



GROSVENOR

**The London
Community
Foundation**

Greener Futures Fund

Online application form guidance 2021

Guidance notes for completing the online application for The Greener Futures Fund

PLEASE READ BEFORE STARTING YOUR APPLICATION

These are guidance notes to help you complete some of the key questions in the online application form for the Greener Futures Fund at The London Community Foundation.

Tips:

- You can also hover over the ⓘ symbol next to each question on the online form for help on how to respond.
- Each large text box has a maximum number of words, there is no minimum.
- Text boxes/fields marked with a red line need completing – without an answer you will not be able to submit your form.
- It is a good idea to draft your responses using a word processing programme such as Microsoft Word, so that you can check your spelling and word count as you go along. Please note: Word and the application form treat word counts in different ways. For example, Word counts B&YC as one word and the application form as three words.
- As you enter your information on the online form, remember to save your progress periodically by clicking on the 💾 symbol on the right hand side, to prevent you from losing your work in case of internet issues.

Section 1: About Your Organisation

Organisation Name, Address and general contact information

Please provide details of your organisation as it appears on any governing documents. If you are known by another name, please tell us about this as well. Please include details of your website and any social media accounts you use.

Main Contact Person

Please provide details for the main person who we should contact in relation to this application. We may contact you to request more information about your application, so please ensure that we have correct contact details, preferably a mobile number and e-mail. We will contact you within one month of the closing date. If there is a chance you might be away during this time, please attach a document with an alternative contact person and their details.

Using the selection buttons you can indicate where correspondence relating to the grant should be directed. If your organisation has an independent address but you wish

correspondence to be directed to an alternative address, un-tick the option “Use organisations address” for correspondence and you will be presented with the opportunity to enter different/additional contact details.

Organisation start date

Please let us know the month and year that your group was set up or formally established.

What type of organisation are you?

You do not need to be a registered charity or company limited by guarantee to apply, but we do need to know more about the “status” of your organisation.

Please select all types of organisation which apply. If you are a registered charity please supply your charity number, if you are a registered company please provide your company number. If you check ‘other’ please specify what type of organisation you are.

Income and expenditure over the last account year.

Please let us know your organisation’s income and expenditure over the last financial year. If you are a new organisation what is your income to date from your management accounts. Please ensure you enter a figure here.

Staffing and volunteers

Please let us know how many full and part time staff your organisation employs. If applicable let us know how many members and volunteers your organisation has. Your Management Committee may be known as your Trustee Board. (We recommend there is a minimum of 4).

Please describe briefly the overall aims and objectives of your organisations and the activities or services your organisation provides.

Please tell us about your group’s aims and objectives and give a short description of what your organisation does at the moment (usually found in your governing documents). If you are part of a larger regional or national organisation please explain your relationship here.

Bank Account Details

Please provide the names and addresses of all authorised signatories on your bank account, please indicate if any signatories are related. Bank accounts should have at least two unrelated signatories and preferably three.

Section 2: About Your Grant Application

Project name

If your project has a name please put it here, if it has no name please leave this box blank.

Project funding start / end

Please put the forecasted project start and end date. Successful applicants will have a maximum period of 24 months from March 2022 to spend the grant. Your project start date should therefore be from or after Monday 14th March 2022 and the project should be completed by April 2023 (for 1-year projects) or April 2024 (for 2-year projects) at the latest.

Which local authority will the activity mainly take place in?

Please enter details of the local authority area where the activity will mainly take place. This is for Westminster only.

Please provide a postcode which represents the geographical area you will benefit.

Please provide the postcode where most of your beneficiaries reside, if there are multiple places please just pick one. If it is too difficult to distinguish please provide the postcode of your organisation. Please remember the priority areas for this fund are South Westminster and Bermondsey.

Are you applying for funding for 1 or 2 years?

Please let us know if you are applying for funding for a 1 or 2 year project. If your project is 12 months or less in duration please select 1 year, if it is between 12 and 24 months please select 2 year.

What are the problems or issues that this project will address and how do you know?

Please tell us about the need for the work that you are planning. What evidence do you have to demonstrate the need. Is there a particular local demand for this work?

What would you like to do with the grant? What opportunities will this create? Please describe your project or activity, giving specific details on the FORMAT, and WHEN, HOW OFTEN and WHERE it will take place, and the EXPERTISE of those people delivering it?

