

Elephant and Castle Community Fund

Fund guidelines 2018-19



**The London
Community
Foundation**

Fund guidelines

About the Fund

We are delighted to announce that the Elephant & Castle Community Fund will continue this year. The fund was originally set up in 2012 with a donation from Lendlease, to support the local Elephant & Castle community during the regeneration of the area. Since then the fund has continued thanks to generous donations from both Southwark Council and Lendlease. The fund aims to build on the strengths of local people, celebrate the rich cultural diversity of the area, and support the people who are most at need in this time of change. It is hoped that the fund will become a permanent feature of the area, and that over time, it will develop and grow, with the community taking ownership, both in decision-making and fundraising.

Once again we will be working with our partners at [Community Southwark](#) who will be running a funding workshop on 6th March at 11:30am to offer help to groups who wish to apply. Places are limited, so please book early to avoid disappointment. You can [book your place here](#). You can also book an appointment with a London Community Foundation Programme Manager in the afternoon of March 20th for 1:1 support with your application. Please email catherine.sorrell@londoncf.org.uk to book.

Five capacity building workshops will be held for successful applicants during the year. All recipients must attend one of the workshops on impact.

Grant recipients may be invited to a sharing event on 22nd January 2019 with representatives from Lendlease and Southwark Council to talk about their projects.



The Elephant & Castle Opportunity Area

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 £50 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.

Fund Criteria

Criteria

Applications must address at least one of the following themes:

1. Further Education, Skill Building, Training and Entrepreneurship:

Helping residents to increase their educational attainment, develop skills, access training and gain employment. We are keen to support projects that create pathways to employment, volunteering and work experience, and encourage socially enterprising activities which are of benefit to the community.

2. Arts and Culture:

Promoting engagement in arts and cultural activities, in particular, those that celebrate the diversity of the area and improve the local environment.

3. Environment:

Increasing access to green spaces and improving the local environment within the Elephant & Castle Opportunity Area, with particular emphasis on projects where residents are involved in making the improvements themselves.

4. Older Residents:

Engaging and improving the lives of older residents in the area, particularly those who are isolated or vulnerable.

5. Wellbeing:

Promoting wellbeing, help people to connect with others and address what are known as the Five Ways to Wellbeing. These are: Connect, Be Active, Take Notice, Keep Learning and Give. These activities are simple things individuals can do in their everyday lives to increase their wellbeing. If someone is able to do them all then they have a better chance of feeling good about themselves and having better health. Please visit www.fivewaystowellbeing.org/ for more information.

Applications must meet the following criteria:

- Projects must be of benefit to people who live, work or study in the Elephant & Castle Opportunity Area (see map on page 3).
- Projects must meet a locally identified need. You will need to demonstrate that the project is wanted and needed by communities who will benefit, for example, through consultation or informal feedback.
- Applicants must demonstrate how the proposed work meets a gap in provision and complements existing services.

Priority will be given to:

- Applicants that are based within the Elephant & Castle Opportunity Area.
- Projects that work with the most disadvantaged members of the community, in particular, those who are not currently accessing services.
- Applications that actively involve the communities who will benefit from the grant in planning the project and making it happen.
- Projects that encourage community cohesion and celebrate diversity.
- Projects that will have a long-term impact on the Elephant & Castle community.
- Projects that have a sustainability plan for continuation beyond this funding period.
- Projects that engage local people as volunteers (outside of any management committee members).

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- Applicants that are working in partnership with other organisations.

Grant size

Grants of between £500 and £5,000 are available for projects that support residents of the Elephant and Castle Opportunity Area (see map on page 3). Applicants are invited to apply for funding for up to 12 months. We may also be awarding one grant of up to 24 months, up to £10,000. This will go to an exceptional project, which is able to demonstrate progression over the two years, and clear outcomes. If you are thinking of applying for a two-year grant, please call us before you apply.

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.ncvo-vol.org.uk for further information.

Who can apply?

Community groups, registered charities, tenants and residents associations (TRAs), companies limited by guarantee, social enterprises or community interest companies (CICs) are all eligible to apply to the fund.

