

Hackney Foodbank Community Fund

Programme Guidelines
December 2023

londoncf.org.uk

Hackney Foodbank Community Fund Programme Guidelines

About the programme

The aim of the fund is to support organisations responding to the immediate impacts of food insecurity in Hackney, particularly communities hardest hit by the crisis. For example, by providing:

- Food security
- Helping people out of food insecurity
- Piloting Phone to Food – a digital credit for people to do their own shopping – <https://facedonate.org/>

Members of the Hackney Food Network are particularly encouraged to apply.

For organisations with an income of less than £300,000 per year, as well as funding your support to communities, up to 50% of the grant can be used to support the resilience and sustainability of your community organisation. This core funding for organisational costs could include, but is not limited to:

- salaries
- rent and bills
- capacity to address food poverty

Organisations with an income over £300,000 can apply for project costs only.

The total value of this fund is £195,500 so we expect to award around 20-24 grants.

Programme Criteria and Priorities

Grant purpose

Grants must **respond to the immediate impacts of food insecurity in Hackney.**

Geographical area

Applications are welcome from organisations supporting people based in Hackney. **At least 85% of the people supported by the grant must live in the London Borough of Hackney.**

Grant size and type

- Grants of up to **£10,000**
- To be spent within **12 months**

Organisation size

- Organisations with an income of **up to £500,000** in the last financial year can apply. Those with an income over £500,000 are not eligible for this programme.

London Living Wage

- All posts (including staff members, sessional workers, part-time or full-time posts, freelance workers) funded by these grants must be paid at or above the **London Living Wage**.

Programme priorities

We will prioritise applications from organisations supporting people on low incomes or those who are likely to be disproportionately impacted by food insecurity as a result of systemic inequality. We will first prioritise the following groups of people, although we will also consider funding organisations whose work supports people outside these priority groups:

- Black and Minoritised Ethnic (BME) communities.
- People with specific dietary needs which cannot be met by the Hackney Foodbank standard food parcel.
- People with no recourse to public funds

If we have a high volume of eligible applications we will further prioritise organisations with an income of less than £300,000.

Eligibility criteria – who can apply and for what costs?

Please note that organisations which do not meet any of these criteria, or which do not submit the required documentation at the time of application will not be considered for this fund. If you have any problems with your submission, please contact us at applications@londoncf.org.uk

LCF's core eligibility criteria

- **Eligible legal structures** – there must be a 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)
 - Charitable Trust
 - Unincorporated Association
 - Community Benefit Societies (CBS). Ideally, the CBS will also be registered as charitable with HMRC, however this is not essential.
- **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.

- The organisation must have submitted required financial information to the Charity Commission/Companies House for 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.
- **Bank account:** a bank account in the same name as the organisation applying with a minimum of two unrelated signatories must be in place by the start of the grant.
- **Safeguarding:** you must have a safeguarding policy in place that has been **dated and reviewed in the last year.**
- **Previous LCF funding:** all conditions from any previous The London Community Foundation grants must have been met, and any monitoring that is past its due date must have been submitted on time at the point of application. This means that we cannot fund an organisation that has overdue monitoring, but we can fund organisations with future monitoring due on other grants with us.
- **Registration:** if the income of an unincorporated association with charitable purposes for charitable purposes is more than £5,000 at the point of application, organisations must have submitted an application to register with the Charity Commission or the relevant regulator. If the LCF grant will take the organisation's income for the year over £5,000, please visit [this website](#) for guidance on setting up a charity, including information on legal structures.
- **Supporting Documents:** Please make sure you have submitted all three of the required supporting documents:
 - A copy of your organisation's governing document
 - A safeguarding policy that is dated and has been reviewed within the last year
 - Annual accounts or equivalent for the last completed financial year

Who and what are not eligible

- 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
- Grants 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)
 - activities where people are excluded on the basis of religion, sexual orientation, gender or ethnicity (unless the issue is group-specific)
- There must be no [personal benefit](#) attached to the grant.

- 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.

Monitoring and evaluating your work

As this is an emergency response fund, we aim to keep reporting requirements to a minimum. However, we also need to understand the impact of the fund and community need so that what we can use this information to try to raise more funding, learn and improve our future programmes, and provide information to those who have donated to the programme. Questions are likely to include:

- What did you use the funds for?
- How many people, and who (data such as sex, ethnicity, disability), did you provide food to?
- What impact did the grant have on your community and your organisation?
- Were you able to help people out of food poverty or what further support would you need to achieve this?
- How will you continue this work beyond the grant period?
- Can you share one story or case study relating to how the funds were used?

How to apply

The online application form can be accessed by clicking on the 'Apply now' button on the webpage [here](#).

Please read the instructions carefully, tick to say if 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 e-mail within a couple of minutes (please check your junk mail folder).

Application deadlines

Programme Timeline	
Open for applications	Monday 11 th December
Application deadline	Monday 22 nd January: 12 noon
All grant decisions communicated by	Thursday 28 th March 2024

Please make sure you have submitted all three of the required supporting documents with this application:

- A copy of your organisation's governing document
- Up to date safeguarding policy (dated and reviewed within the last year)
- Annual accounts or equivalent for the last completed financial year

Please note we are unable to consider applications submitted after the deadline or which do not have the correct, up-to-date supporting documents included.

Some top tips for applications:

- Draft responses before completing the online form and save them in a Word document.
- Make sure that every question has been answered in full (the form will prompt).
- Ask somebody to read through the application before sending, preferably someone who knows nothing about the organisation. This is a great way to pick up on any mistakes or lack of information and rectify it before submitting.

Decision-making process

After the deadline, all applications will be checked to ensure they are eligible and then shortlisted based on the priorities in this document. Shortlisted applications will be assessed in detail before the final funding decisions are made, based on the total budget available. Decisions will then be communicated to applicants in line with the timetables given above.

Further information

Please contact applications@londoncf.org.uk if you have any questions about the programme.