This is where we ask you to tell us about what you need the money for. If you are applying for ongoing activities or new work, what is it that you would like to do i.e. describe the activities, giving project specifics; WHAT, WHEN, HOW OFTEN, WHERE (giving the full address of the project venue), FORMAT & DELIVERY.

What would the benefits and outcomes be as a result of this project?

An outcome describes the benefits or changes that will happen as a result of your work i.e. the impact your work is having. Please provide outcomes for participants and also consider outcomes for your organisation, partner organisations, and the area. It's likely you'll have a number of benefits or changes that you're aiming for – you can list them if you prefer.

How would you measure and report the benefits and impact this project is having?

Please explain how you plan to track and measure the change that you hope to achieve through your project. Using a variety of methods will enable you to gather detailed and rich information that will help you to know how well your project is doing. All the information you collate should therefore enable you to report on your progress towards achieving your outcomes, so make sure that for everything you want to measure you have a method of gathering information as evidence. Monitoring and evaluation should be an ongoing process that you undertake regularly throughout the lifetime of the project, not just at the end. If you are successful in securing a grant you will be required to provide an end-of-grant monitoring report. We will give you a copy of this report at the beginning of the grant so that you know what information you need to collate.

How will this project be managed? Who will have responsibility for managing and delivering the work? What is their experience / expertise?

Please tell us about the impact of your previous work; you may also want to tell us about the people involved in your project and why you are confident in their ability to make the project succeed. This is about your organisation's track record in delivering the proposed project or similar work you have delivered in the past. If you are new to delivering this type of work, please tell us about the skills you have in your organisation, that will help to ensure the project will achieve the intended impact. You can also tell us about any partners. A strong answer will include clear evidence of the outcomes and success that your previous work has had.

How will this project/activity continue after this funding comes to an end?

Some activities we fund will be one-off projects that don't take place again. You might be looking at running a pilot project that, if successful, you will organise again at a later date. You may also be asking for funding to support work you have been doing for several years. All of these activities are eligible, just tell us more here. Evidence may be required e.g. photographs, comments and views of people involved in the activity.

Please tell us about local networks or partnerships your group is involved in, and in particular if you are working in partnership with local organisations to deliver this particular project (formally or informally).

Tell us about any partnerships that you are involved in - especially if they are part of the delivery of your project.

Please also tell us about any volunteering opportunities which Grosvenor staff may be able to help your organisation with. These could be team days and/or for individuals to support your organisation's development over a longer period.

Grosvenor staff may be able to offer their time to support your organisation. For example, a team of volunteers could help decorate a space, or you may require longer-term support from an individual with specialist expertise to aid your organisation's development. Please tell us about any potential opportunities you have in the coming months.

Section 3: Impact

In this section we want you to think about the long term impact that this funding will have on your organisation's beneficiaries and the area rather than the immediate internal impact for your organisation.

You can help us to achieve our vision and mission by delivering projects that make a difference and – importantly – by gathering evidence to show how your project has made an impact. This information is vital if we are to encourage more donors to support our future work. To help you collect the kind of evidence we need, we have created a framework that measures the impact of our grants. For this fund all projects will be asked to report against the following impact themes:

- **Transform people's access to, and engagement with, their environment** - We want to create a city that promotes and creates a safer, healthier, and more sustainable environment, where people in urban areas feel free and welcome to access community spaces.

- **Improve people’s life skills, employability and enterprise** - We want to support a thriving city that creates opportunities for people to fulfil their potential, to become more self-sufficient and to build their confidence. *note for this fund this impact theme only relates to leadership and employment within the green economy

When applying you have to choose **four outcomes** to report on, two of which will need to be linked to **one of the IMPACT themes**. The others can be any of the other outcomes listed. You will also have to choose up to **three indicators** per outcome to report on and set targets that you think you will achieve over the life of the project.

