

Lambeth Community Fund

Online Application Form Guidelines

Lambeth Community Fund 2017-18 'Healthier for Longer'

Guidance notes for completing the online application form for Rounds 1 & 2

These are guidance notes to help you complete some of the key questions in the online application form for the Lambeth Community Fund at The London Community Foundation.

Tips:

- You can also hover over the ⓘ symbol next to each question on the online form for help on how to respond.
- Please be aware that there is a word limit for each large text box.
- It is a good idea to draft your responses using a word processing programme such as Microsoft Word, so that you can check your spelling and word count as you go along. This also prevent you from losing your work if your computer crashes.
- As you enter your information on the online form, remember to save your progress periodically by clicking on the 'Save as Draft' button at the bottom of the page, to prevent you from losing your work in case of internet issues.
- If you are having trouble viewing the online application form, we recommend you try downloading and trying a different internet browser, such as Mozilla Firefox or Google Chrome.

Section 1: About your organisation

Organisation Name and Address

Please provide details of your organisation.

Main Contact Person

Please provide details for the main person who we should contact in relation to this application. If you are shortlisted we will contact you to arrange a phone call to discuss your application, so please ensure that we have correct contact details, preferably a mobile number and email. We will contact you within one month of the closing date. If there is a chance you might be away during this time, please attach a document with an alternative contact person and their details.

Organisation start date

Please let us know the month and year that your organisation started.

What type of organisation are you

Please select all types of organisation which apply. If you are a registered charity please supply your charity number, if you are a registered company please provide your company number. If you check 'other' please specify what type of organisation you are.

Income over the last accounting year

Enter your organisation's income in the last accounting year. This should match the income reported in the accounts you attach to the application. If your accounts are not for the most recent accounting year, we may ask to see your management or draft accounts for the most recent year. You do not need to attach them with your application. If your application is shortlisted, we may contact you to request them.

Staffing and volunteers

Please let us know how many full- and part-time staff your organisation employs – i.e. those on payroll. You do not need to include freelance or sessional staff. If applicable, let us know how many members and volunteers your organisation has.

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.

Please describe briefly the overall aims and objectives of your organisation and the activities or services your organisation provides

Rather than copy the objects from your constitution, please give us a short description of what your organisation aims to achieve and how it does it, i.e. your core activities/services.

[Section 2: About Your Grant Application](#)**Project name**

If your project has a name please put it here, if it has no name please leave this box blank.

Project funding start/end

Please put the forecasted project start and end date. Successful applicants in Round 1 will have a maximum period of 12 or 24 months from 1st February 2018 to spend their grants and in Round 2, 12 or 24 months from 1st August 2018.

Which area (estate/region) do most of the people who benefit come from?

Please tell us what area your organisation serves in Lambeth, this may be an estate, neighbourhood, or area within the borough. Please be as specific as you can.

In which local authority will the activity mainly take place?

For this fund the response to this question should be 'Lambeth'. We will not normally consider applications taking place outside the borough.

Please provide a postcode which represents the geographical area you will benefit.

This needs to be a full postcode within the area of benefit. This will usually be the area where the participants live. Don't worry if it is not the specific venue that you will use.

Please explain how the people or community accessing your services are disadvantaged and tell us about the issues they face.

Who is it that will benefit? This might be a particular age group, residents in a certain area, certain types of people such as single parents etc. We also ask for further information in Section 3 so make sure the two answers tie up. Please include evidence to demonstrate the needs of your target group. You can include information from the Indices of Deprivation and London Poverty Profile but we are more interested in details of consultations or evaluations that you have conducted yourself, with the people you wish to work with in this project. Be as specific as you can about who you want to work with and why they need your support.

What would you like to do with the grant? What opportunities will this create? Please describe your project or activity.

This is where we ask you to tell us about what you would do with the funding. Please describe the activities that you plan to deliver, including specifics about the number of sessions, over what period, how long each session is, where the project will take place, etc. If your budget includes capital equipment, you will need to tell us what you want to buy and what benefit it will have, i.e. what you will use it for. Note that this question has the largest word count and therefore we expect to see lots of detail about the project or work wish to deliver.

Please tell us how you know that the people in your community want this project/activity and what evidence you have collected to demonstrate this.

Here we would like you to provide details of any consultation you have done with this target group, or any research you have done, formally or informally that tells you that this group of people want to participate in your project. You can include anecdotal evidence such as quotes or verbal feedback. Statistics make a stronger response, but they should be related to your direct target group, and ideally, have been gathered by your organisation. National statistics or research do not show us that this particular group of people want or need your project/service.

Is this new work?

Please check this box if the work proposed is new for your organisation. If you are applying to continue existing work please leave this blank.

