time, project venue, space, or publicity you have been offered free of charge. Please provide as a list with the value - see example:**

Please note volunteer time is calculated at £10 per hour. Please provide a list of in kind support you have received, for example:

Joe Bloggs Foundation - £500

Volunteer time - 2 volunteers @ £10/hour x 2 hours per week x 5 weeks = £200

**Please tell us the total value of the in-kind support you have been given towards the project.**

Please state the total amount by adding up the value of the in-kind support you have listed above.

**Budget breakdown**

Here you itemise the costs that will be incurred in running your project. The headings (staff cost, 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 request from us. Please give a full breakdown of the costs as shown in the example below.

**Example**

**Staff Costs**

Requested amount	1,200
Total amount	1,200

**Breakdown**

2 Digital Inclusion Tutors @ £15/hour x 2 hours/session x 20 sessions
-----------------------------------------------------------------------

**Volunteer Costs**

Requested amount	280
Total amount	280

**Breakdown**

2 volunteers' travel and lunch expenses @ £7/session x 20 sessions
--------------------------------------------------------------------

**Operations/Activity Costs**

Requested amount	0
Total amount	200

**Breakdown**

Refreshments for participants - £10/session x 20 sessions = £200
------------------------------------------------------------------

**Capital Costs (Equipment)**

Requested amount	700
Total amount	700

**Breakdown**

5 reconditioned laptops @ £140 (quotes attached) = £700
---------------------------------------------------------

**A note on 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 or lunch receipts for your records. Volunteers should not be paid a flat rate as they will be classed as employees of your organisation and you will be liable to pay tax on what you pay them.

**Declaration - For all applicants**

Please read each statement carefully and tick 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 and any comments that you have on the application process or our service.

## Supporting Documents

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 (i.e. constitution, memorandum & articles or set of rules)
- A copy of your most recent annual accounts, records of income and expenditure, or if you are a new group, a spending plan and recent bank statement
- A copy of your safeguarding policies if you will be working with children under 18 or vulnerable adults (please contact us if you need help to develop a policy). For guidance please see the resource packs on our website
- A list of the names and addresses of your management committee
- A copy of your Online Safety Policy if you have one - don't worry if you haven't, you will just need to develop one if your application is successful.

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

e.g. Name - The Music House – Safeguarding Policies  
Description – Vulnerable Adult and Child Protection Policies for The Music House

## When you have completed your application

Once you have completed the form please ensure that you save and then click on the 'submit' button at the bottom of the page to send the application through to us. Once you have clicked submit **do not navigate away from the page** until you receive a confirmation of submission message. You should also receive an email with a pdf version of your form after submitting your application. If this email does not arrive within 2 hours please call us.

If you have not completed all of the required fields (shown by a red line) 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 in you should be able to submit the form.

Once your form is submitted you will no longer be able to access and edit it.

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)

If you have any issues with accessibility please contact us and we will discuss other options for completing the form.