To complete the impact section on the form

1. Select the theme from the drop down list – this will give you the range of outcomes in the drop down list attached to the impact theme.
2. Then select your 1st outcome from the drop down list
3. This will then open up the available indicators – select the indicators and fill in the anticipated numbers. **Please remember to tick the indicators that you have selected**
4. Then select your 2nd outcome from the drop down list
5. This will then open up the available indicators – select the indicators and fill in the anticipated numbers. **Please remember to tick the indicators that you have selected**
6. Then repeat for your 3rd and 4th outcome – these can be any of the others from the full list of outcomes across all themes.
7. The indicators will show for your chosen 3rd and 4th outcome – select the indicators and fill in the anticipated numbers. **Please remember to tick the indicators that you have selected**

For an example see the picture below:

Section 3 - Impact

Which category best describes the impact your project will have?
 Improve life skills, education, employability and enterprise

Select the primary outcome for your project or activity
 Improve economic wellbeing

Indicator	Value
<input checked="" type="checkbox"/> Number of new employment opportunities as a result of the project	20
<input type="checkbox"/> Number of new volunteer opportunities as a result of the project	0
<input type="checkbox"/> Number of people becoming self-employed as a result of the project	0
<input checked="" type="checkbox"/> Number of people coming off work related benefits	2
<input type="checkbox"/> Number of people who accessed benefits for the first time as a result of the project	0
<input type="checkbox"/> Number of people who are able to remain in housing as a result of the project	0
<input checked="" type="checkbox"/> Number of people who gained sustainable employment as a result of the project	5
<input type="checkbox"/> Number of people who reported a reduction in debt as a result of the project	0
<input type="checkbox"/> Number of people who started on the path to employability as a result of the project	0
<input type="checkbox"/> Number of volunteer opportunities as a result of the project	0
<input type="checkbox"/> Number of work placement/experience opportunities available as a result of the project	0

Select the second outcome for your project or activity
 Increase in beneficiary training, education, accreditation and employment

Indicator	Value
<input type="checkbox"/> Number of people coming off work related benefits	0
<input checked="" type="checkbox"/> Number of people who attended training as part of the project	20
<input type="checkbox"/> Number of people who attended training for the first time as part of the project	0
<input type="checkbox"/> Number of people who gain new skills as part of the project	0
<input type="checkbox"/> Number of people who gain new skills for the first time as part of the project	0

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How many people will directly benefit from this grant?

Please estimate how many people will directly benefit from any changes to your organisation which as a result of this funding, throughout the funding period. We realise that you cannot give exact figures but please estimate as accurately as possible. This information is important and will be used to evaluate the project at the end of the grant period.

Please note this is the total number of beneficiaries supported by your organisation and its activities, and should not include staff or volunteers unless volunteers are also beneficiaries.

Other people benefiting

Tell us about other people who will benefit from your project or service. For example, family members who are not taking part in the project

Beneficiaries

From the **drop down list**, please click on the one group that best reflects **the majority** of the **beneficiaries** of your organisation, this will then be entered in the selection box. On doing this you will then be presented with a series of check boxes, tick any other relevant groups that will be affected. Please don't tick them all if they don't apply, just think about who the primary beneficiaries will be. This doesn't have to be 100% accurate, you're just giving an indication.

Ethnicity

From the **drop down list**, please select one **ethnic** group that best reflects **the majority** of the users of your organisation and enter it in the box provided. Then, using the check boxes, tick any other ethnic groups that will be affected. Please don't tick them all if they don't apply, just think about who the primary groups will be. Again, this doesn't have to be 100% accurate, you're just giving an indication.

Issues addressed

We are interested in the **Issues** that will be addressed by this grant. From the **drop down list** **the primary** issue that will be addressed by this grant. Then, using the check boxes indicate any other issues that will be addressed.

Age group

Finally we would be interested in knowing which **Age groups** would benefit from this grant. Please enter in the text box / dropdown the age group that represents **the majority** of the beneficiaries of your organisation. Then, using the remaining check boxes indicate any other age groups that will benefit.

Section 4: Project Budget and Consent

Project Budget

This section asks you to provide details regarding the amount of money you are applying for and what type of items you will be spending it on. If you are applying for a 2 year project please complete this with the total amount over 2 years.

What is the total cost of the project?

This must exclude any in-kind support – you can tell us about that in a later question. If you are asking us to fund part of a staff salary, what is the total salary each year? If you are asking us to contribute towards a project or activity, what are the total costs?

]How much has been raised so far?

If you are not asking us to fund the full costs, how much have you raised already through other fund raising, secured grants and income generation?

How much money are you applying to us for?

