

# **Earls Court Opportunity Fund**

Online Application Form Help Notes

# The Earls Court Opportunity Fund 2017

## ONLINE APPLICATION FORM HELP NOTES

These notes are available via the online form, when you hover over the ⓘ symbol next to each question.

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

---

## SECTION 1- Organisation

---

### **Name of your Organisation**

Provide the name of your organisation as it appears on any governing documents. If you are known by another name, please tell us as well.

### **Address of your Organisation**

This should be the address of the organisation.

If the organisation doesn't have an independent location, you can use the contact details of the primary contact.

### **Facebook/Twitter**

Please include details of your social media sites if you have them

### **Telephone/Email**

The telephone number and email address should be one at which the organisation is easily contacted, especially during office hours.

### **Main Contact Person**

The contact person should be someone who has a good knowledge of the application as this is the person we will contact if we have any queries.

### **Income during your last accounting year/financial year or last 12 months**

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

### **Average yearly income**

Please let us know your organisation's average income over the last three years. To calculate this add up the total income of your organisation in your last three complete years, and 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. You may be asked to provide evidence of this.

### **What are the aims of your organisation and what activities or services do you provide?**

What are your aims/mission/objectives? What activity do you deliver? For who? Where? Make sure you tell us how you currently support residents and communities of the existing West Kensington and Gibbs Green estates.

---

## SECTION 2- About your grant application

---

**Project Funding Start/End dates**

Does the project have start and finish dates? If the answer is yes add the start and finish dates. If your project is on-going, you should enter the start and finish dates of the funding period.

**Where specifically will your project activity take place?**

To be eligible for funding, the majority of the activity must be delivered on or near the existing West Kensington and Gibbs Green estates. Please state specifically where i.e. which centre/facility/location your activity will be delivered in.

**Which Local Authority will the activity 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. The majority of the activity must take place in the immediate vicinity of the WKGG estates and if not, please specify the reasons for this in the project details section of your application form.

**Postcode**

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.

**Which theme are you applying under? Get fit, Get Support or Get Involved?**

Please state which theme your project best fits under and why. Your project may fit under more than one of these headings, if so, please state which headings and why.

**What are the problems or issues that this project will address and how do you know?**

What can you tell us about the need for the work that you do? What are the problems and how do you know this? 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? Who is it that will benefit and why are you focusing on them?

**What would you do with the grant?**

Tell us about what you need the money for. How does this fit the theme you have chosen of get fit/ get support/ get involved? What services and/or activities will this enable you to deliver? For how many people? How often? Where? Who will deliver this?

**What would the benefits and outcomes be as a result of this project?**

List the benefits or changes that will directly result from this 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. You can also consider your outputs, these are the actual products / services / activities that you will be providing.

**How would you measure and report the benefits and impact this project is having?**

How will you measure your activity? How will you record the changes and impact this activity has? You might have informal discussions with users, do questionnaires, gather people together in one place. Will you keep a log of users of your services, project participants, enquiries you deal with?

**Which local networks or partnerships are you working with?**

Which partnerships are you already involved in? Will you work with other partners to deliver your project? For example you may work with local GP surgeries or health centres to get client referrals, or local schools to deliver your project.

### **How will this project/activity continue after this funding comes to an end?**

Please briefly explain what plans you have for this project after the one year grant (if successful). Is this grant towards one off activity? Or a pilot project? Or a longer term project? All of these activities are eligible, but explain what you expect to happen after the one year funding comes to an end.

---

## SECTION 3- Impact

---

**In this section we are asking for the impact you think your project will have at the end of the funded period. The answers you'll be providing are your best estimate of how many people/hours etc. you will have reached at the end of the year.**

By setting these numbers realistically at the beginning and gathering evidence throughout the life of the funded project, by the end of the year you will be able to clearly show the impact this project has had.

There are six themes for this IMPACT framework:

- **Improve people's life skills, employability and enterprise** - We want to support a thriving city that creates opportunities for people to fulfil their potential, to become more self-sufficient and to build their confidence.
- **Maximise people's ability to strengthen community cohesion and build social capacity** - We want to strengthen and connect local organisations and improve local facilities so that people can live happier lives alongside each other.
- **Promote reduction of isolation and disadvantage and access to services** - We want people to be connected in their local communities and to their local services, so everyone has a chance to be included.
- **Advance people's physical and mental health, wellbeing and safety** - We want people to feel safe and connected in their communities, and to have more opportunities to improve their physical and mental health.
- **Connect people with the arts culture and heritage** - We want to create a city that values and takes pride in the excellence and diversity of arts and culture, where everyone feels encouraged to participate, and their efforts create a lasting legacy.
- **Transform people's access to, and engagement with, their environment** - We want to create a city that promotes and creates a safer, healthier, and more sustainable environment, where people in urban areas feel free and welcome to access community spaces.

When applying you have to choose **three outcomes** to report on, two of which will need to be linked to **one of the IMPACT themes**. The others can be any of the other outcomes listed. You will also have to choose up to **three indicators** per outcome to report on and set targets that you think you will achieve over the life of the project.

