

Elephant & Castle Community Fund

Online application form guidelines

February 2018



**The London
Community
Foundation**

Online application form guidelines

These are guidance notes to help you complete some of the key questions in the online application form for the Elephant & Castle Community Fund at The London Community Foundation.

Tips:

- You can also hover over the ⓘ symbol next to each question on the online form for help on how to respond.
- Please be aware that there is a word limit for each large text box.
- It is a good idea to draft your responses using a word processing programme such as Microsoft Word, so that you can check your spelling and word count as you go along. This also prevent you from losing your work if your computer crashes.
- As you enter your information on the online form, remember to save your progress periodically by clicking on the 💾 symbol on the right hand side, to prevent you from losing your work in case of internet issues.
- If you are having trouble viewing the online application form, we recommend you try downloading and trying a different internet browser, such as Mozilla Firefox or Google Chrome.
- There is a catchment area for this fund. Please check the map in the Fund Guidelines before you begin your application.

Section 1: About your organisation

Organisation name and address

Please provide details of your organisation.

Main contact person

Please provide details for the main person who we should contact in relation to this application. If you are shortlisted we will contact you to arrange a phone call to discuss your application, so please ensure that we have correct contact details, preferably a mobile number and email. We will contact you within one month of the closing date. If there is a chance you might be away during this time, please attach a document with an alternative contact person and their details.

Organisation start date

Please let us know the month and year that your organisation started.

What type of organisation are you

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

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.

Please describe briefly the overall aims and objectives of your organisation and the activities or services your organisation provides

Rather than copy the objects from your constitution, please give us a short description of what your organisation aims to achieve and how it does it.

To help us understand the difference you make please tell us how you have helped an individual in the past and the change your organisation has made to their life.

Please provide a short case study of someone that your organisation has helped in the past. For adults we recommend that you provide a first name or initial, for young people, just an initial will suffice. Any quotes from that person would also be useful to see.

Please explain why the organisation was set up. How was the need for this work identified, and how did you know that it was something the community wanted at the time.

We are interested in understanding more about the need for the work that you do. Have you undertaken any surveys, had feedback from current users or local residents (i.e. consultation), 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? If there is an interesting story behind why the organisation was originally set up, we would like to hear it.

Section 2: About your grant application

Project name

If your project has a name please put it here, if it has no name please leave this box blank.

Project funding start / end

Please put the forecasted project start and end date. Successful applicants will have a maximum period of 12 months (unless applying for two year funding) to spend the grant and your project start date should not be before mid-July 2018.

Which area (estate / region / borough) do most of the people who benefit come from?

Please tell us what area your organisation serves in London, this may be a borough, region of London, a targeted area or estate. Please be as specific as you can.

Which local authority will the activity mainly take place in?

For this fund the response to this question should be 'Southwark'. We will not normally consider applications taking place outside the borough, unless there is a good reason for it, which you should explain in the question below: 'Please tell us how you know that the people in your community want this project/activity and what evidence you have collected to demonstrate this'.

Please provide a postcode which represents the geographical area you will benefit.

This needs to be a full postcode within the area of benefit. This will usually be the area where the participants live. Don't worry if it is not the specific venue that you will use.

Please explain how the people or community accessing your services are disadvantaged and tell us about the issues they face.

Who is it that will benefit? This might be a particular age group, residents in a certain area, certain types of people such as single parents etc. We also ask for further information in Section 3 so make sure the two answers tie up.

What would you like to do with the grant? What opportunities will this create? Please describe your project or activity.

This is where we ask you to tell us about what you need the money for. Please describe the activities that you plan to deliver, including specifics about the number of sessions, over what period, and how long each session is. If your budget includes capital equipment, you will need to tell us what you want to buy and what benefit it will have i.e. what you will use it for.

Please tell us how you know that the people in your community want this project/activity and what evidence you have collected to demonstrate this.

Here we would like you to provide details of any consultation you have done with this target group, or any research you have done, formally or informally that tells you that this group of people want to participate in your project. You can also provide statistics and quotes if you wish.

