Open Programme

Fund guidelines 2019/20

About The Deptford Challenge Trust

The Deptford Challenge Trust (DCT) is a grant-making charitable trust that aims to improve the quality of life for people who live and work in a defined area of Lewisham, that covers Deptford and parts of New Cross (please see the map on the DCT website). DCT started out as part of the national City Challenge regeneration programme in the mid-1990s. In partnership with Goldsmiths University the Deptford City Challenge (as it was then known) invested part of the funding it was given in student accommodation. The Trust was set up, and through this rental income it has been able to provide grants to voluntary and community organisations for activities which benefit residents within the DCT area for almost 20 years. The Trust's grantmaking programmes are managed by The London Community Foundation.

Following a strategic review in 2016 the Trustees replaced the Small Grant and Strategic Grant Programmes with this fund, the Open Programme. The ethos of both these historic funds will remain and the DCT will continue to support small and new organisations through the provision of 'seedcorn' funding as well as encourage the strategic development of the DCT area and the organisations working within it.

For more information about the Deptford Challenge Trust and its work please visit www.deptfordchallengetrust.org.uk.

Fund Themes

Organisations are invited to apply for funding under the following themes. The Trustees welcome applications for projects which work with residents of any age, gender and ethnic background.

1. **Education and skills** – helping those who need extra support to either stay in education or return to it later in life;
2. **Community cohesion** and **social inclusion** - celebrating the diversity of the DCT area and welcoming new arrivals into the community.
3. **Health & wellbeing** – improving the wellbeing of all residents, in particular those with a physical disability, learning difficulty or mental health problem;
4. **Strengthening the DCT area** – building capacity and connecting local organisations, creating a stronger, more resilient voluntary and community sector.

Key Criteria

Applications must meet the following criteria:
- Proposed activities must benefit residents of the DCT area (please refer to the map). Projects based outside of the area must have a clear recruitment plan for engaging residents of the DCT area.
- Proposals must respond to identified local need.
- Applicants must demonstrate how the proposed work meets a gap in provision and complements existing services.
- Where activities are to benefit particular sections of the community, applicants must be able to demonstrate that they have the support, confidence and involvement of the people concerned.

Priority will be given to:
- Organisations based within the DCT area will be given priority but organisations based outside of Deptford may apply if they can demonstrate prior experience of working with the community within the DCT area.
- Partnership applications, i.e. from more than one organisation working together. In this instance, the organisation that applies will be the lead organisation, and will be accountable for any grant awarded.
- Projects which will have long-term impact/legacy within the DCT area.
- Applications which have strong plans for sustaining the work beyond the funded period.

Grant Size & Eligibility Criteria

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 (see eligibility criteria for different funding levels below). 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 (or two members if your organisation is a CIC);

- 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.

How much you are able to apply for depends on the size of your organisation and its level of experience. Funding is available for projects of up to one year (June 2019 – May 2020). Please check the funding levels below to see how much you are eligible to apply for.

For grants of £1,000 to £5,000:
- There is no minimum annual income and new organisations are eligible to apply;
- Any type of not-for-profit organisation can apply including unincorporated clubs or associations;
- Priority will be given to organisations with an annual income of £100,000 or less.

For grants of £5,001 to £15,000:
- Applicants must have been in existence for at least one year and be able to provide one full year of accounts*;
- Applicants must have a minimum annual income of £25,000, demonstrated through the previous year's annual accounts*;
- Applicants must be a registered charity, registered not-for-profit company, community interest company (CIC), charitable incorporated organisation (CIO), or similar;