We have written a guide and helpful tool on how to choose the outcomes and indicators – **Please see Appendix A for details.**

**To complete the impact section on the form:**

1. Select the theme from the drop down list – this will give you the range of outcomes in the drop down list attached to the impact theme.
2. Then select your 1<sup>st</sup> outcome from the drop down list
3. This will then open up the available indicators – select the indicators and fill in the anticipated numbers. **Please remember to tick the indicators that you have selected**
4. Then select your 2<sup>nd</sup> outcome from the drop down list
5. This will then open up the available indicators – select the indicators and fill in the anticipated numbers. **Please remember to tick the indicators that you have selected**
6. Then repeat for your 3<sup>rd</sup> and 4<sup>th</sup> outcome – these can be any of the others from the full list of outcomes across all themes.
7. The indicators will show for your chosen 3<sup>rd</sup> and 4<sup>th</sup> outcome – select the indicators and fill in the anticipated numbers. **Please remember to tick the indicators that you have selected**

Section 3 - Impact

Which category best describes the impact your project will have?  
Improve life skills, education, employability and enterprise

Select the primary outcome for your project or activity  
Improve economic wellbeing

|                                     |  |    |
|-------------------------------------|--|----|
| <input checked="" type="checkbox"/> | Number of new employment opportunities as a result of the project                      | 20 |
| <input type="checkbox"/>            | Number of new volunteer opportunities as a result of the project                       | 0  |
| <input type="checkbox"/>            | Number of people becoming self-employed as a result of the project                     | 0  |
| <input checked="" type="checkbox"/> | Number of people coming off work related benefits                                      | 2  |
| <input type="checkbox"/>            | Number of people who accessed benefits for the first time as a result of the project   | 0  |
| <input type="checkbox"/>            | Number of people who are able to remain in housing as a result of the project          | 0  |
| <input checked="" type="checkbox"/> | Number of people who gained sustainable employment as a result of the project          | 5  |
| <input type="checkbox"/>            | Number of people who reported a reduction in debt as a result of the project           | 0  |
| <input type="checkbox"/>            | Number of people who started on the path to employability as a result of the project   | 0  |
| <input type="checkbox"/>            | Number of volunteer opportunities as a result of the project                           | 0  |
| <input type="checkbox"/>            | Number of work placement/experience opportunities available as a result of the project | 0  |

Select the second outcome for your project or activity  
Increase in beneficiary training, education, accreditation and employment

|                                     |  |    |
|-------------------------------------|--|----|
| <input type="checkbox"/>            | Number of people coming off work related benefits                                | 0  |
| <input checked="" type="checkbox"/> | Number of people who attended training as part of the project                    | 20 |
| <input type="checkbox"/>            | Number of people who attended training for the first time as part of the project | 0  |
| <input type="checkbox"/>            | Number of people who gain new skills as part of the project                      | 0  |
| <input type="checkbox"/>            | Number of people who gain new skills for the first time as part of the project   | 0  |

Section 1 - Organisation  
Section 2 - About your grant application  
Section 3 - Impact  
Section 4 - Project Budget and Consent  
Attachments  
Save Application

## Beneficiaries

**How many people from West Kensington and Gibbs Green estates will directly benefit from this funding?**

This fund will support groups who deliver activities and services that benefit residents and the community of the currently existing West Kensington and Gibbs Green estates (WKGG) and immediately surrounding areas ONLY. Please state the number of WKGG estates beneficiaries here.

**How many people from outside of West Kensington and Gibbs Green estates will benefit?**

Your project can also benefit the wider community outside of the existing West Kensington and Gibbs Green estates (WKGG) and immediately surrounding areas however residents and communities of WKGG should be the majority.

### **Volunteers benefiting**

People who will work with or support the project's beneficiaries. They will generally be given training or other forms of guidance and support to enable them to help beneficiaries.

### **Primary beneficiary – select a single option to represent the primary beneficiary group for this grant**

From the drop down list, please click on the one group that best reflects the majority of the beneficiaries of your organisation who are victims of crime, 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 – select a single option to represent the primary beneficiary group for this grant**

See drop down options. Please select one ethnic group that best reflects the majority of the users of this facility or service.

### **Primary issue - select a single option to represent the primary issue that will be addressed by this grant.**

See drop down options. We would be interested in knowing which age groups would benefit from this grant.

### **Please indicate the primary age group that will benefit from this grant**

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 organisation who are victims of crime. Then, using the remaining check boxes indicate any other age groups that will benefit.

---

## **SECTION 4- Project Budget and additional information**

---

### **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?**

This must exclude any in-kind support – you can tell us about that in a later question.

If you are asking us to fund some of your organisations' running costs or to contribute to a larger project, what is the total you need for running costs each year or for delivering the entire project?

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

You do not need to raise any match funding and you can ask for the full costs of delivering your project. However, if you are not asking us to fund the full costs, how much have you raised already?

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

Please enter the amount you are requesting from us. This can be minimum £1,000 maximum £20,000

**Please tell us about any in-kind support that will be given to the project and its value.** In-kind support includes volunteer hours (valued at £13/hour), any equipment, space, or publicity for example that you may be given free of charge.

