

Grenfell Young People's Fund

Application form – Guidance notes



Please note, we are unable to consider supporting the following:

- Applications from Local Authorities or any activity that is a statutory requirement (e.g. school curriculum)
- Any party-political activity
- Purely commercial ventures (for profit)
- Community Interest Companies (CICs) limited by shares
- Spending that has already taken place (i.e. retrospective funding)
- Organisations whose current liabilities have exceeded their current assets at the last two balance sheet dates
- 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
- Individuals, or projects run by individuals, as opposed to an organisation
- Activities where people are excluded on religious grounds, ethnicity, gender, sexuality, faith etc.
- Activity that is the responsibility of Statutory organisations
- Applications from organisations with overdue or incomplete monitoring on a previous grant from The London Community Foundation from any of its programmes. If you know you have outstanding monitoring on a previous grant, please contact The London Community Foundation to resolve this.
- Organisations with 2 years of concurrent late returns to the Charity Commission / Companies House
- Applications from organisations currently in receipt of a total of three years of funding from Round 1 or Round 2 of this Fund. However, if organisations are in receipt of a current grant of less than 3 years, they can apply for a grant for the remaining year(s) as long as it doesn't exceed 3 years in total
- Applications for one-off events

These notes accompany the online application form that you can access here:

<https://ukcf.secure.force.com/forms/LondonCF/GrenfellYPF20/21>

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

Section 1 ORGANISATION

What was your organisation's income during your last accounting year/financial year or last 12 months?

Please let us know your organisation's income over the last year. If you are a new organisation what is your income to date from your management accounts, or records of income and expenditure.

What was your organisation's expenditure during your last accounting year/financial year or last 12 months?

Please let us know your organisation's total expenditure over the last year. If you are a new organisation what is your expenditure to date from your management accounts, or records of income and expenditure.

How financially stable was your organisation before the Covid-19 pandemic hit?

Please let us know about the financial position of your organisation prior to the Covid-19 Pandemic as well as any information about your current financial position.

What are the aims of your organisation and what activities or services do you provide? How is your organisation run and managed? How are decisions made?

What experience do you have relevant to your proposal? What are your aims? What activity do you usually deliver, for who and where? How is your organisation run and managed? How are key decisions made? What relevant experience do you have? Tell us about the leadership and governance of your organisation. How are young people involved in decision making?

Section 2 ABOUT YOUR GRANT APPLICATION

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

What track record do you have? Make sure you address the aims, themes and criteria of the fund. Who will your beneficiaries be? What can you tell us about the need for the work that you do? What track record do you have? What local presence do you have? Is there a gap in provision? Is it in response to local demand? Who will benefit and why are you focusing on them?

Who will the beneficiaries be? Will you be working directly or indirectly with children and young people?

How will you record whether beneficiaries will be survivors from Grenfell tower, residents of Grenfell Walk, residents of North Kensington and/or wider community? Please be clear about whether you are directly or indirectly supporting children and young people. You should also record beneficiary age, gender, ethnicity and Special Educational Needs.

What would you do with the grant, where, why and when?

Tell us about what you need the money for and what you will do. What services and/or activities will this core funding enable you to deliver? For how many people? How often? Where? Who will deliver the activity or services? Who for? When?

What would the benefits and outcomes be and how do they link to one of more of the priority Outcomes for this Fund:

What difference will this project make? How is this directly related to the issues you have identified? How will it directly relate to one or more of the Fund Outcomes:

- Children and young people have improved health and wellbeing
- Children and young people are engaged, empowered and have a role in the improvement of their environment and society
- Young people are 'work ready' and/or employed

How will you measure and report what benefits and impact this proposal is having?

How will you measure your outputs? How will you record the changes and impact this proposal has? You might do questionnaires, keep a log of services delivered, record number of cases, referrals made or quotes from discussion with service users.

How do you currently or do you plan to ensure the participation of young people in your organisation's governance and decision making?

We want to know how young people are listened to and involved in your organisation or project's decision making. This might be a youth advisory board, young trustees, focus groups and surveys for example.

How has your organisation adapted its delivery in response to Covid-19 and if you are awarded this funding what measures would you take to ensure that the work could continue if there were further lockdowns or other restrictions introduced in future?

Tell us about any plans that you have in place to mitigate the impact of any potential future Covid lockdowns or restrictions on your activities. We are particularly interested in how you will ensure that people are not excluded (e.g. people with limited access to, or ability to use, technology).

Section 3 IMPACT

As part of the Community Foundation Network, we measure impact on all of our programmes using an impact framework. Please answer the below based on the impact you think your project will have at the end of the funded period. The answers you will be providing are your best estimate of how many people/hours etc. you will have reached at the end of the year(s).