Your organisation will need to have the following elements in place prior to an application:

- A governing document (e.g. a constitution)
- An active management committee of at least three people who are not related*
- A bank account in the name of the group, with at least two unrelated signatories
- Recent financial accounts (unless the group is new) and sound plans for managing your money
- A safeguarding policy for working with children and young people (under 18) and/or vulnerable adults, if relevant

*CICs and other bodies' governing documents may allow for fewer. In this instance, please contact us prior to making an application.

There is no income threshold for groups applying to this fund, however, we are looking to support local community projects and priority will be given to locally based community and resident organisations. If your organisation has an income over £1m per annum, please call and speak to us before you make an application. In a competitive situation priority is likely to go to smaller organisations.

If you have previously received a grant from any of The London Community Foundation's grant programmes, you must have submitted a satisfactory monitoring report. Organisations with outstanding monitoring are ineligible for further funding.

What cannot be funded through this programme?

Grants will not be provided to:

- Projects primarily benefiting people who do not live, work or study in the Elephant & Castle Opportunity Area
- Statutory organisations, such as Local Authorities, NHS organisations and schools*
- Individuals
- Meet expenditure already incurred
- Commercial or profit-making organisations or projects

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- Activities that are primarily religious or political in nature
 - Contribute to major capital or 'bricks and mortar' projects e.g. extending a building
 - Organisations with any outstanding (overdue) monitoring for previous grants through The London Community Foundation.

* 'Friends of' schools or Parent Teacher Associations may apply, however projects should be open to and be of benefit to the wider community, not just for children at the school. Please call and speak to the Programme Manager for this fund about your proposed project before applying if you fall into this category.

Closing date for applications

The deadline for completed applications, including all supporting documents is midday on Tuesday 10th April 2018.

Please note we are unable to consider applications that are submitted after the deadline or those that do not have the supporting documents included.

Due to volume of applications we receive, we cannot confirm receipt of applications over the telephone.

How to apply

Applications are submitted through an online application form including all supporting documents. If you have no access to the internet please call the office and ask to speak with the Programme Manager for the Elephant & Castle Community Fund.

To apply for a grant please visit: <https://ukcf.secure.force.com/forms/LondonCF/elephantandcastleR06>

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 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. You must remember to press the save button before closing down your application.

When completing the budget section please outline all of the individual costs and how you calculated them. Without this level of detail it is difficult to assess whether the costs are appropriate and it may jeopardise 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 bank statement if you are a new group
- Safeguarding policies if working with young people under 18 or vulnerable adults

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- Names and addresses of your management committee

Please note that your application will not be considered complete without these. Please do not send your supporting documents to us by email.

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 contact us if you would like help completing an application online or if you are unable to upload your supporting documents.

Please make sure you click on the 'Submit' button, as we will not receive your application unless you do so.

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.

Some top tips for top applications

- Draft your responses before completing the online form
- Make sure that every question has been answered in full (the online form will prompt you)
- 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?

We may contact you to discuss your project. This will usually be a phone call to clarify information or ask additional questions about your project. A panel of representatives from Lendlease, Southwark Council and local people will then meet to discuss and agree projects for funding. We aim to let you know the outcome of your application within 10 weeks of the application deadline.

We regret that we are unable to consider incomplete applications, so please make sure the application form is fully completed and all supporting documents are included before submission. Organisations with outstanding monitoring across any of LCF's programmes are ineligible for further funding; so please ensure all monitoring is up-to-date before submitting your application.

Monitoring and evaluation

Monitoring and evaluating our grants enables us to better understand the impact of our grant-making. It helps us to understand community need, enables us to learn from our grant-making and inform future strategies, and also enables us to show donors the impact of their funding and hopefully encourage them to give more!

It should also help organisations to collect valuable information on how service users benefit from your work, what works and what doesn't, how you can make your services more effective, and also demonstrate to funders (and donors) the value of your work. Further information on the benefits of monitoring and evaluating your work can be found at the Charities Evaluation Services website, www.ces-vol.org.uk.

Monitoring and evaluation is therefore a key part of our work, and we ask all grantees to submit regular reports detailing the benefits for your user group and for your organisation. We also ask you to feedback on our delivery of the fund. Full details on the information you will need to collect will be given to successful applicants at the time of grant award.

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 / 0207 582 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: <https://londoncf.org.uk/apply/resources>

Contact Us

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The Elephant & Castle Community Fund is managed by
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