## Living Wage

**Have you budgeted all staff costs at the Living Wage? Please provide any comments on any difficulties or positive impact this will have on your organisation (please type N/A if this does not apply to you i.e. you are not applying for salary costs)**

As outlined in the guidance we are piloting paying the Living Wage through the Local Communities programme. The Living Wage is £8.25 per hour outside London and £9.40 in London. We are asking groups to make their applications for any staff costs at the Living Wage rates, so please budget for this in the staff costs section below. We understand that for some groups paying a Living Wage can be difficult for a number of reasons, we would like to work with groups to see how we can support you to enable you to pay a Living Wage. Also if there are any general comments on what you think about us paying a Living Wage through our grants please put them in here!

## 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 from us. Please give us a full breakdown of the costs as shown in the example below.

### Staff Costs

|                  |      |
|------------------|------|
| Requested amount | 630  |
| Total amount     | 1000 |

### Breakdown

|  |
|--|
| 3 workers@ £7.50 an hour (14 weekly sessions of 2 hours) |
|--|

### Volunteer Costs

|                  |     |
|------------------|-----|
| Requested amount | 280 |
| Total amount     | 500 |

### Breakdown

|                         |
|-------------------------|
| £10 per hour x 28 hours |
|-------------------------|

### Capital Costs (Equipment)

|                  |       |
|------------------|-------|
| Requested amount | 1,950 |
| Total amount     | 5,000 |

### Breakdown

|  |
|--|
| Outdoor play equipment (quotes attached) |
|--|

**Note for 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 for your records. Volunteers should not be paid a flat rate as they will be classed as employees of your organisation.

## 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 (e.g. constitution, memorandum & articles or set of rules)
- A copy of your most recent annual accounts or a spending plan and recent bank statement if you are a new group.
- A completed income and expenditure forecast using our template
- A copy of your safeguarding policies if you will be working with children or vulnerable adults (please contact us if you need help to develop one). For guidance please see our website.
- A list of the names and addresses of your management committee.

If for any reason you are not able to provide one of the required documents, 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

## **Declaration - For all applicants**

Please read each statement carefully and check the box if you agree with the statement. Please confirm your name and role.

**Publicity** – please tick this box if you are happy for Comic Relief, The Evening Standard and The London Community Foundation to use your project in their publicity work. They will contact you to clarify your permission before publication etc.

## **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.

## **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 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 75825117 or email [applications@londoncf.org.uk](mailto:applications@londoncf.org.uk).





**Appendix A**

**IMPACT ASSESSMENT**

**A guide on how to choose the outcomes and indicators for your application**

**The London Community Foundation's vision** is of a strong and generous London where residents, business, government and civil society are inspired to act for the benefit of all who live in the city, leading the way in social action and philanthropic activity. **Our mission** is to make a difference to the lives of Londoners by connecting people who need help with those who are willing to give. We are dedicated to improving the lives of London's most disadvantaged. Child poverty, unemployment, isolation, homelessness, domestic violence and gang crime are just some of the issues we are tackling through our grant making.

You can help us to achieve our vision and mission by delivering projects that make a difference and – importantly – by gathering evidence to show how your project has made an impact. This information is essential if we are to encourage more donors to support our future work. To help you collect the kind of evidence we need, we have created a framework that measures the impact of our grants. There are six themes for this IMPACT framework:

- **Improve people's life skills, employability and enterprise** - We want to support a thriving city that creates opportunities for people to fulfil their potential, to become more self-sufficient and to build their confidence.
- **Maximise people's ability to strengthen community cohesion and build social capacity** - We want to strengthen and connect local organisations and improve local facilities so that people can live happier lives alongside each other.
- **Promote reduction of isolation and disadvantage and access to services** - We want people to be connected in their local communities and to their local services, so everyone has a chance to be included.
- **Advance people's physical and mental health, wellbeing and safety** - We want people to feel safe and connected in their communities, and to have more opportunities to improve their physical and mental health.
- **Connect people with the arts culture and heritage** - We want to create a city that values and takes pride in the excellence and diversity of arts and culture, where everyone feels encouraged to participate, and their efforts create a lasting legacy.
- **Transform people's access to, and engagement with, their environment** - We want to create a city that promotes and creates a safer, healthier, and more sustainable environment, where people in urban areas feel free and welcome to access community spaces.

There is a lot of information about impact assessment and the outcomes approach to project evaluation. You may find the following websites helpful:

<http://www.ces-vol.org.uk/>

<http://www.evaluation.org.uk/>

<http://mande.co.uk/>

<http://network.youthmusic.org.uk/learning/youth-music-evaluation-builder>

There are a number of outcomes – or changes – we want to measure for each theme, and a series of indicators to show evidence of change in a measurable way. When you apply for a grant you will need to choose the theme, outcomes and indicators that you will report against, once you have completed your project.

What do we mean by:

**An Outcome?**

Outcomes are the changes, benefits, learning and other effects that you can attribute to your project's activities; they're the difference your project makes (CES, 2005)

**An Indicator?**

Indicators are the evidence you collect to show your progress in achieving the outcomes of your work. They may be about the number of people who have achieved something or feel different.

**Collecting evidence.**

In order to provide the numbers etc. for your report it is best to plan before you start the project how you will collect the evidence. You could consider taking registers of people who attend for example a training course, carry out interviews, and provide questionnaires for people to complete.

## **Monitoring and Evaluation**

When your funding comes to an end you will have to complete an online monitoring report in which you will have to tell us about how well you did in achieving your chosen outcomes and indicators. It's therefore very important for you to plan how you will collect the evidence to support your report. If you are successful in getting your work funded we will send you details of the reporting requirements with the offer letter.

