

# Lambeth Community Fund 2024

Online application form guidance

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# Guidance notes

These notes are also available via the online form, when you hover over the ⓘ symbol next to each question.

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

## Ineligibility

Before making your application, please read through the below criteria to ensure that you are eligible to make an application. If you think that you might be ineligible due to any of the reasons listed below, please give us a call to discuss these further:

- Organisations who are based outside of Lambeth.
- Activities based primarily outside Lambeth or projects primarily benefiting people who do not live, work or study in Lambeth.
- Organisations with overdue or incomplete monitoring on a previous grant from The London Community Foundation from any of its programmes.
- Organisations who have had two consecutive years of net current liabilities within two most recent financial years.
- Statutory organisations, such as Local Authorities (e.g. school curriculum)
- Any party-political activity.
- Purely commercial ventures (for profit).
- Spending that has already taken place (i.e. retrospective funding).
- Individuals or projects run by individuals as opposed to an organisation.
- Activities where people are excluded on religious grounds, ethnicity, gender, sexuality, faith etc.
- CICs or Companies limited by shares.
- Organisations where trustees are paid, unless evidence of approval is provided from the Charity Commission and this arrangement is referenced in the governing document.

## Section 1: About your organisation

### Name of your Organisation

Provide the name of your organisation as it appears on any governing documents. If you are known by another name, please tell us as well.

### Address of your Organisation

This should be the address of the organisation. If the organisation doesn't have an independent location, you can use the contact details of the primary contact.

### Do you have a website?

If you click 'yes' a field will appear for you to enter the website address. Otherwise, click 'no'.

### Facebook/Twitter

Please include details of your social media sites if you have them

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## Telephone/Email

The telephone number and email address should be one at which the organisation is easily contacted, especially during office hours.

## Main Contact Person

The contact person should be someone who has a good knowledge of the application as this is the person we will contact if we have any queries.

## Organisation Start Date

Please enter the date when your organisation was formally established.

## What type of organisation are you?

Constituted community groups, registered charities, Charitable Incorporated Organisation (CIO), Companies Limited by Guarantee, or Community Interest Companies Limited by Guarantee (CICLG), Trust, Community Benefit Societies and 'Friends of' schools or Parent Teacher Associations are all eligible to apply to the fund.

## 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.

## Are you part of a larger organisation?

Please click yes if so, or leave blank if not.

## Staffing and volunteers

How many full time and part time staff does your organisation have? How many management committee (or board) members do you have? How many volunteers (excluding management committee)?

## What are the aims of your organisation and what activities or services do you provide? Is your organisation 'led by'\* people from a particular population group or community? How is your organisation run and managed? How are decisions made?

What are your aims? What activities do you deliver, for who and where? Is your organisation 'led by' people from a particular identity or experience, e.g. BME, women, people with disabilities, LGBT+? How is your organisation run? Management structure?

\*Please note that we consider an organisation to be 'led by' if 75% or more of the governing body and 50% of senior staff come from a particular population group or community that the organisation is set up to support.

## 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.

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## Section 2: About your grant application

### What is the title of this project?

If the project has a name, put it here. If not, please enter the name of your Organisation.

### Project / Funding start date & end date

If your project / funding period is on-going, you should enter the start and finish dates of the funding period.

### Which Local Authority will the activity take place in?

Please enter details of the local authority area where the activity will mainly take place (this should be Lambeth).

### Please provide a Lambeth 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.

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

What can you tell us about the need for the work that you do? Have you done surveys, had feedback? Is there a gap in provision? Is there is nothing else in the area? Is it in response to local demand? Who will benefit and why are you focusing on them?

### Please state which 1 of the Fund's 4 themes your project will primarily address, and also state if it will reach one of the priority groups?

The 4 themes are: 'Resilient Future', 'Safer Communities', 'A Place Called Home' and 'A Fair and Equitable Borough'. Your application must still address one of the four fund themes but if your project also addresses one of the following, please highlight this in your application: (1) Benefits the Portuguese-speaking community, (2) 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.

### What would you do with the grant - Please describe the FORMAT of your project or activity, giving specific details on WHEN, HOW OFTEN and WHERE it will take place, as well as the EXPERTISE of the people delivering it, and whoever will manage the project?

