

# Open Programme

## Fund guidelines 2021/22

### 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](http://www.deptfordchallengetrust.org.uk).

### Fund Themes

Organisations are invited to apply for funding to deliver work against 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.

## What Can I Apply For?

Funding is available for **organisational core costs, capital costs or for project costs**. The following gives some examples of costs that could be applied for:

**Core Costs** examples: core staff salaries, rent, utilities, staff training, systems development, insurance, central administration costs etc.

**Capital Costs** examples: repairs, maintenance, decoration, building / electrical surveys, planning costs, refurbishment costs, contribution to building costs, security systems, accessibility adaptations, furniture, IT equipment etc.

**Project Costs** examples: project worker costs, venue hire, project related equipment, project related admin /management costs, refreshments etc.

## 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 Depford 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.

## Grant Size & Eligibility Criteria

### Who can apply?

The following **not-for-profit organisations** are eligible to apply:

- Constituted community and resident groups
- Registered charities
- Companies limited by guarantee
- Community Interest Companies (CICs) Limited by Guarantee - **not** Limited by Shares
- Charitable Incorporated Organisations (CIOs)

---

Applicants must have:

- A governing document (e.g. a constitution or memorandum & articles of association);
- A minimum of 3 unrelated Directors / Trustees / Management Committee members
- A bank account in the name of the group, with at least two unrelated signatories;
- Annual Accounts, or for smaller groups, an Income and Expenditure Sheet for the most recent financial period. If a group is new with no previous income they will need to provide an Income & Expenditure forecast and a recent bank statement
- A safeguarding policy for working with children and young people (under 18) and/or vulnerable adults (if relevant). Guidance to develop a policy is available on our website if you do not currently have one.

### When is the grant to be spent?

Funding is available for projects of up to one year (July 2021 – June 2022).

### How much can you apply for?

Grants are available from between £1,000 to £30,000. Please ensure that the amount of your request is proportionate to the size and experience of your organisation.

### What cannot be funded through this programme

Grants will not be provided to:

- Statutory organisations\*, such as local authorities
- Purely commercial ventures (for profit)
- Community Interest Companies (CICs) Limited by Shares
- Spending that has already taken place (i.e. retrospective funding)
- Individual sponsorship, or redistribution of a grant to individuals or other organisations
- Activities promoting religious beliefs or political in nature
- Activities where people are excluded on the basis of religion, sexual orientation, gender (unless the issue being dealt with is gender-specific), ethnicity
- Organisations who have overdue or incomplete monitoring on a previous grant from The London Community Foundation
- Organisations who have been late submitting their accounts to the Charity Commission or Companies House in the last year
- Organisations who have net current liabilities in their financial statements
- Organisations who are in receipt of loans from Directors/Trustees
- Organisations where Trustees are paid, unless evidence of approval is provided from the Charity Commission and/or this arrangement is referenced in the governing document

\* '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.

### Living Wage Funder

The London Community Foundation is a Living Wage Funder. This scheme, run by the Living Wage Foundation, means that The London Community Foundation aims to pay all grant-funded staff posts at or above the real Living Wage (currently £10.85 per hour in London).

---

## What does this mean for applicants?

If you are applying for funding for any staff costs (this could include existing staff members, sessional workers, part time or full-time posts, freelance workers), you should budget these at the real Living Wage or above. We are sensitive to circumstances where organisations feel that taking up the Living Wage would cause difficulties; in these instances, please explain the circumstances in the Living Wage section of the application form. You can find out more about The Living Wage Funder Scheme by clicking here: <https://www.livingwage.org.uk/living-wage-funders>

## How to Apply

Applications are submitted through an online application form including all supporting documents. We do not accept paper applications to this fund.

To apply for a grant please visit: <https://ukcf.secure.force.com/forms/LondonCF/DCTOpen2021/22>

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 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.

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

Midday, Friday 12 February 2021 (no late submissions will be accepted).

## What happens next?

We aim to let you know the outcome of your application by the end of May 2021. Successful applicants will have a maximum period of a year to spend the grant, with the monitoring report due within four weeks after the project has been completed.

**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.

## Contact Us

Sam Smallcombe  
Programme Manager  
Sam.Smallcombe@londoncf.org.uk

The London Community Foundation Programmes Team:  
[www.londoncf.org.uk](http://www.londoncf.org.uk) / [info@londoncf.org.uk](mailto:info@londoncf.org.uk) / 020 7582 5117

The Deptford Challenge Trust is a registered charity number 1070483 and company limited by guarantee number 03390541.

The Deptford Challenge Trust's grant programmes are managed by The London Community Foundation, registered charity number 1091263 and company limited by guarantee number 4383269.

---

Unit 1.04 Piano House  
9 Brighton Terrace  
London SW9 8DJ  
T +44 (0)20 7582 5117  
F +44 (0)20 7582 4020  
E [info@londoncf.org.uk](mailto:info@londoncf.org.uk)