Please outline the benefits and outcomes you expect to achieve as a result of the funding

What are the benefits or outcomes of your project? An outcome describes the benefits or changes that will happen as a result of your work i.e. the impact your work is having. Please provide outcomes for beneficiaries, and you may also include outcomes for your organisation, partner organisations, and the area. Outcomes begin with 'change' words such as 'improve', or 'reduce'. Words like 'provide' and 'deliver' are for objectives, not outcomes, because they refer to the activity that you will be offering rather than the change that you want to make. The outcomes you include here can be more specific to your project than those you select under section 3, which are more generic, but we will be comparing the two so make sure they align.

Examples of outcomes for beneficiaries include:

- improved mental and health wellbeing
- increased confidence and self-esteem
- improved skills and knowledge

Examples of outcomes for your organisation might include:

- improved governance
- improving the quality of service delivery
- expansion of service provision
- increased skills amongst staff and volunteers

Examples of outcomes for the local area might include:

- greater community cohesion
- increased opportunities for networking across the local area
- improved coordination of activities
- increased knowledge and awareness of young people's issues

It's likely you'll have a number of benefits or changes that you're aiming for – a list is preferable to narrative text.

Please explain how you will collate, measure and report the benefits you describe in the question above.

Please explain how you plan to track and measure the change that you hope to achieve through your project. You might plan to ask participants or staff to complete questionnaires, have informal discussions or hold a focus group. Using a variety of methods will enable you to gather detailed and rich information that will help you to know how well your project is doing. All the information you collate should therefore enable you to report on your progress towards achieving your outcomes, so make sure that for everything you want to measure you have a method of gathering information as evidence. Monitoring and evaluation should be an ongoing process that you undertake regularly throughout the lifetime of the project, not just at the end. We advise you to evaluate at the beginning, middle (or at several points during the lifetime of the project), and end, so that you can show how your beneficiaries have changed throughout the project.

If you are successful in securing a grant you will be required to provide an end-of-grant monitoring report. We will give you a list of the questions the report will include at the beginning of the grant so that you know what information you need to collate.

How do you see this project/activity progressing after this funding comes to an end?

Some activities we fund will be one-off projects that don't ever take place again. You might be looking at running a pilot project that, if successful, you will organise again at a later date. You may also be asking for funding to support work you have been doing for several years. If you plan to continue the project after the lifetime of this grant please tell us how it would be funded.

Please tell us about your organisation's experience of helping people and the impact of your previous work; you may also want to tell us about the people involved in your project and why you are confident in their ability to make the project succeed.

This is about your organisation's track record in delivering the proposed project or similar work you have delivered in the past. If you are new to delivering this type of work, please tell us about the skills you have in your organisation, that will help to ensure the project will achieve the intended impact.

A strong answer will include clear evidence of the outcomes and success that your previous work has had. For example: for a project working with NEET young people (those Not in Education, Employment or Training) – "In the last year 22 out of 50 beneficiaries have gone back into full-time

education, a further 8 went into employment, and the rest continue to be supported through our programmes. 95% of beneficiaries reported an increase in employability skills, etc..."

Please tell us about other organisations you work with, in particular, any delivery partners on this project.

This fund prioritises organisations which work in partnership with others, so we'd like to hear about any organisations you work with - especially if they are involved in the delivery of this project. Give us the name of the organisation and briefly describe your relationship. We would also like to hear about any networks you are part of and how they benefit your organisation.

Section 3: Impact

Linking to the question above '*Please outline the benefits and outcomes you expect to achieve as a result of the funding*', in this section we want you to think about the impact this funding will have.

Which IMPACT Theme best describes the impact your project will have?

This is part of the Impact Assessment Framework used by the UK network of community foundations and we use it to measure and analyse the impact of our work individually, within each community foundation, and across the network. We ask all our funded organisations to report back to us using this system so that we may compare data easily.

Select a theme from the drop-down list which best describes the impact that your project will have from the following six IMPACT Themes:

- Improve people's life skills, employability and enterprise
- Maximise people's ability to strengthen community cohesion and build social capacity
- Promote reduction of isolation and disadvantage and access to services
- Advance people's physical and mental health, wellbeing and safety
- Connect people with the arts culture and heritage
- Transform people's access to, and engagement with, their environment

You will then be asked to choose two outcomes to report on, one of which will need to be linked to the IMPACT theme you selected above. The second outcome can be any of the other outcomes listed. You will also have to choose a maximum of three indicators to demonstrate that you have achieved each of the two outcomes. You will need to set a target number for each indicator and at the end of the project we will ask you to report back to tell us how you've done. Be careful not to overcommit yourself at this stage. It is always better to underpromise and overachieve than overpromise and underachieve.



NEED HELP?

If you would like help understanding the impact assessment framework, please call us on 020 7582 5117 and a member of the Programmes Team will be happy to assist you.

How many people will benefit from this grant?