By setting these numbers realistically at the beginning and gathering evidence throughout the life of the funded project, by the end of the year you will be able to clearly show the impact this project has had.

There are six themes to choose from for this IMPACT framework:

- **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.
- **Maximise people's ability to strengthen community cohesion and build social capacity** - We want to strengthen and connect local organisations and improve local facilities so that people can live happier lives alongside each other.
- **Promote reduction of isolation and disadvantage and access to services** - We want people to be connected in their local communities and to their local services, so everyone has a chance to be included.
- **Advance people's physical and mental health, wellbeing and safety** - We want people to feel safe and connected in their communities, and to have more opportunities to improve their physical and mental health.
- **Connect people with the arts culture and heritage** - We want to create a city that values and takes pride in the excellence and diversity of arts and culture, where everyone feels encouraged to participate, and their efforts create a lasting legacy.
- **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.

When applying you have to choose **TWO outcomes** to report on, 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**

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

<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

<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

Section 1 - Organisation

Section 2 - About your grant application

Section 3 - Impact

Section 4 - Project Budget and Consent

Attachments

Save Application

Beneficiaries

How many people will directly benefit from this funding?

Please estimate how many people will benefit from any changes to your organisation which are 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.

How many other people will benefit indirectly and as a result of this grant? e.g. family members

Tell us about other people who will benefit from your project or service, this could be the wider community, other residents, family members, school children for example.

How many children and young people with Special Educational Needs will be supported?

Please provide an estimate of how many children and young people with Special Educational Needs are likely to be supported by this funding. Please put 0 if none.

Primary beneficiary – select a single option to represent the primary beneficiary group for this grant

From the drop-down list, please click on the one group that best reflects the majority of the beneficiaries of your organisation. On doing this you will then be presented with a series of check boxes, please 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 just gives an indication, you are not assessed on this information.

Ethnicity – select a single option to represent the primary beneficiary group for this grant

See drop down options. Please select one ethnic group that best reflects the majority of the users of this facility or service.

Primary issue - select a single option to represent the primary issue that will be addressed by this grant.

See drop down options. We would be interested in knowing which age groups would benefit from this grant.

Please indicate the primary age group that will benefit from this grant

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

The maximum grant you can apply for in each year is £15,000. The total maximum grant you can apply for is £45,000. Please only apply for the funding you need to deliver your project. You do not need to apply for the full £15,000 in each year. You will be assessed on your ability to manage these budgets and on value for money.

We want to be a strategic funder and ensure monies are distributed where there is most need to ensure we are not duplicating existing projects or activities. Therefore, please be clear in your application if you are asking for match funding, if you have received other funds for the same or similar projects and give details of the other funders/amounts.

What is the total grant you are applying to us for over the 3 years

This should be maximum £45,000

How much are you applying for in year 1?

Maximum £15,000

How much are you applying for in year 2?

Maximum £15,000

How much are you applying for in year 3?

Maximum £15,000

How much has been raised so far?

You do not need to raise any match funding and you can ask for the full costs of delivering your project. However, if you are not asking us to fund the full costs and have already secured other funding, how much have you raised already?

Are you seeking other funding for this project?

It is not a requirement to seek and secure other funding for this project, but if you are looking to actively fundraise from other sources but it is not yet confirmed, please click yes here. If you will not be fundraising from other sources, please click no.

If yes, what other funds are you applying to? Are they secured?

If you have applied for funds from other sources, please state who from e.g. RBKC and whether secured or not.

Please tell us the value of any in-kind support you are receiving. This includes volunteer hours, value of equipment, space, or publicity for example that you may be given free of charge.

In-kind support is goods, time or commodities that are donated or given on a pro bono basis, instead of (or in addition to) a financial contribution. These are non-cash contributions, such as materials or services that are provided free of charge or at a reduced rate.

If you have secured in-kind support, please describe these contributions here.

If you have in-kind support, please list the type and nature of the support here. If you do not have any in-kind support, please enter N/A. In-kind support is goods, time or commodities that are donated or given on a pro bono basis, instead of (or in addition to) a financial contribution. These are non-cash contributions, such as materials or services that are provided free of charge or at a reduced rate.

Budget breakdown

Please complete the budget section for **Year 1 only** on the online form.

Your budget for Year 2 and 3 should be entered on the provided Excel spreadsheet template and uploaded at the end of the application form.

Please enter the breakdown of costs under each heading for. e.g. Staff costs request = £xx for 1 Project Manager @ £xx p/h for 5 hours a week over 32 weeks

Please make sure you save your application form at every opportunity to avoid losing your work.

Best of luck with your application. Do contact us if you have any questions on 020 7582 5117.

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