

**The London
Community
Foundation**

Lambeth Community Fund

Fund guidelines 2017-18

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 and has so far awarded over £2.1m in over 250 grants. Between April 2013 and December 2015 these grants supported almost 55,000 people, which represents one in six people resident in the borough.

The Lambeth Community Fund focuses on improving the **wellbeing and quality of life** of Lambeth residents. 'Wellbeing' covers a broad range of components that an individual needs to live a full and well-rounded life. We achieve this through the four themes below. Until now the Lambeth Community Fund has comprised several grant programmes. We have now consolidated all these separate programmes so that community groups can apply to **one fund with one set of criteria**.

Themes

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

1. **Stronger Together** – bringing together people from diverse parts of the community to celebrate what it is to be a Lambeth resident. This theme encourages local organisations to share, learn and grow together to create a strong and vibrant voluntary and community sector.
2. **Feeling Fine** – focusing on the physical, mental and emotional wellbeing of residents of all ages and backgrounds, looking after the body, mind and soul. This theme is about health and

happiness for all, including those who are particularly vulnerable or have specific needs.

3. **Learning for Life** – helping residents to reach their full potential through the development of skills, knowledge and experience. Whether this helps them to find a meaningful job in their chosen career or learn more about something they are passionate about, this theme is about keeping the mind active and challenged, whatever their age.
4. **On the Right Track** – helping those with negative and harmful lifestyles to reconnect with their communities. This theme will provide targeted intervention to help individuals gain the confidence, skills and knowledge to challenge their own behaviours and create a pathway towards a positive future.

Priorities

Your application must address one of the above themes. Additionally, applications which meet the following points will be prioritised:

- Projects that work with the most disadvantaged members of the community, in particular those who are not currently accessing services;
- Applications that actively involve the communities who will benefit from the grant in planning the project and making it happen;
- Projects that will have a long-term impact on the community of Lambeth;
- Projects that have a sustainability plan for continuation beyond this funding period;
- Applicants which are working in partnership with other organisations.

The majority of the funding available in this round is flexible, however, we have additional funding to meet certain criteria. If your project addresses one of the following you will have a greater chance of success. **Please note that you must also address one of the four themes above.**

- Improve literacy amongst residents of all ages and backgrounds (£53,500);
- Increase access to nature and the environment through neighbourhood greening projects (£19,000);
- Benefit the Portuguese-speaking community (£18,000);
- Support NEET young people (those not in education, employment or training) into education, training or apprenticeships (£6,500).

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 does not have to be based within Lambeth but we will be looking to see that you have an existing relationship with the people you want to work with.

About The London Community Foundation

We believe in a strong and vibrant London, in which everyone has the chance to thrive, regardless of who they are or where they're from. We offer a lifeline to Londoners who are suffering multiple disadvantages including inequality, exclusion and discrimination. We identify change makers in the community, and champion grassroots initiatives, taking a community development approach to grant-making. In doing so, we support those best placed to make an impact locally. To date, we have invested over £50 million of philanthropic support into more than 10,000 charitable projects across the Capital.

Why we exist

London drives the UK economy, but many Londoners feel increasingly left behind. Poverty, crime, depression and isolation are all too common. Our aim is to help build better connected, stronger and more resilient communities. We believe that the answers to the problems facing communities exist in the communities themselves and we exist to catalyse change at community level. We use our knowledge and expertise to tackle the most pressing issues facing Londoners today. Together with our supporters, we create aspirational, confident and empowered communities, whose residents have the opportunity to transform their lives for the better.

Our reach

Thanks to the generosity of our supporters, we have invested over £15 million into charitable projects across the capital during the last three years, improving the lives of over 300,000 Londoners. We support a wide range of charities and community groups across London, enabling a number of different organisations and projects to achieve impact. We specialise in finding and funding smaller organisations that do not attract mass public support, or who are at an early stage in their development.

Fund Criteria

Grant size

Grants of between £500 and £10,000 are available for projects of up to one year. Awards of more than one year will be considered for exceptional projects if funding is available. We will fund both new and existing projects. In addition, a small number of grants of up to £20,000 will be awarded to projects which will have a strategic impact on the borough. Please call and speak to the LCF Programme Manager before applying if you are considering applying for a two-year grant or for more than £10,000.

We encourage applicants to follow 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>

Who can apply?

Community groups, registered charities, charitable incorporated organisations (CIOs), tenants and residents' associations (TRAs), companies limited by guarantee, social enterprises or community interest companies (CICs) with an annual income of £250,000 or less are all eligible to apply to the fund.

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**. This has changed since the last round of the Lambeth Community Fund.

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 (unless your organisation is new) and sound plans for managing your money;
- A safeguarding policy for working with children and young people (under 18) and/or vulnerable adults, if relevant.

*CICs and other bodies' governing documents may allow for fewer. In this instance, please contact us prior to making an application.

How much you are able to apply for depends on the size of your organisation and its level of experience. Please check the funding levels below to see how much you are eligible to apply for.

For grants of £1,000 to £5,000:

- There is no minimum annual income and new organisations are eligible to apply;
- Any type of not-for-profit organisation can apply, including unincorporated clubs or associations;
- Any organisation is welcome to apply for this amount but priority will be given to those with an annual income of less than £100,000.