Is this new work?

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

Please explain the benefits and outcomes that you expect to achieve as a result of the funding?

What are the benefits or outcomes of your project? An outcome describes the benefits or changes that will happen as a result of your work i.e. the impact your work is having. Please provide outcomes for beneficiaries, and also consider outcomes for your organisation, partner organisations, and the area. Outcomes begin with 'change' words such as 'improve', or 'reduce'. Words like 'provide' and 'deliver' are for objectives, not outcomes, because they refer to the activity that you will be undertaking rather than the change that you want to make.

Examples of outcomes for beneficiaries include:

- improved mental and health wellbeing
- increased confidence and self-esteem
- improved skills and knowledge

Examples of outcomes for your organisation might include:

- improved governance
- improving the quality of service delivery
- expansion of service provision
- increased skills amongst staff and volunteers

Examples of outcomes for the Opportunity Area might include:

- greater community cohesion
- increased opportunities for networking across the Opportunity Area
- improved coordination of activities
- increased knowledge and awareness of young people's issues

It's likely you'll have a number of benefits or changes that you're aiming for – a list is preferable to narrative text.

Please explain how you will collate, measure and report the benefits you describe in the question above.

Please explain how you plan to track and measure the change that you hope to achieve through your project. You might plan to have informal discussions with staff or participants, ask staff to complete questionnaires, or gather people together in one place to feedback on the project. Using a variety of methods will enable you to gather detailed and rich information that will help you to know how well your project is doing. All the information you collate should therefore enable you to report on your progress towards achieving your outcomes, so make sure that for everything you want to measure you have a method of gathering information as evidence. Monitoring and evaluation should be an ongoing process that you undertake regularly throughout the lifetime of the project, not just at the end. If you are successful in securing a grant you will be required to provide an end-of-grant monitoring report. We will give you a copy of this report at the beginning of the grant so that you know what information you need to collate.

All groups who are successful in receiving a grant from the Fund this year will be required to attend a training session to help you to develop the right tools to be able to measure the impact of your project on the people you work with. This will help you to evidence the impact of your organisation and its work, which will in turn improve your ability to fundraise. We will, of course, be mindful of your time and capacity when planning this aspect of the programme.

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

This is about your organisation's track record in delivering the proposed project or similar work you have delivered in the past. We are particularly interested in any experience you have of delivering projects within the Opportunity Area. If you are new to delivering this type of work, please tell us about the skills you have in your organisation, that will help to ensure the project will achieve the intended impact.

A strong answer will include clear evidence of the outcomes and success that your previous work has had. For example: for a project working with NEET young people (those Not in Education, Employment or Training) – "In the last year 30 out of 50 beneficiaries have gone back into full time education, 95% of beneficiaries reported an increase in confidence, etc..."

How do you see this project / activity progressing after this funding comes to an end?

Some activities we fund will be one-off projects that don't ever take place again. You might be looking at running a pilot project that, if successful, you will organise again at a later date. You may also be asking for funding to support work you have been doing for several years. All of these activities are eligible, just tell us more here. Evidence may be required e.g. photographs, comments and views of people involved in the activity. If you plan to continue the project after the lifetime of this grant please tell us how it would be funded.

Please tell us about local networks or partnerships your group is involved in, and in particular if you are working in partnership with local organisations to deliver this particular project (formally or informally)

Tell us about any partnerships that you are involved in - especially if they are part of the delivery of your project. We are particularly interested in any partner organisations that are based within the Opportunity Area.

Lendlease may be able to offer additional support through staff volunteering. Please state any areas in which this may be of benefit to you.

You can name anything that may be of use to your organisation although help in this area cannot be guaranteed. Examples may include help with website, policies and procedures, finance and many others.

Section 3: Impact

Following on from the question above 'Please outline the benefits and outcomes you expect to achieve as a result of the funding', in this section we want you to think about the long term impact that this funding will have on your organisation's beneficiaries rather than the immediate internal impact for your organisation.