### **Why do we ask you to report?**

Simply, we would like to know how the project has gone including what worked and what didn't. The report is both beneficial for you and us, The London Community Foundation.

### **What does The London Community Foundation use the information for?**

We require monitoring for various reasons. Firstly we have a responsibility to ensure grants are used properly to deliver high-quality projects that achieve relevant outcomes.

The London Community Foundation takes pride in gathering evidence from the information reported that allows us to make informed decisions when developing future funding programmes. By deciphering results we obtain from your monitoring we have the ability to identify gaps in provision and develop our knowledge about different types of work and the impact they're capable of having, building our expertise as grant maker. We're also able to tell the story of your work to other potential donors.

We use this **impact assessment framework** to collate relevant outcomes and indicators enabling us to evidence the positive difference the groups we have funded are making.

### **How will the report help you?**

The report will allow for you to develop your practice from reflecting on work carried out. As an organisation your monitoring will act as evidence amplifying your ability to deliver a project effectively and efficiently for prospective funders, investors, etc. Your monitoring report has the ability to generally feed into the improvement of your organisation. It's down to you as to how much you put into your process of monitoring and evaluating and subsequently how much you benefit from it.

### **What is the difference between monitoring and evaluation?**

#### **Monitoring**

Monitoring is about collecting information that will help you answer questions about your project. It is important that this information is collected in a planned, organised and routine way. You can use the information you gather to report on your project and to help you evaluate' (Charities Evaluation Services).

Monitoring is an on-going task that would have already started at the planning stages of a project. You would have collected key information on a variety of things relating to your project. Before you started the project you chose various outcomes and indicators to measure your work against – these are what you have to monitor your work against.

Monitoring allows results, procedures and practices to be recorded and eventually acts as a catalyst to direct, develop and learn. The information obtained from monitoring is then used for evaluation purposes.

### **Evaluation**

'Evaluation is about using monitoring and other information you collect to make judgements about your project. It is also about using the information to make changes and improvements' (Charities Evaluation Service).

A good evaluation should be an objective assessment. The evaluation is in essence an appraisal of your findings, looking into themes as such relevancy, effectiveness, efficiency, impact and sustainability.

## Applying for Funding

When applying you will have to choose **four outcomes** to report on, two of which will need to be linked to **one of the IMPACT themes**. The others can be any of the other outcomes listed. You will also have to choose up to **three indicators** per outcome to report on and set targets that you think you will achieve over the life of the project.

In order to choose the theme that best fits your project we would advise that you read through the whole list first and pick the outcomes that best reflect what you are hoping to achieve. Once you have picked those outcomes, you can work upwards to find a theme and sideways to identify indicators. It is very possible that your project may fit into more than one theme, but choose the one with the best outcomes for the specific work funded by this grant. You will need to give us realistic target numbers for each of the indicators you have chosen. Please make these a best guess and do not overestimate the numbers you might achieve – be honest with us! High numbers will not help in the assessment process when we come back and question you on them. We need to believe that they are achievable.

Remember if you have any questions on this or need help with the application form please call us on 020 7582 5117 or email [applications@londoncf.org.uk](mailto:applications@londoncf.org.uk)

### To complete the impact section on the form

1. Select the theme from the drop down list – this will give you the range of outcomes in the drop down list attached to the impact theme.
2. Then select your 1<sup>st</sup> outcome from the drop down list
3. This will then open up the available indicators – select the indicators and fill in the anticipated numbers. **Please remember to tick the indicators that you have selected**
4. Then select your 2<sup>nd</sup> outcome from the drop down list
5. This will then open up the available indicators – select the indicators and fill in the anticipated numbers. **Please remember to tick the indicators that you have selected**
6. Then repeat for your 3<sup>rd</sup> and 4<sup>th</sup> outcome – these can be any of the others from the full list of outcomes across all themes.
7. The indicators will show for your chosen 3<sup>rd</sup> and 4<sup>th</sup> outcome – select the indicators and fill in the anticipated numbers. **Please remember to tick the indicators that you have selected**

EXAMPLE OF COMPLETED FORM – then transfer this info to the online form – see below for screen shot