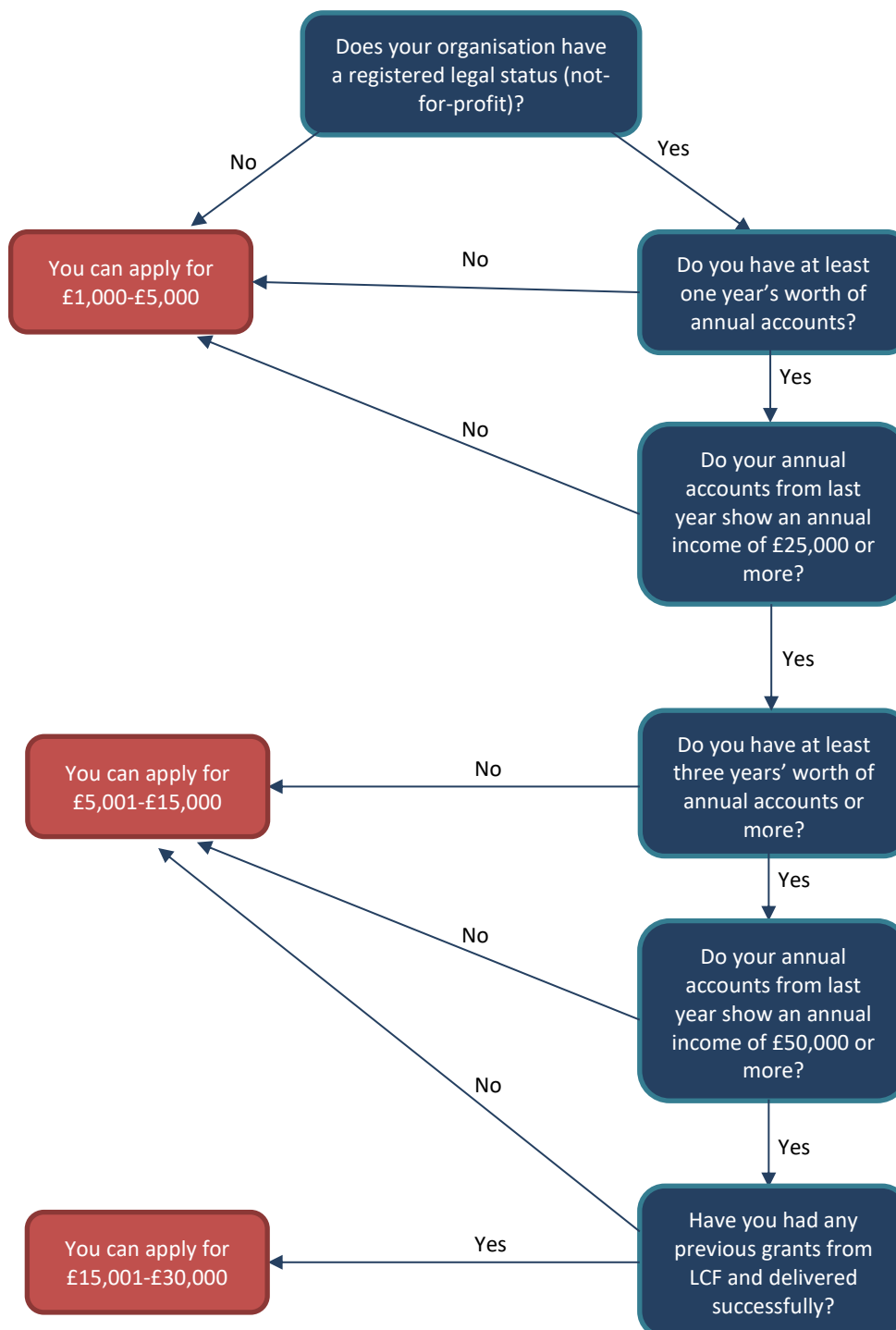**For grants of £15,001 to £30,000:**
- Applicants must have three years of accounts*, demonstrating a track record in managing grants;
- Applicants must have a minimum annual income of £50,000, demonstrated through the previous year's annual accounts*;
- Applicants must have previously received a grant from LCF and have delivered the project successfully (and reported on time);
- Applicants must be a registered charity, registered not-for-profit company, community interest company (CIC), charitable incorporated organisation (CIO), or similar;

*Audited, certified and management accounts will be accepted.

London Living Wage

LCF is a Living Wage Friendly Funder. The Living Wage is £10.55 per hour in London. We are asking groups to make their applications for any staff costs at the Living Wage rates, so please budget for this. 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.

How much can I apply for?

Does your organisation have a registered legal status (not-for-profit)?

No → / Yes →

Do you have at least one year's worth of annual accounts?

No → **You can apply for £1,000-£5,000**

Yes ↓

Do your annual accounts from last year show an annual income of £25,000 or more?

No → **You can apply for £1,000-£5,000**

Yes ↓

Do you have at least three years' worth of annual accounts or more?

No → **You can apply for £5,001-£15,000**

Yes ↓

Do your annual accounts from last year show an annual income of £50,000 or more?

No → **You can apply for £5,001-£15,000**

Yes ↓

Have you had any previous grants from LCF and delivered successfully?

No → **You can apply for £5,001-£15,000**

Yes → **You can apply for £15,001-£30,000**

Please be aware that the greater the funding request, the more detail the Trustees will require from the application. Larger grant applications will be expected to include strategic elements such as:

- Partnership working and the development of networks;
- Developing infrastructure in terms of working with other organisations to improve the quality of service delivery both within the organisation and wider, for example through sharing good practice and knowledge;
- Building capacity within the organisation;
- Increasing the sustainability of the organisation and its work.

What cannot be funded through this programme?

Grants will not be provided to:
- Individuals;
- Meet expenditure already incurred;
- Commercial or profit-making organisations or projects;
- Community Interest Companies with shares;
- For activities that are primarily religious or political in nature;
- Meet statutory responsibilities, or to statutory organisations (e.g. schools)*;
- Contribute to major capital or 'bricks and mortar' projects;
- Organisations with any overdue monitoring for previous grants through the DCT or any other grants programme of 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 children at the school. Please call and speak to the Programme Manager about your proposed project before applying if you fall into this category.

Monitoring & evaluating your work

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 feed back 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.

How to Apply

Applications are submitted through an online application form including all supporting documents. We do not accept paper applications to this fund. If you have no access to the internet please call the office and ask to speak with the Programme Manager.

To apply for a grant please visit: https://ukcf.secure.force.com/forms/LondonCF/DCTopen19-20

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 click 'Save as Draft' before closing down 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 home 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 junk folder before you call.

Application Deadline

The deadline for completed applications, including all supporting documents is **5pm on Monday 18th February 2019.**

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.

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 sending, 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?

Completed applications must be received by **5pm on Monday 18th February 2019**. The process is split into two parts. The first part of the assessment is based on the application and supporting documents and the Trustees will use the information submitted to shortlist applications that best meet the fund themes and criteria. If your application is shortlisted, you may be contacted during April 2019 for an assessment phone call or meeting with The London Community Foundation staff to discuss your application.

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.

It is anticipated that awards will be made by the end of May 2019.

Please note: the Trustees host an annual award ceremony, normally in July, to highlight the work of the organisations they have supported that year. If your application is successful attendance at this event is mandatory and grant payments are subject to a representative attending.

Need Help?

Please do not hesitate to contact us:
- if you have any queries about your proposal prior to making an application
- if you need help with completing the form or
- if you have problems with providing the supporting documents.

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

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