

# Lambeth Community Fund

Fund guidelines 2024

# Fund guidelines

## About the Fund

The Lambeth Community Fund is a charitable venture set up to support the borough today and long into the future, responding over time to the changing needs of local people. It was established in 2008 by the transfer of the trusteeship of the Pedlar's Acre endowment from Lambeth Council. The Lambeth Community Fund is also made up of a number of other endowments. We have now consolidated all these separate programmes so that community groups can apply to **one fund with one set of criteria**.

The Lambeth Community Fund focuses on making Lambeth a **healthy, safe and sustainable place** to call home unpinning by a defining commitment to equity and justice. This focus covers a range of components that an individual needs to live a full and well-rounded life in the borough. We achieve this through the four themes below.

## Fund themes

All applications must address at least one of the following themes:

1. **Resilient Future**- helping communities to create a clean, vibrant and climate resilient borough. This theme is about environmental focused work that will improve the local area so that people can lead healthier, happier lives.
2. **Safer Communities**- focusing on work that will improve safety and community connections across the borough. This theme is about community projects that will help everyone feel safe and secure in all places.
3. **A Place Called Home**- creating the conditions to grow up and age well within the borough. This theme is about projects promoting healthy and active lives, where everyone can contribute to an inclusive economy and have a place to call home.
4. **A Fair and Equitable Borough**- showing a strong commitment to make Lambeth a borough of equity and justice. This theme is about projects focused on tackling poverty and/or supporting Black, Asian and Multiethnic residents, LGBTQ+ residents, disabled residents or women and girls.

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## Fund Criteria:

Your application must address one of the above fund themes and your organisation **must be based in Lambeth**. Additionally, applications should show how they:

- Work with the most disadvantaged members of the community, those who are not currently accessing services.
- Actively involve the communities who will benefit from the grant in planning projects and making it happen.
- Work in partnership or link with other Lambeth organisations.

**We encourage applications from organisations that have not previously been funded through The Lambeth Community Fund and will prioritise funding towards these organisations this year.**

Most of the funding available is flexible, however, we have some specific funding to meet certain criteria. Your application must still address one of the fund themes (above) but if your project also addresses one of the following, please highlight this in your application:

- Benefits the Portuguese-speaking community.
- Supports young people aged under 25 into positive activities. This includes supporting NEET young people (those not in education, employment, or training) into education, training, or apprenticeships.

All projects **must be for the benefit of Lambeth residents**, and we expect activities to take place within the borough, unless there is a good reason for them not to – for example, the project includes a residential trip. The fund is aimed at small, grassroots organisations, and we are particularly interested in projects that are led and delivered by the communities who will benefit. **Your organisation must be based in Lambeth.**

## Funding Available:

There is around **£280,000 available for grants**.

## How much can I apply for?

Grants up to **£10,000 per year for two years (£20,000 in total)**.

Organisations with total income in their last financial year above **£5,000** should not apply for more than 50% of their annual turnover.

## What can I apply for?

We will fund both new and existing projects.

You can apply for any costs towards your project, including e.g., staff/sessional costs associated with delivering the project, volunteer expenses, venue hire, materials and small equipment, insurance.

We encourage applicants to follow the principles of 'full cost recovery' and include core costs within the budget, i.e. including an appropriate portion of the organisation's rent, administrative costs and utility bills. For further information please see: [www.culturehive.co.uk/wp-content/uploads/2014/05/Full-cost-recovery.pdf](http://www.culturehive.co.uk/wp-content/uploads/2014/05/Full-cost-recovery.pdf).

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## Who can apply?

**Lambeth based constituted** community groups, registered charities, charitable incorporated organisations (CIOs), companies limited by guarantee (without shares), or community interest companies (CICs) (without shares) with an annual income of £250,000 or less are all eligible to apply to the fund. See 'Eligible Legal Structures' section in Eligibility criteria below.

Please note that if **your organisation's annual income in the last year was greater than £250,000 you will not be eligible for funding.**

Your organisation will need to have the following elements in place prior to an application:

- a governing document (constitution or memorandum & articles of association).
- an active management committee of at least three people who are not related.
- a bank account in the name of the organisation, with at least two unrelated signatories.
- recent financial accounts or actual/forecasted Income & Expenditure sheet (and a bank statement if you are a new group).
- a safeguarding policy reviewed within the last two years.

## Eligibility criteria

### (i). Eligible Legal Structures

- There must be a signed 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)
  - Trust
  - Unincorporated Association
  - Community Benefit Societies (CBS). Ideally, the CBS will also be registered as charitable with HMRC, however, this is not essential
  - 'Friends of' schools or Parent Teacher Associations may apply; however, projects should be open to and of benefit to the wider community, not just for children at the school.

### (ii) Applicants must have

- **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.
- **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.

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- **Safeguarding:** You must have a safeguarding policy in place that has been reviewed in the last two years.
  - **Previous LCF funding:** All conditions from any previous London Community Foundation grants must be completed and there is no current outstanding monitoring at the time of application.
  - **Registration:** If the income for charitable purposes is more than £5,000 at the point of application, organisations must have submitted an application to register to Charity Commission or the relevant regulator (e.g., Companies House, CIC regulator or Financial Conduct Authority).