| Outcome                           | Choose | Indicator  | Target Number | Choose |
|-----------------------------------|--------|--|---------------|--------|
| <b>IMPACT THEME</b>               |        | <b>Improve people's life skills, employability and enterprise</b>                      |               |        |
| Improve economic wellbeing        | X      | Number of new employment opportunities as a result of the project                      |               |        |
|                                   |        | Number of new volunteer opportunities as a result of the project                       |               |        |
|                                   |        | Number of people becoming self-employed as a result of the project                     |               |        |
|                                   |        | Number of people coming off work related benefits                                      |               |        |
|                                   |        | Number of people who accessed benefits for the first time as a result of the project   |               |        |
|                                   |        | Number of people who are able to remain in housing as a result of the project          |               |        |
|                                   |        | Number of people who gained sustainable employment as a result of the project          | X             | 5      |
|                                   |        | Number of people who reported a reduction in debt as a result of the project           |               |        |
|                                   |        | Number of people who started on the path to employability as a result of the project   | X             | 20     |
|                                   |        | Number of volunteer opportunities as a result of the project                           |               |        |
|                                   |        | Number of work placement/experience opportunities available as a result of the project | X             | 10     |
| Increase employability            |        | Number of people becoming self-employed as a result of the project                     |               |        |
|                                   |        | Number of people who attended training as part of the project                          |               |        |
|                                   |        | Number of people who gained accreditation as a result of the project                   |               |        |
|                                   |        | Number of people who gained sustainable employment as a result of the project          |               |        |
|                                   |        | Number of people who started on the path to employability as a result of the project   |               |        |
| Increase enterprise               |        | Number of new businesses started as a result of the project                            |               |        |
|                                   |        | Number of people becoming self-employed as a result of the project                     |               |        |
|                                   |        | Number of people on the pathway to becoming self employed as a result of the project   |               |        |
|                                   |        | Number of social enterprises set up as a result of the project                         |               |        |
|                                   |        | Number of social entrepreneurs created from the project                                |               |        |
| Increase in beneficiary training, | X      | Number of people coming off work related benefits                                      |               |        |
|                                   |        | Number of people who attended training as part of the project                          | X             | 50     |
|                                   |        | Number of people who attended training for the first time as part of the project       | X             | 10     |

|   |  |   |   |    |
|---|--|---|---|----|
| education, accreditation and employment |  | Number of people who gain new skills as part of the project   |   |    |
|   |  | Number of people who gain new skills for the first time as part of the project                      |   |    |
|   |  | Number of people who gained accreditation as a result of the project                                | X | 10 |
|   |  | Number of people who gained accreditation for the first time as a result of the project             |   |    |
|   |  | Number of people who gained sustainable employment as a result of the project                       |   |    |
|   |  | Number of people who started on the path to employability as a result of the project                |   |    |
| Increase in leadership skills and voice |  | Number of people who feel they have increased voice or ability to influence                         |   |    |
|   |  | Number of people who have increased their participation in community decision making                |   |    |
|   |  | Number of people with increased leadership skills   |   |    |
| Increase lifelong learning and skills   |  | Number of hours of education/training provided by the project                                       |   |    |
|   |  | Number of people who attended training as part of the project                                       |   |    |
|   |  | Number of people who gained accreditation as a result of the project                                |   |    |
|   |  | Number of people who remained in education, training or employment as a result of the project       |   |    |
|   |  | Number of people who showed an increase in confidence as a result of the project                    |   |    |
| Strengthen organisations                |  | Number of employees/volunteers offered training and development                                     |   |    |
|   |  | Number of existing partnerships developed/strengthened as a result of the project                   | X | 5  |
|   |  | Number of hours spent on employee/volunteer training and skills                                     |   |    |
|   |  | Number of hours spent on strategic development within organisations                                 | X | 50 |
|   |  | Number of new partnerships established as a result of the project                                   | X | 3  |
| Improve the community working together  |  | Number of new volunteers as a result of the project   | X | 10 |
|   |  | Number of people engaged in regular volunteering as part of the project                             |   |    |
|   |  | Number of people who participated in community activities as part of the project                    | X | 10 |
|   |  | Number of people who participated in community activities for the first time as part of the project | X | 20 |
|   |  | Number of people who report feeling more informed about what's happening in their area              |   |    |



Section 3 - Impact

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

Select the primary outcome for your project or activity

|   |                                 |
|---|---------------------------------|
| <input checked="" type="checkbox"/> Number of new employment opportunities as a result of the project             | <input type="text" value="20"/> |
| <input type="checkbox"/> Number of new volunteer opportunities as a result of the project                         | <input type="text" value="0"/>  |
| <input type="checkbox"/> Number of people becoming self-employed as a result of the project                       | <input type="text" value="0"/>  |
| <input checked="" type="checkbox"/> Number of people coming off work related benefits                             | <input type="text" value="2"/>  |
| <input type="checkbox"/> Number of people who accessed benefits for the first time as a result of the project     | <input type="text" value="0"/>  |
| <input type="checkbox"/> Number of people who are able to remain in housing as a result of the project            | <input type="text" value="0"/>  |
| <input checked="" type="checkbox"/> Number of people who gained sustainable employment as a result of the project | <input type="text" value="5"/>  |
| <input type="checkbox"/> Number of people who reported a reduction in debt as a result of the project             | <input type="text" value="0"/>  |
| <input type="checkbox"/> Number of people who started on the path to employability as a result of the project     | <input type="text" value="0"/>  |
| <input type="checkbox"/> Number of volunteer opportunities as a result of the project                             | <input type="text" value="0"/>  |
| <input type="checkbox"/> Number of work placement/experience opportunities available as a result of the project   | <input type="text" value="0"/>  |

Select the second outcome for your project or activity

|   |                                 |
|---|---------------------------------|
| <input type="checkbox"/> Number of people coming off work related benefits                                | <input type="text" value="0"/>  |
| <input checked="" type="checkbox"/> Number of people who attended training as part of the project         | <input type="text" value="20"/> |
| <input type="checkbox"/> Number of people who attended training for the first time as part of the project | <input type="text" value="0"/>  |
| <input type="checkbox"/> Number of people who gain new skills as part of the project                      | <input type="text" value="0"/>  |
| <input type="checkbox"/> Number of people who gain new skills for the first time as part of the project   | <input type="text" value="0"/>  |

