



**The London
Community
Foundation**

Elephant and Castle Community Fund

Round 10

Fund guidelines 2022/23



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Fund guidelines

About the fund

We are delighted to announce that the Elephant & Castle Community Fund will continue this year. The fund was 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. We are pleased to announce that [Get Living](#) will also be partnering with us to support the fund going forward.

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 in need at 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.

Fund area

Projects must be of benefit to people who live, work or study in the Elephant & Castle Opportunity Area (see map on page 9).

Grant size

Organisations can apply for grants of between £500 and £10,000 for 12 months for projects that support residents of the Elephant and Castle Opportunity Area (see map on page 9).

One grant of up to £20,000 may be awarded to one organisation to deliver a project over 24 months. The grant will be released in two instalments: £10,000 in year 1 and £10,000 in year 2. This will go to a project, which is able to demonstrate progression over the two years, and clear outcomes.

Organisations will be provided the opportunity to register interest for this multi-year grant when completing the application.

In addition, the Fund will offer capacity building sessions to all successful organisations. 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.

Key dates

The fund opens for 5 weeks on **Monday 9 May 2022**. The **deadline** to complete and submit your application form and all supporting documents is **5pm, Monday 13 June 2022**. The funding period for delivery of services **starts 1 September 2022**.

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

Who can apply?

Please ensure you have read these guidance notes, especially this section carefully to ensure your organisation is eligible for support.

Eligible legal structure—must be a signed governing document in place appropriate to the legal structure which includes an asset lock (or equivalent clause), and the purpose of all funded activities must be charitable (not for profit):

- Charitable Incorporated Organisation (CIO)
- Company Limited by Guarantee (CLG) - may also be registered as a Charity or a Community Interest Company Limited by Guarantee (CICLG)
- Registered Charities
- Community Benefit Societies (CBS). Ideally, the CBS will also be registered as charitable with HMRC, however this is not essential.

Applicants must have:

- **Governance:** You must have at least three unrelated members legally responsible for the governance of the organisation; Trustees/Directors/Management Committee as appropriate to your structure. Please note that this refers to the highest level of governance, a Management Committee that sits below a Board of Trustees (e.g. charities, CIOs) or Directors (CLG or CICLG) does not count towards this.
- **Bank account:** A bank account in the same name as the organisation applying with a minimum of two unrelated signatories must be in place.
- **Safeguarding:** You must have a safeguarding policy in place that has been reviewed in the last two years.
- **Previous LCF funding:** All conditions from any previous LCF grants must be completed and there is no current outstanding monitoring at the time of application. If you know you

have an outstanding monitoring report on a previous grant, please contact LCF to resolve this.

- **Registration:** If the income for charitable purposes is more than £5k at the point of application, organisations must have submitted an application to register to Charity Commission or the relevant regulator (e.g., Companies House, CIC regulator or Financial Conduct Authority). If the LCF grant will take the organisation over £5k, please visit [this website](#) for guidance on setting up a charity, including information on legal structures.

What can't be funded?

- The following types of organisation are not eligible:
 - Companies limited by Shares (including CIC limited by shares).
 - Statutory organisations, such as local authorities.
 - NHS bodies.
 - Co-operative Societies.
- The grant funds cannot be used for:
 - activities that promote religious or political views,
 - purely commercial ventures (for profit),
 - spending that has already taken place (i.e. retrospective funding),
 - individual sponsorship or redistribution of a grant to individuals or other organisations, or
 - activities where people are excluded on the basis of religion, sexual orientation, sex or ethnicity (unless the issue is group-specific).
- There must be no [personal benefit](#) attached to the grant.
- The organisation must not have two years of late submissions to the Charity Commission/Companies House within the last two completed financial years.
- The organisation must not have two years of net current liabilities within the two most recent completed financial years.
- Organisations where Trustees are paid are not eligible unless evidence of approval is provided from the Charity Commission and/or this arrangement is referenced in the governing document.
- Organisations with fewer than three unrelated members responsible for the governance of the organisation; trustees / directors / management committee, as appropriate.

