

**ESDF**

**Save London Lives  
Employment & Enterprise**

Fund Guidelines October 2018

# Fund guidelines

## About the Fund

The Evening Standard Dispossessed Fund was set up in 2010 to help grassroots charities tackling poverty, inequality and exclusion across the capital. The Fund is a restricted fund of The London Community Foundation.

Each year, the Evening Standard Dispossessed Fund focuses on a particular theme. This has previously included supporting young people out of gang activity, using football coaching as an agent for social change, funding communities through the Estates programme and supporting organisations repurposing surplus food to provide for those facing food insecurity in London. This is now the second round of Save London Lives, with the first round running July 2018 to September 2018, providing support to organisations working across Trauma, School or Family support.

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## About The London Community Foundation

We believe in a strong and vibrant London, in which everyone has the chance to thrive, regardless of who they are or where they're from. We offer a lifeline to Londoners who are suffering multiple disadvantages including inequality, exclusion and discrimination. We identify change makers in the community, and champion grassroots initiatives, taking a community development approach to grant-making. In doing so, we support those best placed to make an impact locally. To date, we have invested over £75 million into charitable groups across the capital, improving the lives of over 500,000 Londoners.

### Why we exist

London drives the UK economy, but many Londoners feel increasingly left behind. Poverty, crime, depression and isolation are all too common. Our aim is to help build better connected, stronger and more resilient communities. We believe that the answers to the problems facing communities exist in the communities themselves and we exist to catalyse change at community level. We use our knowledge and expertise to tackle the most pressing issues facing Londoners today. Together with our supporters, we create aspirational, confident and empowered communities, whose residents have the opportunity to transform their lives for the better.

### Our reach

We are an independent charity and one of over 1,700 community foundations worldwide. Today, thanks to the generosity of our supporters, we invest around £6 million annually, giving out around 1,000 grants every year to charitable projects across the capital. We support a wide range of charities and community groups across London, enabling a number of different organisations and projects to achieve impact. We specialise in finding and funding smaller organisations that do not attract mass public support, or who are at an early stage in their development.

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## Aims, Themes and Criteria

### Aim

The aim of this fund is to build a better and more robust community response to youth violence in London by increasing the impact and resilience of organisations working to reduce violence among young people across London.

The fund will encourage and support locally based solutions that are developed and delivered by a range of organisations, working together in areas across London.

To achieve this, across 2 years this fund will provide:

- grants of up to £20,000 (£10,000 per year) for core and project costs for organisations with demonstrable experience and impact of working to reduce violence among young people in London
- a series of free capacity building, training, work place visits and pro bono support so that community organisations receive business support and access to networking pan-London.

Through this approach, the fund aims to:

- increase the resilience and impact of organisations working to reduce youth violence and crime in London
- encourage increased community engagement and ownership of the issues and solutions relating to youth violence in London
- encourage collaboration, connectedness and sharing best practice among organisations responding to youth violence across London and into the wider Youth Violence response in London.

### Theme

The theme of this round of Save London Lives is employment and enterprise. This fund will support community organisations to increase the job prospects and skills development of young people affected by, engaged in, or at risk of engaging in violence and crime by providing employability and enterprise skills.

### Criteria

In addition to meeting the aims and themes of the programme, organisations will also need to demonstrate evidence of the following:

- Experience/track record of working in the field of youth violence
- Experience/track record of collaboration and understanding of other organisations working in the local and thematic area
- Commitment to collaboration and partnership working including a commitment to attend mandatory engagement events across London (which will be funded)
- Local presence or engagement
- Evidence of plans for sustainability (exit plans) for once the 2-year funded period ends

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## Types of projects this fund will support:

Examples may include:

- Providing meaningful work experience and placements for 16-24-year olds, alongside or instead of alternative education e.g. support for those in PRUs, through the gate support, homeless young people. (These need to be experiential work placements and not unpaid work.)
- Providing opportunities for young people's active participation: opportunities for young people to engage in shaping the agenda, leading the dialogue, change the narrative, with young people at the heart of decisions, strategy and policy.
- Developing young people's resilience and skills for the future jobs or creative market.

Organisations will need to demonstrate local or hyper local presence and will need to be working with young people aged up to 24 years who are engaged in or at risk of engagement in violence.

## Funding Available

- Grants of up to £20,000 (maximum £10,000 per year) are available over two years
- Funding will contribute towards core costs as well as project specific funding and a level of capital funding (capped at 25% of grant).
- Organisations can operate across any of the London boroughs

You can apply for any costs related to your project, including for example; equipment, insurance, sessional staff costs, volunteer expenses, staff salaries, marketing and promotion, evaluation and monitoring systems, rent etc.