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

Beneficiaries

From the drop-down list, please click on the one group that best reflects the majority of the beneficiaries of your organisation, this will then be entered in the selection box. You will then be presented with a series of tick boxes where you can select any other relevant groups that will be involved. Please don't tick them all if they don't apply, just think about who the main beneficiaries will be. This doesn't have to be 100% accurate, you're just giving an indication.

Ethnicity

From the drop-down list, please select one ethnic group that best reflects the majority of the users of your organisation and enter it in the box provided. Then, using the tick boxes, select any other ethnic groups that will be involved. Please don't tick them all if they don't apply, just think about who the main ethnic groups will be. Again, this doesn't have to be 100% accurate, you're just giving an indication.

Issues addressed

We are interested in the issues that will be addressed by this grant. From the drop-down list the main issue that will be addressed by this grant. Then, using the tick boxes, select any other issues that will be addressed. The issue is the problem or need your work addresses and not the activity you are undertaking.

Age group

Finally we would be interested in knowing which age groups would benefit from this grant. Please select from the drop-down list the age group that represents the majority of the beneficiaries of the project. Then, using the tick boxes, select any other age groups that will benefit.

Section 4 – Project budget and additional information

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 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 a project or activity, what are the total costs?

How much has been raised so far?

If you are not asking us to fund the full cost, how much have you raised already?

How much money are you applying to us for?

Please enter the amount of funding you are requesting from us.

Are you seeking other funding towards this project?

Tell us here if you are applying to other funders for funding towards the work, if yes please provide details.

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).

The London Community Foundation is now a Living Wage Friendly Funder. This scheme, run by the Living Wage Foundation means that The London Community Foundation will actively encourage and support applications from organisations willing to pay staff the Living Wage (currently £9.75 in London), or higher. The London Community Foundation have been a Living Wage Employer for a number of years, and have decided to become a Friendly Funder in recognition of the hard work and commitment that the employees of the organisations we fund undertake.

While we are very proud of supporting the Living Wage, we do not want this to stop anyone applying for funding. If, for any reason, paying this level will not be possible for your organisation, please call and discuss the situation with us before making an application.

If you are applying for funding 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 organisations feel that taking up the Living Wage could cause difficulties, in these instances we suggest you call us on 020 7582 5117 to discuss your options before applying.

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. Many accredited employers have chosen to extend the requirement to apprentices and interns.

You can learn more about The Living Wage by clicking [here](#).

Budget breakdown

Here you itemise the costs that will be incurred in running your project, under the different headings: staff cost, volunteer costs, etc. There are two numerical boxes under each cost heading, one for the total project cost and one for the amount you are requesting from this grant. These numerical boxes will accept numbers and decimal points only. They will not accept commas or pound signs.

In the 'Breakdown' text box we ask you to provide details of what the costs include. Please state clearly which costs would be covered by the grant. Please give us a full breakdown of the costs so that we have enough information to understand how you have calculated your overall costs. For example: *Youth worker @ £10 p/h x 2 hrs/wk x 12 weeks = £240*

We encourage applicants to apply the principles of 'full cost recovery' and include core costs within the budget, for example, including an appropriate portion of the organisation's rent, administrative costs etc. This guide created by NCVO will help you: <http://www.culturehive.co.uk/wp-content/uploads/2014/05/Full-cost-recovery.pdf>

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.

Remember to use a calculator or spreadsheet to calculate your budget and double check it before you submit your application. If possible, ask someone else to look over it.

Declaration

Please read each statement carefully and check the box if you agree with the statement. Please confirm your name and role.

How did you find the application form?

There is a drop-down list and two free text boxes for you to provide feedback on the online application form and grantmaking process. Any comments will be treated confidentially and will help us to improve our services.

Supporting Documents

Please click on 'Attachments' 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 a spending plan (if you are a new group please provide 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);
- A list of the names and home addresses of your management committee.

If, for any reason, you are not able to provide any of the required documents please upload a Word document or note explaining why you do not have it.

Please clearly label each document with a name and a short description of what it is:
e.g. The Music House – Safeguarding Policy

If you have been awarded a grant from The London Community Foundation within the past two years we will have your organisational documents on file. Please upload a Word document or note that explains this, and if possible, provide the grant reference number, which you will find at the top of the grant offer letter. Please note you will still need to upload your most recent accounts.

When you have completed your application

Once you have completed the form please ensure you click on 'Submit' at the bottom of the page to send the application through to us. Once your form is submitted you will no longer be able to access or edit it.

If you have not completed all of the required fields you will not be able to submit your form. If you attempt to submit an incomplete form the fields that need to be completed correctly will be highlighted in red, once these are filled you should be able to submit the form. If an error message appears against any of the numerical fields you may need to delete any symbols, such as commas or pound signs, before you are able to submit.

You will receive an automated email confirming that your application has been received, with a PDF copy of your completed application form. If you have not received this message within 30 minutes, please call the Programme Manager at The London Community Foundation to check that your application has been received. Please remember to check your junk folder before you call.

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.

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