Please enter the amount of funding you are requesting from us.

Are you seeking other funding towards this project?

Tell us here if you are applying to other funders for funding towards the work, if yes please provide details.

Please provide details of funding already secured and where you hope to secure any remaining funding from.

Please list the names of the funder(s), organisation or company for example that are contributing funding towards your project, and how much each is contributing. Please also list the names of any funders/organisations you have applied to for additional funding, and how much you have applied for.

Eg. Secured funds: Joe Bloggs Foundation £300; Digitc company: £200

Applications submitted: Excel Foundation £1,000

Please tell us the total value of the in-kind support you have been given towards the project.

Please tell us if you have secured any in-kind support that will be given to the project. For example, volunteer time, equipment, space, or publicity you have be offered free of charge. Please provide as a list with the value - see example:

Please note volunteer time is calculated at £10 per hour. Please provide a list of in kind support you have received, for example:

Room Hire - £500

Volunteer time - 2 volunteers x 2 hours per week x 5 weeks = £200

Total in kind £700

Please state the total amount by adding up the value of the in-kind support you have listed.

Budget breakdown

Here you itemise the costs that will be incurred in running your project. The headings (staff cost, 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 project cost for that type of cost** and one for the **amounts you are applying to us under that cost heading**.

The cost breakdown also allows you to enter the details behind the cost summary. These details should only refer to the elements of the project that are covered by your grant from us. Please give us a full breakdown of the costs as shown in the example on the next page.

If you are applying for a 2 year project please use the Breakdown box to show the separate costs for Year 1 and Year 2.

Example

Staff Costs

Requested amount	1,485
Total amount	1,485

Breakdown

3 workers @ £11/hour x 3 hours/session x 15 weekly sessions

Volunteer Costs

Requested amount	150
Total amount	300

Breakdown

1 volunteer @ £10/week x 15 weeks

Operations/Activity Costs

Requested amount	675
Total amount	675

Breakdown

Hall hire @ £15/hour x 3 hours/session x 15 weekly sessions

Capital Costs (Equipment)

Requested amount	300
Total amount	500

Breakdown

Play equipment (quotes attached)

Note for volunteer expenses - 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.

Declaration - For all applicants

Please read each statement carefully and check the box if you agree with the statement. Please confirm your name and role.

How did you find the application form?

Please let us know how challenging you found the application form to complete and any comments that you have on the application process.

Supporting Documents

Please click on the 'attachments' button at the bottom of the form to upload your supporting documents. You will need to upload:

- A copy of your governing document (e.g. constitution, memorandum & articles or set of rules)
- A copy of your most recent annual accounts or a spending plan and recent bank statement if you are a new group.
- A copy of your safeguarding policies if you will be working with children or vulnerable adults (please contact us if you need help to develop one) For guidance please see our website.
- A list of the names and addresses of your management committee

If for any reason you are not able to provide one of the required documents please upload a document explaining why you do not have it.

If you have previously submitted an application using the new online system – you do not have to provide the supporting documents. Please attach a document explaining which programme you applied to. Please ensure that you always submit your latest accounts or any amended documents.

Please clearly label each document with a name and a short description of what it is:

e.g. Name - The Music House – Safeguarding Policies
Description – Vulnerable Adult and Child Protection Policies for The Music House

When you have completed your application

Once you have completed the form please ensure that you save and then click on the 'submit' button at the bottom of the page to send the application through to us. Once you have clicked submit **do not navigate away from the page** until you receive a confirmation of submission message. You should also receive an email with a pdf version of your form after submitting your application. If this e-mail does not arrive within 2 hours please call us.

If you have not completed all of the required fields (shown by a red line) you will not be able to submit your form. If you attempt to submit an incomplete form the incomplete fields will be highlighted in red, once these are filled you should be able to submit the form.

Once your form is submitted you will no longer be able to access and edit it. If you're still not sure about anything when completing the form, please contact The London Community Foundation on 020 7582 5117 or email applications@londoncf.org.uk

If you have any issues with accessibility please contact us and we will discuss other options for completing the form.

What happens next?

We will assess your application against the fund criteria. You should expect to hear the result of your application before the project start dates shown in this guidance.

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Tel: 020 7582 5117 email: info@londoncf.org.uk Website: www.londoncf.org.uk

