

# Elephant and Castle Community Fund

Fund guidelines 2021-22



**The London  
Community  
Foundation**

# Fund guidelines

## About the Fund

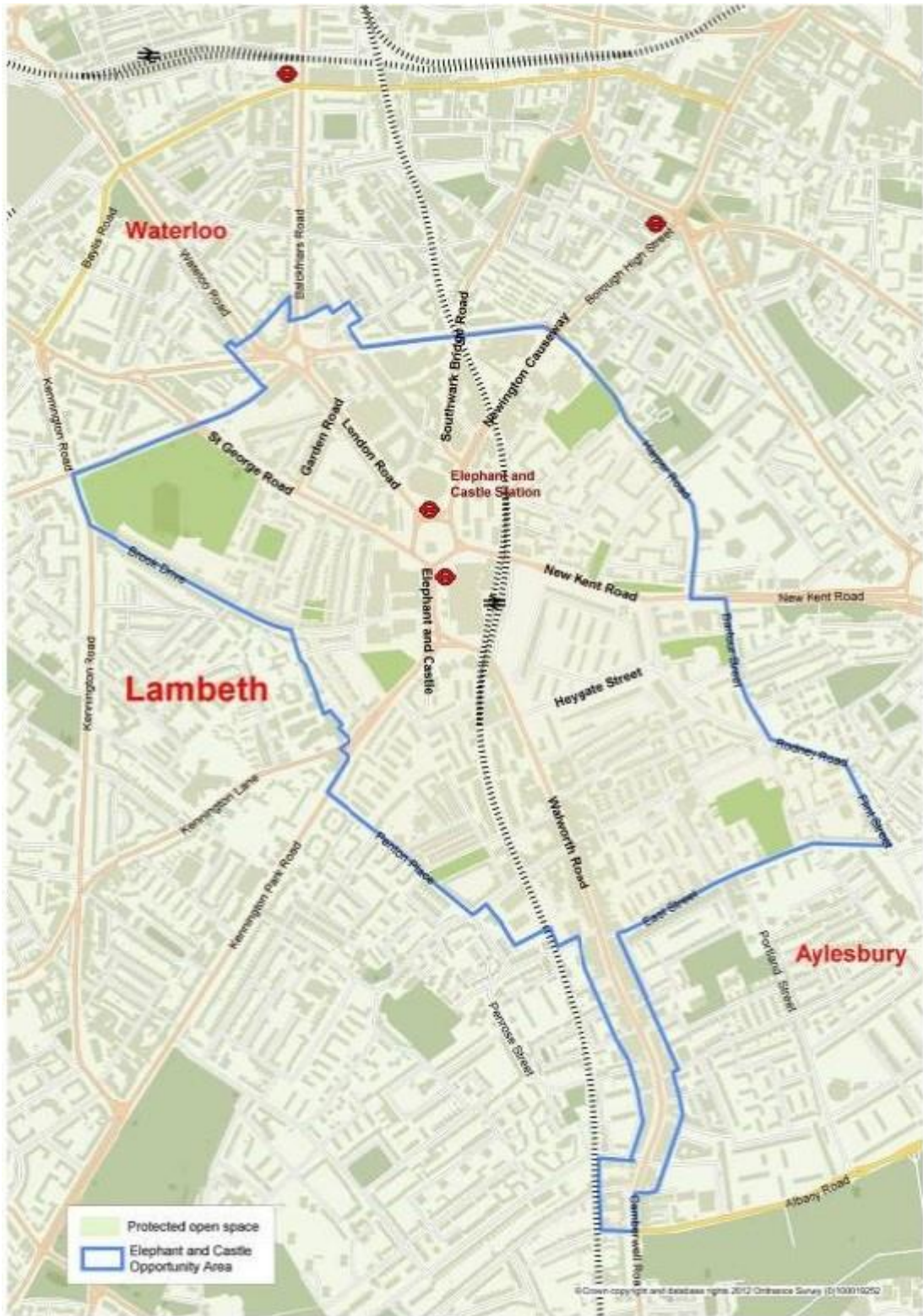
We are delighted to announce that the Elephant & Castle Community Fund will continue this year. The fund was originally set up in 2012 with a donation from Lendlease, to support the local Elephant & Castle community during the regeneration of the area. Since then the fund has continued thanks to generous 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 [Community Southwark](https://www.communitysouthwark.org) who will be running a funding workshop on **Thursday 22<sup>nd</sup> April at 10.30** to offer help to groups who wish to apply. The session is usually popular so please book early to avoid disappointment. Book your place here:

<https://www.communitysouthwark.org/Event/lcf-elephant-castle-fund-workshop>

You can also book an appointment with the Programme Manager on **Tuesday 4<sup>th</sup> May between 1pm and 5pm** for 1:1 support with your application. Slots will be limited and allocated on a first come first served basis. Please email [catherine.sorrell@londoncf.org.uk](mailto:catherine.sorrell@londoncf.org.uk) to book your appointment.

# Elephant & Castle Opportunity Area



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## Fund 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. We are also keen to see applications for digital training for residents who are currently digitally excluded.

### 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. We are also interested in proposals that respond to the Climate Emergency.

### 4. Young People

Engaging and improving the lives of young people in the area, providing youth activities and supporting young residents to reach their potential.

### 5. Wellbeing

Promoting wellbeing, helping people to connect with others and addressing what are known as the Five Ways to Wellbeing. These are: Connect, Be Active, Take Notice, Keep Learning and Give - activities that individuals can do in their everyday lives to increase their wellbeing. Please visit <https://www.mind.org.uk/workplace/mental-health-at-work/taking-care-of-yourself/five-ways-to-wellbeing/> for more information. Applications on food insecurity and obesity will also be considered under this theme.

### 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 commit to the Southwark Stands Together pledges (see Appendix), and be able to demonstrate or commit to developing a diversity improvement strategy
- 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.

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- 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).
  - Applicants that are working in partnership with other organisations.

## COVID-19

Although the funding is not focused on response to COVID-19, projects will need to show how they are ensuring that their delivery is Covid-safe, and what back-up plans they have in place if restrictions persist or tighten. This may include online delivery, phone/post support, Covid-safe practices, and risk assessments. There is a specific question on the application form which will ask you about measures you have taken here.

**We are happy to consider requests for equipment (e.g. tablets) that enable people who are currently digitally excluded to participate in projects delivered remotely.**

## Grant size

Grants of between £500 and £10,000 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 £20,000. 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.

## Who can apply?

Registered charities, constituted community groups, companies limited by guarantee, or community interest companies (CICs) limited by guarantee (not shares) 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

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

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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
- 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 Monday 24<sup>th</sup> May 2021**.

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.

To apply for a grant please visit: <https://ukcf.secure.force.com/forms/LondonCF/elephantandcastleR9>

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

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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
- Names and addresses of your management committee
- Sustainability policy (if you have one)
- Diversity improvement strategy (if you have one)

**Please note that your application will not be considered complete without these.**

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 residents will then meet to discuss and agree projects for funding. We aim to let you know the outcome of your application in mid-July 2021. **As such, projects should be planned start no earlier**

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than late July 2021.

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](http://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: [applications@londoncf.org.uk](mailto:applications@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

Catherine Sorrell

Programme Manager

[catherine.sorrell@londoncf.org.uk](mailto:catherine.sorrell@londoncf.org.uk)

The London Community Foundation Programmes Team:

[www.londoncf.org.uk](http://www.londoncf.org.uk) / [applications@londoncf.org.uk](mailto:applications@londoncf.org.uk) / 020 7582 5117

The Elephant & Castle Community Fund is managed by  
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## Appendix

### Southwark Stands Together Pledges

A number of pledges have been developed under the Southwark Stands Together programme. These are pledges that Southwark Council want businesses, organisations, groups and residents to sign up to and act on. The pledges are:

- I/We pledge to promote an open and transparent culture where employees who experience/see racism or discrimination are able to raise it and expect the issue to be dealt with swiftly and fairly
- I/We pledge to listen to and amplify our diverse voices within our organisations on how we create an inclusive, fair and representative workplace at all levels
- I/We pledge to work to address and prevent structural racial inequalities and structural racism within our organisation, the organisations we partner with and within the service we deliver
- I/We pledge to champion organisations that address racial injustices and organisations that promote equality and diversity
- I/We pledge to ensuring that people of all backgrounds can rise to the top of the organisation

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