

The Redbridge Community Projects Fund

Want to give back to your community? Looking for a flexible opportunity to volunteer your time and make an impact on your local area? We have just the role for you:

Grants Panel Member

We are looking for 7-9 local Redbridge residents to sit on a Panel responsible for making recommendations for grants to community projects. This is a chance to have a say on projects taking place in the community.

What will you be doing?

We'll need you to read assessment reports (around 40-50 pages) and attend panel meetings twice a year.

What skills do you need?

You will be a resident of the London Borough of Redbridge, have local knowledge of the diverse communities and organisations that are based within the area, and be passionate about making a difference in your community.

How do you apply?

If you are interested in being a member of the panel, please fill out the short application form, telling us why you would like to volunteer and what knowledge and skills you can contribute. Please send this to: catherine.sorrell@londoncf.org.uk no later than 5pm on **Friday 18th May 2018**.

Those who are selected to be on the panel will need to be available to attend panel meetings held in the following weeks:

- The week beginning **24th September 2018**
- The week beginning **25th February 2019**

Once we have received your application form we may be in touch to have a very short phone conversation before letting you know the outcome of your application.

Full details on the funding available from the Redbridge Small Grants fund can be found here <https://londoncf.org.uk/grants/the-redbridge-community-projects-fund>

1. About The Redbridge Community Projects Fund

The London Community Foundation (LCF) distributes grants on behalf of the London Borough of Redbridge. The aim of the fund is to support voluntary sector/not-for-profit organisations to deliver services not usually covered by existing funding or procurement arrangements by pump-priming community-led initiatives, which will meet the needs of the local community.

The purpose of this grant scheme is to contribute to creating a thriving third sector in Redbridge, increase civic participation in the local area and encourage participation in regular volunteering. The scheme will enable the voluntary and community sector to respond to emerging social need and to pilot new initiatives.

2. About The London Community Foundation

[The London Community Foundation](#) is the charity for London's grassroots. We specialise in supporting community-based organisations focused on helping disadvantaged London.

We're passionate about London, its people, its communities and its vitality. But we also know that it's a place that can exclude and marginalise. We believe grassroots organisations hold the key to improving the lives of the most disadvantaged.

By shining a light on the key issues faced and supporting the best ideas to grow, we strengthen and nurture the network of local people solving local problems.

With the generosity and involvement of our supporters, we have invested over £70 million into nearly 13,000 charitable projects across the capital since we started in 1995.

3. The role of the panel

The Grants Panel's purpose is to consider grant applications submitted by LCF and make grant recommendations in line with the agreed criteria. LCF will advise on interpretation of the grant-making criteria and grant guidelines. The Panel does not set additional criteria or guidelines for the Fund. The Grants Panel is a collective body, which exists only when it is in session. Grants Panel members have no formal role regarding the Fund outside Grants Panel meetings.

The overall emphasis of the panel meeting is on collective decision-making. Panel members are invited to **bring an understanding of local issues and take a view of the whole community**, rather than representing their particular area or organisation. At times, individuals may not agree with those decisions. However, membership of the panel is conditional upon abiding by the decision of the group overall. Panel discussions and decisions should not be discussed outside of the panel meeting. Grant decision-making is a collective experience and while respect should be given to members with specialist experience, care should be taken not to marginalise other panel members who may not have the same level of knowledge or expertise.

Using the information provided, the panel will discuss each application and make recommendations on which applications should be funded. A representative from the Foundation will attend the panel meeting to help answer any questions the panel may have regarding particular applications or projects and to provide greater clarity where needed.

Panel members are encouraged to voice any key points or opinions that they may have on a particular application in relation to the Fund themes and priorities, utilising their local knowledge, for instance, if you know that a project is addressing a pressing local need or gap in service provision. Panel members are also encouraged to raise any specific knowledge they may have about a group, for example, if they have seen the group's work in action, if they are known to have good local relationships etc.

When considering applications, panel members may wish to ask themselves the following questions – although it is likely many more questions will naturally arise from each application:

- How well does the proposed activity address the themes, and priorities of the Fund, including the target area?
- Has the applicant demonstrated demand for the project locally?
- Are they working in partnership with others (where relevant)?
- Is the project well planned? This may include accessibility, outreach and promotion, skills to deliver.
- Do you think the project will benefit residents in the area?

4. The role of The London Community Foundation

a. Due diligence

LCF carries out due diligence on all applications. The due diligence process includes:

- Charity Commission and Companies House Checks
- Assessment of the organisation's legal framework and governing documents
- Review of the organisation's accounts/records of income and expenditure and an assessment of their financial management processes

- Review of any previous performance with LCF grants (organisations with overdue monitoring from any LCF programme are not eligible for further funding)
- Assessment of the organisation's safeguarding policies and procedures (protection for children and vulnerable adults).

b. Shortlisting

Where funds are heavily oversubscribed, LCF will shortlist applications to the Fund based on eligibility and fit with the Fund criteria and priorities. Applications that are shortlisted are then fully assessed by the Programme Manager and will then be brought to the panel.

c. Assessment

Applications are then assessed by our Programmes Team which may include a telephone call with the applicant to gather further information on the proposal. Through this process, we aim to pre-empt any questions the panel may have, so that if asked, we will be able to offer further clarification on the application at the panel.

The assessment, both paper based and via telephone, typically includes a review of:

- The organisation's track record (where applicable) and ability to deliver, including previous and current funding received and their management thereof
- Management Committee expertise, involvement and location
- Staff qualifications, skills and leadership
- The organisation's understanding of local need and development of services
- The organisation's local partnerships (voluntary and statutory where relevant)
- The proposal itself, including budget, project planning, quality of delivery, delivery mechanism timeframe and proposed monitoring.

d. Panel Papers

Programme Managers will then send assessments of the shortlisted applications with recommendations to the panel.

There are 3 types of recommendation:

- Recommended
- Panel Consideration
- Not Recommended

These are purely for guidance only and the panel may not agree with the recommendation made by the assessor.