You can also include costs that will help to build the capacity and/or sustainability of your organisation – for example, training for volunteers, or a piece of software that would enable you to better track your beneficiary outcomes in relation to this project.

We can support one-off events if:

- you are able to demonstrate the long-term benefits
- the activity (such as a community networking event for example) is part of a wider programme of activities and represents only a portion of your budget.

We are able to fund existing projects and new projects but organisations need to have a demonstrate existing track record.

Both revenue and capital costs will be considered.

- Revenue costs can include activity costs, sessional staff, core operational costs such as rent, bills and overheads as well as salaries.
- Capital costs (capped at maximum 25% of the grant) can include equipment such as laptops, music/filming equipment, software.

Applicants should only apply for the funds that are needed to deliver the proposed project or solution.

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As part of this programme, organisations will be expected to attend mandatory networking events, which will be funded by the programme. This is to ensure organisations are connected and collaborating towards an overall shared goal of reducing youth violence across London.

Organisations with an will also have the opportunity to benefit from pro bono support and training.

Organisations with income of less than £500,000 may be prioritised.

## Who can apply?

Constituted community groups, registered charities, companies limited by guarantee, social enterprises or Community Interest Companies (CIC's) are all eligible to apply to the fund.

Applicants will need to have the following in place in order to apply:

- a minimum of 3 un-related Management Committee members
- a governing document (e.g. a constitution or set of rules)
- a bank account in the name of the group, with at least 2 unrelated signatories
- a record of income and expenditure or set of accounts (or bank statement if you are a new group)
- an up to date 'safeguarding policy'
- the relevant insurance in place, including public liability where required (you can include this in your budget as necessary)
- the relevant permissions in place – if you will be carrying out work or activities such as trading/selling to the public on council or private property you'll need permission from them to do this. You will need to provide confirmation of agreements as part of your application.

## What cannot be funded through this programme?

- Applications from Local Authorities or any activity that is a statutory requirement (e.g. school curriculum)
- Any party-political activity
- Purely commercial ventures (for profit)
- Spending that has already taken place (i.e. retrospective funding)
- Individuals or projects run by individuals as opposed to an organisation
- Activities where people are excluded on religious grounds, ethnicity, gender, sexuality, faith etc.
- Activity that is the responsibility of Statutory Organisations
- Applications from organisations with overdue or incomplete monitoring on a previous grant from The London Community Foundation from any of its programmes. Similarly, if a member of your organisation's management committee or trustees also has outstanding monitoring on a previous grant, this will preclude the organisation from applying unless this is resolved before an application is made. If you know you have outstanding monitoring on a previous grant, please contact The London Community Foundation to resolve this.

## Closing date for applications

The closing date for applications is midday on **Monday 26<sup>th</sup> November 2018**

Decisions are due to be made by 28<sup>th</sup> January 2019.

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## How to apply

Applications for the Fund are submitted through an online application form including all supporting documents.

To apply for a grant please visit:

<https://ukcf.secure.force.com/forms/LondonCF/SLL/Employment>

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 email within a couple of minutes (please check your spam or junk folder). If you do not receive an email it may be that you have not entered your email correctly – please check the address before submitting.

To begin your application, please click on the link within the email that you have received from us. There are help notes available as you go through the online application form and you can save your application at any point and come back to it to complete it at any time before the closing date. The help notes are also available as a separate document via the website. You must remember to press the save button before closing down your application.

At the end of the application you will be asked to upload the following supporting documents:

- Your governing document (e.g. your constitution or memorandum and articles)
- Annual accounts or record of income and expenditure (or bank statement if a new group)
- A copy of your income and expenditure template
- Safeguarding policy
- Equal Opportunities Policy
- If you are NOT a charity, Community Interest Company or Company Ltd. By Guarantee, please provide names and addresses of at least 3 unrelated management committee members/trustees
- Quotes for any capital items or costs for installation (you do not need to send quotes for small equipment items e.g. computer equipment)

Please note we'll need all these documents when you submit your proposal in order to fully consider your application.

Once you get to the end of the application form there will be a 'Submit' button. Please note the submit button is after you have verified your budget. Once you press this it will automatically send your application through to the Foundation and this will be accepted as a completed application. Please do make sure you submit everything before the deadline.

Please contact us if you would like help or are unable to complete an application online. If you do not currently have access to the internet, you can call The London Community Foundation on 020 7582 5117 for support.

## Some top tips for top applications

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- Draft your responses before completing the online form
  - Regularly save your online form when in progress
  - Make sure that every question has been answered in full
  - Use the application help notes to make sure you answer all questions fully
  - Ensure your budget section has a clear breakdown of all the costs associated with your project
  - Ask somebody to read through the application before you finalise it - 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.