Section 1 - Organisation

**Section 2 - About your grant application**

Section 3 - Impact

Section 4 - Project Budget and Consent

Attachments

Save Application

Form to help you choose your indicators, outcome and theme.

| Outcome                           | Choose | Indicator  | Target Number | Choose |
|-----------------------------------|--------|--|---------------|--------|
| <b>IMPACT THEME</b>               |        | <b>Improve people's life skills, employability and enterprise</b>                      |               |        |
| Improve economic wellbeing        |        | Number of new employment opportunities as a result of the project                      |               |        |
|                                   |        | Number of new volunteer opportunities as a result of the project                       |               |        |
|                                   |        | Number of people becoming self-employed as a result of the project                     |               |        |
|                                   |        | Number of people coming off work related benefits                                      |               |        |
|                                   |        | Number of people who accessed benefits for the first time as a result of the project   |               |        |
|                                   |        | Number of people who are able to remain in housing as a result of the project          |               |        |
|                                   |        | Number of people who gained sustainable employment as a result of the project          |               |        |
|                                   |        | Number of people who reported a reduction in debt as a result of the project           |               |        |
|                                   |        | Number of people who started on the path to employability as a result of the project   |               |        |
|                                   |        | Number of volunteer opportunities as a result of the project                           |               |        |
| Increase employability            |        | Number of work placement/experience opportunities available as a result of the project |               |        |
|                                   |        | Number of people becoming self-employed as a result of the project                     |               |        |
|                                   |        | Number of people who attended training as part of the project                          |               |        |
|                                   |        | Number of people who gained accreditation as a result of the project                   |               |        |
|                                   |        | Number of people who gained sustainable employment as a result of the project          |               |        |
| Increase enterprise               |        | Number of people who started on the path to employability as a result of the project   |               |        |
|                                   |        | Number of new businesses started as a result of the project                            |               |        |
|                                   |        | Number of people becoming self-employed as a result of the project                     |               |        |
|                                   |        | Number of people on the pathway to becoming self employed as a result of the project   |               |        |
|                                   |        | Number of social enterprises set up as a result of the project                         |               |        |
| Increase in beneficiary training, |        | Number of social entrepreneurs created from the project                                |               |        |
|                                   |        | Number of people coming off work related benefits                                      |               |        |
|                                   |        | Number of people who attended training as part of the project                          |               |        |
|                                   |        | Number of people who attended training for the first time as part of the project       |               |        |

|   |  |   |  |  |
|---|--|---|--|--|
| education,<br>accreditation and<br>employment |  | Number of people who gain new skills as part of the project                                   |  |  |
|   |  | Number of people who gain new skills for the first time as part of the project                |  |  |
|   |  | Number of people who gained accreditation as a result of the project                          |  |  |
|   |  | Number of people who gained accreditation for the first time as a result of the project       |  |  |
|   |  | Number of people who gained sustainable employment as a result of the project                 |  |  |
|   |  | Number of people who started on the path to employability as a result of the project          |  |  |
| Increase in<br>leadership skills<br>and voice |  | Number of people who feel they have increased voice or ability to influence                   |  |  |
|   |  | Number of people who have increased their participation in community decision making          |  |  |
|   |  | Number of people with increased leadership skills   |  |  |
| Increase lifelong<br>learning and<br>skills   |  | Number of hours of education/training provided by the project                                 |  |  |
|   |  | Number of people who attended training as part of the project                                 |  |  |
|   |  | Number of people who gained accreditation as a result of the project                          |  |  |
|   |  | Number of people who remained in education, training or employment as a result of the project |  |  |
|   |  | Number of people who showed an increase in confidence as a result of the project              |  |  |

| IMPACT THEME                                |  | Maximise people's ability to strengthen community cohesion and build social capacity                    |  |  |
|---|--|---|--|--|
| Improve community cohesion                  |  | Number of hours of community activity provided as part of the project                                   |  |  |
|   |  | Number of people who participated in community activities for the first time as a result of the project |  |  |
|   |  | Number of people who participated in community activities as a result of the project                    |  |  |
| Improve the community working together      |  | Number of new volunteers as a result of the project   |  |  |
|   |  | Number of people engaged in regular volunteering as part of the project                                 |  |  |
|   |  | Number of people who participated in community activities as part of the project                        |  |  |
|   |  | Number of people who participated in community activities for the first time as part of the project     |  |  |
|   |  | Number of people who report feeling more informed about what's happening in their area                  |  |  |
| Improved community facilities               |  | Number of people who have used the new/improved community facilities                                    |  |  |
|   |  | Number of people who reported that the community facilities were improved as a result of the project    |  |  |
| Increase in leadership skills and voice     |  | Number of people who feel they have increased voice or ability to influence                             |  |  |
|   |  | Number of people who have increased their participation in community decision making                    |  |  |
|   |  | Number of people with increased leadership skills   |  |  |
| Strengthen organisations                    |  | Number of employees/volunteers offered training and development   |  |  |
|   |  | Number of existing partnerships developed/strengthened as a result of the project                       |  |  |
|   |  | Number of hours spent on employee/volunteer training and skills   |  |  |
|   |  | Number of hours spent on strategic development within organisations                                     |  |  |
|   |  | Number of new partnerships established as a result of the project                                       |  |  |
| Support vulnerable and disadvantaged people |  | Number of people accessing advice/guidance services   |  |  |
|   |  | Number of people accessing advice/guidance services for the first time                                  |  |  |
|   |  | Number of people accessing support services as a result of the project                                  |  |  |
|   |  | Number of people accessing support services for the first time as a result of the project               |  |  |
|   |  | Number of people achieving independent living/no longer requiring support as a result of the project    |  |  |