If the LCF grant will take the organisation over £5,000, please visit [this website](#) for guidance on setting up a charity, including information on legal structures.

### (iii). Relevant exclusions

- Non-Lambeth based organisations.
- Projects primarily benefiting people who do not live, work or study in Lambeth.
- Activities based primarily outside Lambeth.
- The grant funds 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),
  - individual sponsorship or redistribution of a grant to individuals or other organisations,
  - activities where people are excluded on the basis of religion, sexual orientation, sex or ethnicity (unless the issue is group-specific),
  - aactivity that is the responsibility of statutory organisations
  - contributing to capital build ('bricks and mortar') projects
- There must be no personal benefit attached to the grant.
- The organisation must not have two years of late submissions to the Charity Commission / Companies House within 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.
- 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.
- If you are unsure whether your proposed project and/or the expenditure requested meets the aims of the Fund, please contact us prior to submitting your application.

### (iv). Who is 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
  - Schools

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## Competition for the Fund

Please be aware that there is strong competition for funding with the available budget. In the last round, one in five applicants were awarded a grant.

## Application timeframes

- The next application deadline is **Wednesday 16<sup>th</sup> October - 12noon**
- The Panel will meet in early December and **decisions will be released the week commencing 16<sup>th</sup> December 2024.**
- **Project activity can start from January 2025 onwards**, and not before. Please base your proposal on a 24-month (or less) time frame.

Please ensure that your completed application and supporting documents are submitted no later than the deadline given above.

## How to apply

1. To apply for a grant please visit our **online application portal**: [Online Application Form](#)  
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 e-mail, it may be that you have not entered your e-mail correctly – please check the address before submitting.
2. Before starting to complete your application please read the **Online Application Form Guidance** document and also refer to it when completing the online form. It is available from the Lambeth Community Fund home page: <https://londoncf.org.uk/grants/lambeth-community-fund>
3. At the end of your application, you will be asked to upload the following supporting documents:
  - Governing document, i.e. your constitution or memorandum and articles
  - Names & addresses of your Trustees/Directors or Management Committee members for unincorporated organisations
  - Annual accounts OR actual or forecasted Income & Expenditure (I&E) if you are a new group. For new organisations with no income, please provide an I&E forecast, and a bank statement
  - An Income & Expenditure forecast for the current financial year
  - Your organisation's Safeguarding Policy

## What happens next?

We aim to let you know the outcome of your application within around ten weeks of the closing date.

- If your application is shortlisted, we may contact you for clarification and/or additional information about your project by e-mail or phone.
- The Lambeth Community Fund Panel will then meet to discuss and agree projects for funding.
- Please note that the Lambeth Community Fund Panel's decision is final.
- Successful applicants will have a maximum period of 12-24 months to spend the grant dependent on the length of grant awarded, with the monitoring report due around a month after the project has been completed.

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## Monitoring and evaluation

Monitoring and evaluating our grants enables us to better understand the impact of our grant-making. It helps us to understand community need, enables us to learn from our grant-making and inform future strategies, and enables us to show our supporters the impact of their donations and hopefully encourage them to give more. It should also help you measure the difference that your project has made, collect valuable information on how service users have benefited from your work, what works and what doesn't, and also demonstrate to funders (and donors) the value of your work.

Monitoring and evaluation is therefore a key part of our work, and all grantees are required to submit an end of grant monitoring report. For organisations awarded two-year funding, they will also be required to submit a short interim report, after the first year of the project. Full details on the information grantees need to collect will be given to successful applicants when the grant is awarded.

## Living Wage Funder

The London Community Foundation is a Living Wage Funder. This scheme, run by the Living Wage Foundation means that LCF will actively encourage and support applications from organisations willing to pay staff the real Living Wage (currently £13.15 per hour in London), or higher.

If you are applying for funding of 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 Living Wage or above. We are sensitive to circumstances where applicants feel that taking up the Living Wage could cause difficulties, in these instances, please explain the circumstances in the Living Wage section of the application form. This does not require employers to pay the Living Wage to apprentices or interns although we recommend it as best practice for employers who can afford to do so.

You can learn more about The Living Wage Funder Scheme at <https://www.livingwage.org.uk/living-wage-funders>

## Some top tips for applications

- Draft your responses before completing the online form
- Make sure that every question has been answered in full (the online form will prompt you)
- Be clear about how you propose to meet the fund criteria and reach your target beneficiaries
- Ensure your budget section has a clear breakdown of all the costs associated with your project
- Get somebody to read through the application before sending, preferably someone who knows nothing about the project. This is a great way to pick up on any mistakes or lack of information, and rectify it before submitting

## Need help?

Please do not hesitate to contact The London Community Foundation Grants & Impact Team if you would like to discuss your proposal prior to making an application or need help with completing the form or providing the supporting documents.

General enquiries: [info@londoncf.org.uk](mailto:info@londoncf.org.uk)

Specific application queries: [applications@londoncf.org.uk](mailto:applications@londoncf.org.uk)

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