## What happens next?

### What happens after the Fund deadline?

Applications which best fit the fund aims and themes will be shortlisted. Shortlisted applicants may then be telephoned by a Programme Manager from The London Community Foundation to gather any additional information needed about your project and/or organisation.

Shortlisted applications will be presented to a Fund Panel which will make recommendations on grant awards. Successful and unsuccessful applicants will be notified following the panel decisions on or around January 28<sup>th</sup> 2019.

### Timetable for spending the grant

Applicants can submit a request for grant funding over a period of 2 years. Grant award decisions for the full 2 year period will be made and awarded in 2019. Successful applicants will have up to 24 months from the offer date to spend any grant awarded. At the end of each year, applicants will be required to submit end of year monitoring which will be reviewed and if all is in order, 2<sup>nd</sup> year payments will be made. Grants cannot cover activities taking place before any grant is awarded – please refer to the dates above when planning your project start date. You will be asked for your project start and end dates in your application.

## Living Wage Friendly Funder

The London Community Foundation is 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 (currently £10.20 in London), or higher. The London Community Foundation has been a Living Wage Employer for a number of years, and have decided to become a Friendly Funder in recognition of the hard work and commitment that the employees of the organisations we fund undertake.

These projects and organisations are a vital pillar of London's vibrant communities. Without the dedication and commitment of their employees, London would not be the great city it is. We believe passionately that, where possible, organisations should pay their staff at a level that they can live on, to ensure that the fantastic work of the Capital's community groups, charities and social enterprises can continue into the future. We hope that, eventually, all funders will sign up to the scheme and together we can work towards ending low pay in the community and voluntary sector in the UK.

While we are very proud of supporting the Living Wage, we do not want this to stop anyone applying for funding. If, for any reason, paying this level will not be possible for your



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organisation, please call and discuss the situation with us before making an application.

### **What does this mean for applicants?**

If you are applying for funding 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 organisations feel that taking up the Living Wage could cause difficulties, In these instances we suggest you call us on 020 7582 5117 to discuss your options before applying.

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. Many accredited employers have chosen to extend the requirement to apprentices and interns.

Currently the Living Wage is £8.75 per hour outside London and £10.20 in London.

You can find out more about The Living Wage Friendly Funder Scheme by clicking here: (<http://www.livingwage.org.uk/about-friendly-funders>)

### **What is the Living Wage?**

The Living Wage is an hourly rate which is set independently and updated in November each year by The Living Wage Foundation. It is calculated according the basic cost of living in the UK. The current Living Wage for the UK is £8.75 and the London Living Wage is £10.20. **Please note this is different to the national living wage announced in the government's 2015 budget.**

### **How will paying the Living Wage affect posts?**

Paying at least the living wage applies to all posts, including existing roles, new roles, sessional and freelance workers (it does not need to apply to apprentices but we encourage groups to pay a Living Wage) that are funded by one of our grants. If The London Community Foundation is part-funding posts, we will pay at least the Living Wage on the part we are funding. Further to this, if you feel you are unable to afford to pay a worker at Living Wage please do not hesitate to contact us to discuss the matter further.

### **Do we have to pay The Living Wage across the organisation or be an accredited Living Wage employer to apply?**

You do not have to be an accredited Living Wage employer to apply for funding or pay a Living Wage to all of your staff to apply for this funding. We strongly encourage you to consider Living Wage Accreditation if you are in a position to do so. For more information about what this means, please call us, or speak directly to The Living Wage Foundation.

### **Monitoring and evaluation**

Groups in receipt of a grant will be required to complete an online monitoring form outlining how the grant was spent and highlighting the benefits for beneficiaries, participants and the wider community. You will be provided with the link to the online form if you are awarded a grant, and must return your monitoring form within 6 weeks of the end of each year of your project ending. You will therefore need to submit and end of 1<sup>st</sup> year and end of 2<sup>nd</sup> year monitoring form.

Monitoring and evaluating the projects funded by our grants enables your group and us to

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better understand the impact of the grant. For this programme, it is important for you to be able to measure and demonstrate the level of inactivity prior to the project and levels of activity post project. You will need to be able to demonstrate and evidence the impact your project has had in getting more inactive people active. The London Community Foundation may wish to conduct monitoring and evaluation visits to funded groups.

Further information and tips on monitoring your work can be found via The Charities Evaluation Services Website: <https://www.ncvo.org.uk/practical-support/consultancy/ncvo-charities-evaluation-services>

## **Need help?**

Please do not hesitate to contact us if you would like to discuss your proposal prior to making an application, if you need help with completing the form or with providing the supporting documents:

info@londoncf.org.uk / 020 7582 5117

You can also download resource packs on what to include in your governing document and safeguarding policy from The London Community Foundation's website at:

<http://londoncf.org.uk/apply/resources>.

**The London  
Community  
Foundation**

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