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

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

What difference will this project make? How is this directly related to the issues you have identified? List the benefits or changes that will directly result from this project.

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

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

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At this point in your financial year, how is your financial position in comparison to budgeted figures for your organisation, and are you on track to meet your unrestricted/restricted reserves targets at the end of the financial year?

How financially stable do you expect your organisation to be, have you secured sufficient income compared to your expected expenditure? Will you meet your reserves (unrestricted/restricted) targets. Do you have any concerns about your financial position?

Please describe the process your organisation followed the last time a safeguarding incident arose.

Please tell about the process you undertook the last time a safeguarding incident arose. You are not expected to give specific details of the incident or the people involved.

What local organisations, networks or partnerships do you work with?

Tell us about any organisations you work with - especially if they are involved in the delivery of this project. Are you part of any local networks? If you work with multiple organisations it is ok to list these.

## Section 3: Impact

### 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 volunteers will help to deliver or take part in this project?

Will any volunteers be taking part in this project and if so, how many? They would not usually be paid for their activity but can typically receive expenses or reimbursement for travel.

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. 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. You will not be assessed on this information, it is for guidance only.

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

See drop down options. 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.

**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 who are victims of crime. 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.

**What is the total cost of the project? (If applying for 2-year funding, please give the total project cost for 2 years)**

You can ask for the full cost and do not have to provide match funding. Both project and core costs (including staff, running costs) are eligible and a combination of these can be requested.

If you are asking us to fund part of a staff salary, for instance, what is the total salary each year?

If you are asking us to contribute towards an activity or larger project, what are the total costs of the whole project?

The total cost here should not include in-kind costs, as these are calculated separately and on top of the total project cost.

**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, how much have you raised already?

**How much money are you applying to us for?**

Please enter the amount you are requesting from us. Check the criteria to make sure your request is within the grant request limit.

**Amount applying for in year 1?**

Applicants can request a maximum of £10,000 in year 1.

**Amount applying for in year 2 - If applying only for 1 year funding, please enter '0' for this question?**

Applicants can request a maximum of £10,000 in year 2. Please note that organisations do not have to request funding for year 2.

**Are you seeking other funding for this project?**

Click Yes or No to tell us if you are applying to other funders for funding towards the work.

**If yes, what other funders or sources of funds are you applying to and are they secured or not?**

What funding sources have you applied to, to match against this project? Are they secured or not? If not,

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enter N/A

e.g. £1,000 from XYZ Foundation and £1,500 from ABC Trust

Please tell us the value of any in-kind support you are receiving. This includes volunteer hours (valued at £13/hour), 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.

## Living Wage

Have you budgeted all staff costs at the Living Wage? Please provide any comments on any difficulties or positive impact this will have on your organisation (please type N/A if this does not apply to you i.e. you are not applying for salary costs)

As outlined in the guidance we are piloting paying the Living Wage through the Local Communities programme. The London Living Wage is £13.15 per hour in London. We are asking groups to make their applications for any staff costs at the London Living Wage rates, so please budget for this in the staff costs section below. We understand that for some groups paying a Living Wage can be difficult for a number of reasons, we would like to work with groups to see how we can support you to enable you to pay a Living Wage. Also if there are any general comments on what you think about us paying a Living Wage through our grants please put them in here!

## 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 below.

### Staff Costs

Requested amount	6,720
Total amount	6,720

### Breakdown

2 Youth workers @ £14 per hour x 3 hours per session x 40 weekly sessions = £3,360 per year x 2 years = £6,720
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### Volunteer Costs

### Breakdown

Requested amount	1,120
Total amount	1,120

Travel expenses for 2 volunteers @ £7 per session each x 40 weekly sessions = £560 per year x 2 years = £1,120

### Operational/Activity Costs

Requested amount	4,800
Total amount	4,800

### Breakdown

Room hire @ £20 per hour x 3 hours per session x 40 weekly sessions = £2,400 per year x 2 years = £4,800

**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.

## 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 an income and expenditure sheet for your last financial period for smaller groups. For new groups please provide a forecast for your income and expenditure for your first financial period, and a copy of a recent bank statement.
- 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.

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

**Declaration** - For all applicants

Please read each statement carefully a 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.

## 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 email 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



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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](mailto:applications@londoncf.org.uk).

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