| <b>IMPACT THEME</b>               |  | <b>Promote reduction of isolation and disadvantage and access to services</b>                            |  |  |
|-----------------------------------|--|--|--|--|
| Improve economic wellbeing        |  | Number of new employment opportunities as a result of the project  |  |  |
|                                   |  | Number of new volunteer opportunities as a result of the project   |  |  |
|                                   |  | Number of people becoming self-employed as a result of the project                                       |  |  |
|                                   |  | Number of people coming off work related benefits  |  |  |
|                                   |  | Number of people who accessed benefits for the first time as a result of the project                     |  |  |
|                                   |  | Number of people who are able to remain in housing as a result of the project                            |  |  |
|                                   |  | Number of people who gained sustainable employment as a result of the project                            |  |  |
|                                   |  | Number of people who reported a reduction in debt as a result of the project                             |  |  |
|                                   |  | Number of people who started on the path to employability as a result of the project                     |  |  |
|                                   |  | Number of volunteer opportunities as a result of the project   |  |  |
|                                   |  | Number of work placement/experience opportunities available as a result of the project                   |  |  |
| Improved community facilities     |  | Number of people who have used the new/improved community facilities                                     |  |  |
|                                   |  | Number of people who reported that the community facilities were improved as a result of the project     |  |  |
| Promote human rights and equality |  | Number of new people accessing support services following discrimination or unfair treatment             |  |  |
|                                   |  | Number of people accessing advice and/or guidance services as a result of the project                    |  |  |
|                                   |  | Number of people accessing advice and/or guidance services for the first time as a result of the project |  |  |
|                                   |  | Number of people accessing support as a result of the project  |  |  |
|                                   |  | Number of people accessing support for the first time as a result of the project                         |  |  |
|                                   |  | Number of people accessing support services following discrimination or unfair treatment                 |  |  |
|                                   |  | Number of people achieving independent living/no longer requiring support as a result of the project     |  |  |
|                                   |  | Number of people who participated in community activities as part of the project                         |  |  |
|                                   |  | Number of people who participated in community activities for the first time as part of the project      |  |  |
| Reduce isolation                  |  | Number of people accessing support services as a result of the project                                   |  |  |
|                                   |  | Number of people accessing support services for the first time as a result of the project                |  |  |
|                                   |  | Number of people attending regular social activities as part of the project                              |  |  |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  | Number of people who participated in community activities as part of the project                     |  |  |
|  |  | Number of people who participated in community activities for the first time as part of the project  |  |  |
| Support<br>vulnerable and<br>disadvantaged<br>people |  | Number of people accessing advice/guidance services  |  |  |
|  |  | Number of people accessing advice/guidance services for the first time                               |  |  |
|  |  | Number of people accessing support services as a result of the project                               |  |  |
|  |  | Number of people accessing support services for the first time as a result of the project            |  |  |
|  |  | Number of people achieving independent living/no longer requiring support as a result of the project |  |  |

| <b>IMPACT THEME</b>  |   | <b>Advance people’s physical and mental health, wellbeing and safety.</b>  |  |  |
|--|---|--|--|--|
| Improve health<br>(physical/mental/<br>emotional)                  |   | Number of activities promoting healthy lifestyles (e.g. healthy eating, smoking cessation etc.)                                |  |  |
|  |   | Number of additional hours of sport, exercise and leisure activities currently provided by the project                         |  |  |
|  |   | Number of hours of sport, exercise and leisure activities currently provided by the project                                    |  |  |
|  |   | Number of people who participated in sport, exercise and leisure activities  |  |  |
|  |   | Number of people who reported an engagement or re-engagement with education, training or employment as a result of the project |  |  |
|  |   | Number of people who reported an engagement or re-engagement with social networks, support groups as a result of the project   |  |  |
|  |   | Number of people who reported improved physical/ mental/ emotional health  |  |  |
| Increase access to<br>sport, exercise<br>and leisure<br>activities |   | Number of additional hours of sport, exercise & leisure activities currently provided by the project                           |  |  |
|  |   | Number of existing activities available as part of the project   |  |  |
|  |   | Number of groups providing health related activities   |  |  |
|  |   | Number of hours of sport, exercise & leisure activities currently provided by the project                                      |  |  |
|  |   | Number of new activities available as part of the project  |  |  |
|  |   | Number of new people taking part in sport, exercise and leisure activities as part of the project                              |  |  |
| Promote safer<br>communities                                       |   | Number of people taking part in sport, exercise and leisure activities as part of the project                                  |  |  |
|  |   | Number of new people who reported that they felt safer in their communities as a result of the project                         |  |  |
|  |   | Number of people who reported that they felt safer in their communities as a result of the project                             |  |  |
| Reduce crime,<br>violence and anti-<br>social behaviour            |   | Number of people being supported as victims of anti-social behaviour or crime as a result of the project                       |  |  |
|  |   | Number of addicts in treatment as a result of the project  |  |  |
|  |   | Number of ex-offenders taking part in a project/programme designed to divert them away from criminal behaviour                 |  |  |
|  |   | Number of new recorded addicts as a result of the project  |  |  |
|  | Number of people taking part in a project/programme designed to divert them away from anti-social behaviour |  |  |  |

