

**The London
Community
Foundation**

Deutsche Bank



Deutsche Bank Small Grants Fund

Fund guidelines 2018/19

londoncf.org.uk

Fund guidelines

Introduction

Deutsche Bank and The London Community Foundation are delighted to announce the launch of the Deutsche Bank Small Grants Fund for 2018. If you are a charity, voluntary or community group with an income of less than £250,000 per annum and you need funding for work focusing on reducing social isolation and advancing mental health and wellbeing, this fund may be able to help.

The Deutsche Bank Small Grants Fund has been operating since 2005 and working in partnership with The London Community Foundation.

The focus of the Small Grants Fund is to help society's most disadvantaged and communities on the ground, supporting Deutsche Bank's Corporate Social Responsibility mission of enabling communities and economies to prosper.

These guidelines outline the criteria for the Fund. Please read the following carefully before deciding whether to submit an application.

Criteria

This Fund is available in the following 9 London Boroughs:

Barking and Dagenham, Brent, Camden, Hackney, Haringey, Lewisham, Southwark, Tower Hamlets and Westminster.

Fund Themes

Applications will **only** be accepted for projects that meet the following criteria:

- Projects that reduce social isolation and advance mental health and wellbeing;

A proportion of the available funding available is reserved for Older People's projects. The focus of these projects should be:

- Projects that reduce social isolation and advance mental health and wellbeing of older people.

Additional areas of interest:

In addition to the above themes, the following factors are of particular interest to the panel:

- Applications with match funding or leverage potential, and good prospects for sustainability;
- Projects that are responsive to local issues;
- Previous Deutsche Bank grantees who have returned good monitoring are welcome to reapply for a Deutsche Bank grant, but priority may be given to applicants who have *not* received funding from the Deutsche Bank Small Grants Fund previously.

Funding can be requested towards project, capital costs, or core costs* for your organisation. Examples of the types of projects and costs that might be funded include:

- Projects which bring together or otherwise support those living in social isolation;
- Projects that focus on advancing good mental health;

- Applications towards the costs of IT infrastructure (e.g. a new website, a new database, new IT equipment) can be considered as long as you can demonstrate how this will enable you to enhance your impact in your work with socially isolated people;
- Projects that require the support of corporate volunteers, particularly around IT skills such as web and systems advice or training on coding.

Please note this is not an exhaustive list of activities but should give an idea of projects that may be funded.

***Core Costs**

If you are asking for the fund to contribute to your core costs, you need to demonstrate clearly how the totality of your work meets the criteria of the fund and what outcomes you would be achieving. We would need to understand the bigger picture about the work that you do, the number of beneficiaries, etc.

Grant Size

The maximum grant size is £5,000.

Who can apply?

- Constituted community groups, voluntary organisations, charities, community interest companies and social enterprises may apply.
- **The group's annual income must be less than £250,000 and priority may be given to groups with income under £200,000 annually.**
- Groups applying must have been established for at least one year and can apply for no more than 30% of their total annual income in their last financial year. (For example, if your annual income, or expected income for the coming year, is £16,667 or less you should make an application for less than £5,000)
- If you would like to apply on the basis of the current year's annual income (for example if your income level has changed this year and affects your eligibility to apply), then you should be able to provide a full breakdown of your current income and show pipeline versus confirmed income (identifying clearly the sources). Only confirmed and traceable income streams will be accepted.

Your organisation needs to have the following things in place prior to an application and you will need to submit this documentation as part of your application:

- A governing document (e.g. a constitution or memorandum and articles);
- An active management committee of at least three people (who are not related);
- Full and complete accounts or a consolidated income and expenditure statement for your last financial year;
- If applying on the basis of the current year's income, then details and evidence of all confirmed and traceable income streams;
- A bank account in the name of the group, with at least two unrelated signatories;
- A safeguarding policy.

Exclusions

The grant *cannot* be used to fund:

- Individual sponsorship;
- More than 30% of your organisation's total annual income in your last financial year or current year;
- Organisations which have been established for less than one year;
- Heritage projects;
- Spending that has already taken place);
- Drugs-related project;
- Projects that will last for more than eight months – funded groups will have to report on the outcomes of the projects no later than the end of July 2019.

Monitoring and evaluating your work

Grantees will be required to complete a short monitoring form outlining how the grant was spent and highlighting the benefits for your beneficiaries and the wider community. We also invite any case studies and pictures you may have from the project so that we can share your story.

Please note that projects or work must be delivered **within eight months of the funding being awarded**. Funding decisions will be available by late October 2018 and so you are advised to plan projects to start no earlier than November 2018. Projects should be completed no later than the end of June 2019. Monitoring reports will be due no later than the end of July 2019.

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. It 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 their 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 the value of your work.

Further information can be found at the NCVO Charities Evaluation Services website:
<https://www.ncvo.org.uk/practical-support/consultancy/ncvo-charities-evaluation-services>

How do you apply for a grant?

Click [here](#) to access the online form.

Please read the instructions carefully, tick to say if you agree and have understood, enter your e-mail address and click on the "Send e-mail and continue" button.

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 email within a couple of minutes (please check your junk mail folder).

Full guidelines on using our online application form are available from our [website](#).

You will need to complete an online application form and submit it along with the following documents to us at The London Community Foundation by **5pm on Friday 20th July 2018**:

- Governing document (e.g. your set of rules or constitution);
- Either your record of income and expenditure for the last 12 months OR annual accounts OR bank statement if you are a new group;
- Safeguarding Policy (if your proposal includes work with under 18's or vulnerable adults).

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

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

Further information

Please contact the Programmes team at The London Community Foundation if you have any questions about the fund:

Programme Manager: Lauren Palmer

Tel: 0207 582 5117

Email: lauren.palmer@londoncf.org.uk

Web: www.londoncf.org.uk

Key Dates

- **4th June 2018**: Applications Open
- **20th July 2018 at 5pm**: Application Deadline
- **Late July – early September 2018**: If your application is shortlisted we will contact you to discuss your application. Please ensure that you or another contact at your organisation will be available to talk to us during this time.
- **Late October 2018**: Decisions on your grant application.
- **November 2018**: Successful applicants will be able to start delivering.
- **June-July 2019**: Grantees to complete and return monitoring information.

**The London
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Unit 1.04 Piano House
9 Brighton Terrace
London SW9 8DJ
T +44 (0)20 7582 5117
F +44 (0)20 7582 4020
E info@londoncf.org.uk

londoncf.org.uk

Registered Charity 1091263