Fund themes and 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:

- The majority of beneficiaries must live, work or study in the Elephant & Castle Opportunity Area (see map on page 9).
- 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 - Southwark Council](#), 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/or 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).
 - Applicants that are working in partnership with other organisations.

London Living Wage

We are a Living Wage Friendly Funder. This scheme, run by the Living Wage Foundation means that LCF will actively encourage and support applications from organisations willing to pay staff (existing, sessional, part-time, full-time or, freelance) the Real Living Wage, which as of November 2021, is £11.05 per hour in London. We are asking organisations to make their application for any staff costs at the Living Wage rates, so please budget for this in your project / activity staff costs. You can find out more about the Living Wage Scheme by clicking here: <https://www.livingwage.org.uk/living-wage-funders>

We understand that for some organisations paying a Living Wage can be difficult for a number of reasons, we would like to work with organisations to see how we can support you to enable you to pay a Living Wage.

COVID-19

We encourage applying organisations to outline how they are ensuring that their delivery is Covid-safe, and what back-up plans they have in place if restrictions tighten. This may include online delivery, phone support, COVID-safe practices, and risk assessments.

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. Any equipment should be loaned to participants and must remain the property of the organisation.

How to apply

Applications are submitted through an online application form including all supporting documents.

To apply for a grant, please visit the 'Elephant and Castle Community Fund' page under the 'Available Grants' section of LCF's website [here](#).

Please read the instructions carefully, tick to say if you agree and have understood, enter your e-mail address, click on 'send e-mail' and continue. Once you have done this, you will be sent an email with a link to your unique online application form. **Please check your junk mail box.**

To begin your application please click on the link within the email that you have received from us. You can save your application at any point and come back to it to complete it at any time before the closing date, by pressing the save button before closing down your application.

Budget breakdown

In the budget breakdown, section 4 of the application form, the headings (staff costs, 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 amount of the project** and one for **requested amounts you are applying to us**. The cost breakdown allows you to enter the details for the specific cost. These details should only refer to the elements of the proposal that are covered by your grant from us. Please give us a full breakdown of the project costs over 12 months.

***Note for Volunteer Costs** - 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.

At the end of the application you will be asked to upload the following supporting documents:

- Your signed governing document, i.e. your constitution, memorandum and articles or set of rules
- Your most recent annual accounts or recent bank statement if you are a new group
- Safeguarding policy
- Names and home addresses of your Trustees/Directors/Management Committee
- Your sustainability policy (if you have one)
- Your diversity improvement strategy (if you have one)

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 Grant Programmes Manager at The London Community Foundation to check that your application has been received. Please remember to check your spam folder before you call.

Assessing and decision-making

LCF will shortlist applications which best fit Elephant and Castles themes and meet the Fund eligibility and criteria. 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, Get Living 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 August 2022. The panel decision is final and cannot be appealed.

What happens after the grant is awarded?

Once a decision has been made to award a grant, an offer letter will be issued along with a completed copy of the grant agreement, which will be sent via CongaSign, LCF's digital signing software **(please check your junk mail box)**.

The receiving organisation will be required to sign and return the grant agreement as an indication of acceptance within **2 weeks** of receiving the offer letter. Successful applicants will have from the 1st September 2022 – 30th September 2023 to spend the grant awarded. Grants cannot cover activities or expenditure taking place before any grant is awarded.

Monitoring and reporting

Monitoring and evaluating projects funded by our grants enables your organisation, and us, to better understand the impact of the grant. It helps us to understand community needs more fully, enables your organisation and us to learn from your projects and may also help you put together information that can help to inform future plans.

For further information and tips on monitoring your work, there are several useful websites, such as <https://knowhownonprofit.org/organisation/impact> and <http://www.evaluation.org.uk/>

Further information

Please contact Ola Opoosun, Grant Programmes Manager on ola.opoosun@londoncf.org.uk, or any of the Grants and Impact Team at The London Community Foundation, 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 / 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>.

Elephant and Castle opportunity area

