

ESDF

Save London Lives

Fund Guidelines July 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.

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 £70 million of philanthropic support into more than 10,000 charitable projects across the capital.

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

Thanks to the generosity of our supporters, we have invested over £15 million into charitable projects across the capital during the last three years, improving the lives of over 300,000 Londoners. 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.

ESDF Save London Lives: 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 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 networking and training events

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.

Themes

Through this fund we will provide grant funding, capacity support and networking opportunities to organisations in London who are responding to youth violence under at least one of the following themes:

- Trauma
- School
- Family

Organisations will need to demonstrate how their proposal addresses one or more of the themes.

Criteria

In order to be considered for support, applicants will need to demonstrate how they address the aims AND themes AND criteria of the fund.

Aims

1. To increase the resilience and impact of organisations working to reduce youth violence and crime in London

Organisations should demonstrate how they will improve their organisational capacity and resilience and explain what impact they want to make over the period of the grant.

2. To encourage increased community engagement and ownership of the issues and solutions relating to youth violence in London

Organisations should demonstrate how they will engage with local communities, for example involving and listening to young people, speaking up for a community response and

amplifying community voice.

3. To encourage collaboration, connectedness and sharing best practice among organisations responding to youth violence across London and into the wider youth violence response in London.

Organisations should show who else they already work with, how they do and will share ideas, practices, successes and impact and what plans they have to collaborate to avoid silo working.

Themes

Organisations need to demonstrate how their proposal addresses at least one of the following themes:

- Trauma

The fund will support organisations that recognise and respond to the trauma that young people have experienced/are experiencing and that provide support tailored to individuals and their needs. The fund will also support trauma-based training to practitioners, staff and volunteers as well as support for working with partner organisations to deliver a trauma informed response. Examples include: youth work, training for front line practitioners, access to mental health and therapeutic support, support for victims, support for friends of victims.

- School

The fund will support organisations that are providing initiatives and additional support for people involved in or at- risk of involvement in violence. The fund will support early intervention, preventative initiatives and school-wide initiatives educating around risks and dangers. Funding will also support initiatives that train staff in recognising signs of need or vulnerability. This fund will not support any activity that should be provided on a statutory basis. Examples include supplementary school programmes, training for teachers, group and peer-to-peer support programmes.

- Family

The fund will support organisations working with families (parents, carers, siblings, extended and wider family) to understand their needs and concerns, provide support to recognise signs of concern, respond to difficult and challenging behaviour, support young people with multiple and complex needs and build relationships.

The fund will support early intervention as well as crisis point support for families experiencing issues first hand as well as for those who are concerned and those in denial.

Examples include support for siblings, family support to identify grooming, trauma recognition, wrap around care support programmes.

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

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- Evidence of plans for sustainability (exit plans) for once the 2 year funded period ends

Funding Available

- Grants of up to £20,000 are available over two years
- Funding can contribute towards core costs as well as project specific funding and a level of capital funding (capped at 50% of grant).
- Organisations can operate across any of the London boroughs
- Grants are available to organisations who support young people affected by violence as well as for those who provide support for families affected by violence. Whilst we can support some organisations providing support to those aged over 24, a level of our funds is also restricted to those aged 24 and under.

You can apply for any cost 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 demonstrate track record and experience of delivery.

Some of the funding available is restricted towards young people aged 24 and under.

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 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.

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.

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 minimum of 1 part time/full time staff member (so organisations are not entirely

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- volunteer run and led)
 - 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' if you are working with children and/or vulnerable adults (please contact us if you need help with this)
 - 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.

What cannot be funded through this programme?

- Applications from organisations with annual income over £500,000
- 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 10th September 2018**

Decisions are due to be made by 7th November 2018

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>

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 if you are working with children or vulnerable adults
- 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

- 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 November 7th 2018.

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 2018. 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, 2nd 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 or 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 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 to 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 1st year and end of 2nd year monitoring form.

Monitoring and evaluating the projects funded by our grants enables your group and us to 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 providing the supporting documents:

The London Community Foundation: 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>.

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