|  |  |   |  |  |
|--|--|---|--|--|
|  |  | Number of people who took part in a project/programme and had not re-offended within a period of 3 months                       |  |  |
|  |  | Number of perpetrators of domestic abuse taking part in a project/programme designed to divert them away from abusive behaviour |  |  |
|  |  | Number of young people who took part in a project/programme and had not re-offended within a period of 3 months                 |  |  |
| Reduce substance misuse and addictions |  | Number of addicts in treatment as a result of the project   |  |  |
|  |  | Number of new recorded addicts as a result of the project   |  |  |
|  |  | Number of people accessing support services for addiction   |  |  |



| <b>IMPACT THEME</b>   |  | <b>Connect people with the arts culture and heritage</b>  |  |  |
|---|--|---|--|--|
| Increase opportunities for public to engage with culture and heritage |  | Number of memberships of local heritage organisations   |  |  |
|   |  | Number of people visiting a local heritage site   |  |  |
|   |  | Number of people volunteering to maintain a local heritage site   |  |  |
|   |  | Number of projects that promote engagement with culture and heritage  |  |  |
|   |  | Numbers in audiences  |  |  |
| Preserve local heritage   |  | Number of buildings saved   |  |  |
|   |  | Number of memberships of local heritage organisations   |  |  |
|   |  | Number of oral history recordings made  |  |  |
|   |  | Number of people visiting a local heritage site   |  |  |
|   |  | Number of people volunteering to maintain a local heritage site   |  |  |
|   |  | Number of preservation and heritage projects completed  |  |  |
| Promote opportunities for creativity                                  |  | Number of projects that promote creativity  |  |  |
|   |  | Number of new people participating in projects that promotes creativity as part of the project                |  |  |
|   |  | Number of people participating in projects that promotes creativity as part of the project                    |  |  |
|   |  | Number of people taking part in arts activities as part of the project  |  |  |
|   |  | Number of people taking part in arts activities for the first time as part of the project                     |  |  |
|   |  | Number of people with disabilities who accessed arts activities   |  |  |
|   |  | Number of people with disabilities who accessed arts activities for the first time as a result of the project |  |  |
|   |  | Number of people working in arts, culture and heritage for the first time                                     |  |  |
|   |  | Number of young people who accessed arts activities   |  |  |
|   |  | Number of young people who accessed arts activities for the first time as a result of the project             |  |  |

| IMPACT THEME  |  | <b>Transform people’s access to, and engagement with their environment.</b>                    |  |  |
|---|--|--|--|--|
| Improve quality of local environment and public space   |  | Number of allotments   |  |  |
|   |  | Number of environmental improved schemes or services created                                   |  |  |
|   |  | Number of new allotments   |  |  |
|   |  | Number of new community facilities created   |  |  |
|   |  | Number of new people engaged with gardening  |  |  |
|   |  | Number of new people using public/community transport  |  |  |
|   |  | Number of new volunteers taking care of local public spaces as part of the project             |  |  |
|   |  | Number of people engaged with gardening  |  |  |
|   |  | Number of people using local public space as a result of the project                           |  |  |
|   |  | Number of people using local public space for the first time as a result of the project        |  |  |
|   |  | Number of people using public/community transport  |  |  |
|   |  | Number of people with an increased understanding of the environment                            |  |  |
|   |  | Number of volunteers taking care of local public spaces as part of the project                 |  |  |
| Increase biodiversity                                   |  | Number of local wildlife protection schemes  |  |  |
|   |  | Number of new habitats created   |  |  |
|   |  | Number of orchard and green space schemes  |  |  |
|   |  | Number of people engaged with regular volunteering as part of the project                      |  |  |
|   |  | Number of new people engaged with regular volunteering as part of the project                  |  |  |
|   |  | Number of trees planted  |  |  |
| Reduce carbon footprint (i.e. waste, emissions, energy) |  | Number of car journeys eliminated  |  |  |
|   |  | Number of composting schemes   |  |  |
|   |  | Number of groups/projects campaigning on environmental issues                                  |  |  |
|   |  | Number of households participating in environmental projects                                   |  |  |
|   |  | Number of increased services and facilities accessible by public transport, walking or cycling |  |  |
|   |  | Number of new composting schemes   |  |  |
|   |  | Number of new households participating in environmental projects                               |  |  |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  | Number of new low energy community facilities              |  |  |
|  |  | Number of new people using public/community transport      |  |  |
|  |  | Number of people reporting a reduction in car use          |  |  |
|  |  | Number of people using public/community transport          |  |  |
|  |  | Number of tonnes of waste diverted from landfill           |  |  |
|  |  | Number of units of energy saved                            |  |  |
|  |  | Number of groups/projects operating environmental policies |  |  |

**The London  
Community  
Foundation**

---

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](mailto:info@londoncf.org.uk)

**[londoncf.org.uk](http://londoncf.org.uk)**

Registered Charity 1091263