Which category best describes the impact your project will have?

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

How many people will benefit from this grant?

Please estimate how many people will benefit from any changes to your organisation which as a result of this funding, throughout the funding period. We realise that you cannot give exact figures but please estimate as accurately as possible. This information is important and will be used to evaluate the project at the end of the grant period. Please note this is the total number of beneficiaries supported by your organisation and its activities, and should not include staff or volunteers unless volunteers are also beneficiaries.

Percentage of beneficiaries that live, work or study within the Elephant & Castle Opportunity Area

We normally ask for a minimum of 75% of beneficiaries to be from within the Opportunity Area, but the higher the better. We understand that it is difficult to turn away people from outside the area, however we expect you to have a clear plan for how you will engage with residents, for example through targeted publicity, or by taking referrals from partner organisations within the area.

Beneficiaries

From the drop down list, please click on the one group that best reflects the majority of the beneficiaries of your organisation, this will then be entered in the selection box. On doing this you will then be presented with a series of check boxes, tick any other relevant groups that will be affected. Please don't tick them all if they don't apply, just think about who the primary beneficiaries will be. This doesn't have to be 100% accurate, you're just giving an indication.

Ethnicity

From the drop down list, please select one ethnic group that best reflects the majority of the users of your organisation and enter it in the box provided. Then, using the check boxes, tick any other ethnic groups that will be affected. Please don't tick them all if they don't apply, just think about who the primary groups will be. Again, this doesn't have to be 100% accurate, you're just giving an indication.

Issues addressed

We are interested in the Issues that will be addressed by this grant. From the drop down list the primary issue that will be addressed by this grant. Then, using the check boxes indicate any other issues that will be addressed. The issue is the problem or need your work addresses and not the activity you are undertaking.

Age group

Finally we would be interested in knowing which Age groups would benefit from this grant. Please enter in the text box / dropdown the age group that represents the majority of the beneficiaries of your organisation. 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?

If you are asking us to fund part of a staff salary, for instance, what is the total salary each year? If you are asking us to contribute towards a project or activity, what are the total costs?

How much has been raised so far?

If you are not asking us to fund the full costs, how much have you raised already?

How much money are you applying to us for?

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

Are you seeking other funding towards this project?

Tell us here if you are applying to other funders for funding towards the work, if yes please provide details.

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 so that we have enough information to understand how you have calculated your overall costs. For example: *Youth worker @ £10 p/h x 2 hrs/wk x 12 weeks = £240*

We encourage applicants to follow the principles of 'full cost recovery' and include core costs within the budget, for example, including an appropriate portion of the organisation's rent, administrative costs etc. Please visit www.fullcostrecovery.org.uk and www.ncvo-vol.org.uk for further information.

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.

Declaration

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

How did you find the application form?

Please let us know how you found the application form to complete. We are testing a new application process. Any feedback you have on how you found the new form will help us to improve it for future applicants.

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 (if you are a new group please provide a recent bank statement)

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- 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)
 - A list of the names and home addresses of your management committee

If, for any reason, you are not able to provide one of the required document please upload a document explaining why you do not have it.

Please clearly label each document with a name and a short description of what it is:
e.g. The Music House – Safeguarding Policy

If you have been awarded a grant from The London Community Foundation within the past two years we will have your organisational documents on file. Please upload a document that explains this, and if possible, provide the grant reference number, which you will find at the top of the grant offer letter. Please note you will still need to upload your most recent accounts.

When you have completed your application

Once you have completed the form please ensure you click on the 'submit' button at the bottom of the page to send the application through to us. Once your form is submitted you will no longer be able to access or edit it.

If you have not completed all of the required fields 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.

You will receive an automated message telling you that your application has been received, with a PDF copy of your completed application form. If you have not received this message within 30 minutes, please call the Programme Manager at The London Community Foundation to check that your application has been received. Please remember to check your spam folder before you call.

If you're still not sure about anything when completing the form, please contact The London Community Foundation on 020 7582 5117 or email applications@londoncf.org.uk.

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