For grants of £5,001 to £10,000:

- Applicants must have been in existence for at least three years and be able to provide three

- years' of accounts*;
- Applicants must have a minimum annual income of £30,000, demonstrated through the previous year's annual accounts*;
- Applicants must be a registered charity, registered not-for-profit company, community interest company (CIC), charitable incorporated organisation (CIO), or similar.

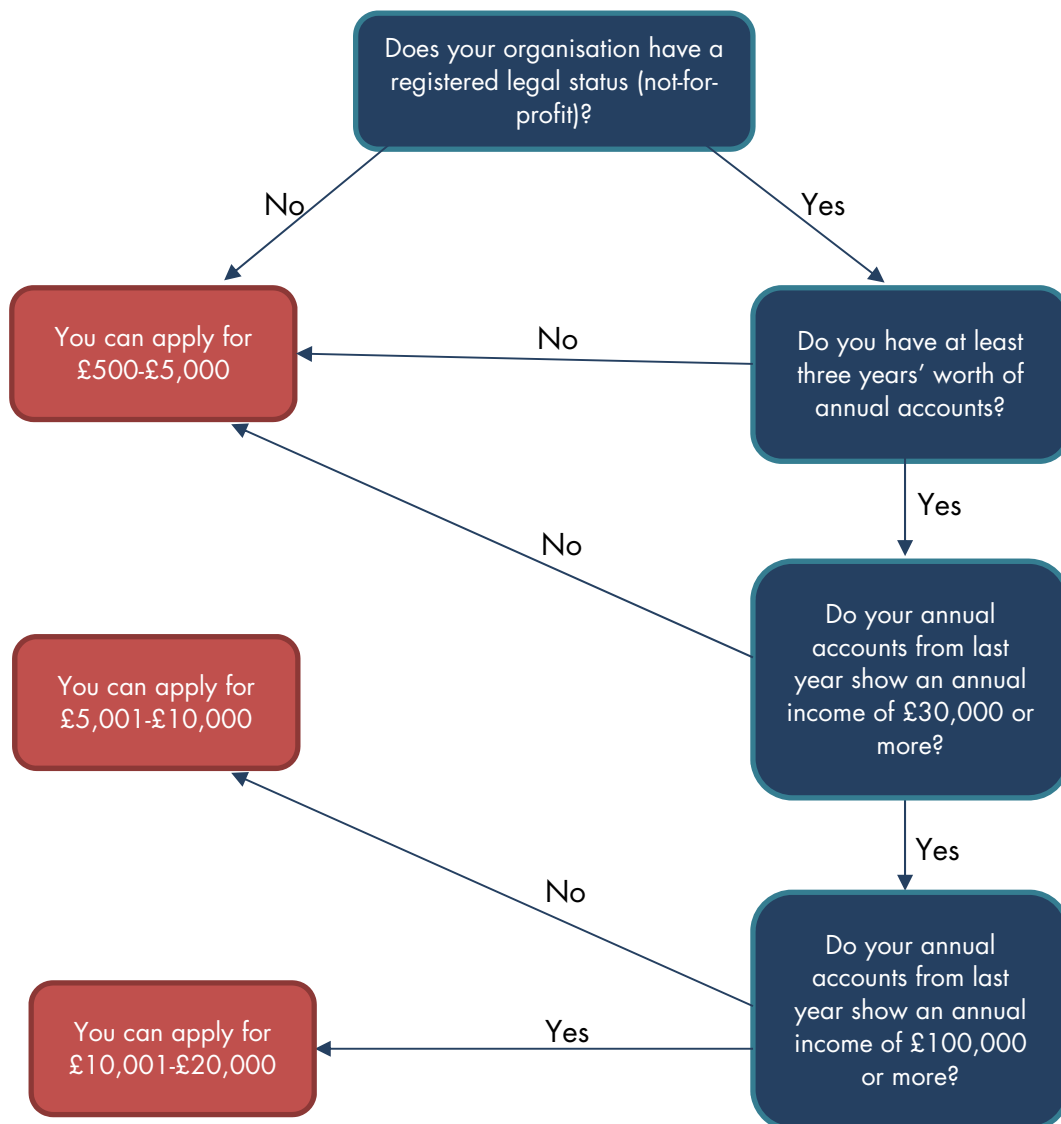
For grants of £10,001 to £20,000:

- Applicants must have been in existence for at least three years and be able to provide three years' of accounts*, demonstrating a track record in managing grant funding;
- Applicants must have a minimum annual income of £100,000, demonstrated through the previous year's annual accounts*;
- Applicants must be a registered charity, registered not-for-profit company, community interest company (CIC), charitable incorporated organisation (CIO), or similar.

*Audited, certified and management accounts will be accepted.

The following diagram will help you to check your eligibility for funding.

How much can I apply for?



What cannot be funded through this programme?

Grants will not be provided to:

- Projects primarily benefiting people who do not live, work or study in Lambeth;
- Activities based primarily outside Lambeth;
- Statutory organisations, such as Local Authorities, NHS organisations and schools*;
- Individuals;
- Meet expenditure already incurred;
- Commercial or profit-making organisations or projects;
- Activities that are primarily religious or political in nature;
- Contribute to capital build ('bricks and mortar') projects;
- Organisations with any overdue monitoring for previous grants through The London Community Foundation.

* '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. Please call and speak to the LCF Programme Manager about your proposed project before applying if you fall into this category.

Closing date for applications

There will be two funding rounds, and you can apply to both. If you are awarded a grant in Round 1, you can apply again in Round 2, but in a competitive situation other groups may be prioritised. If you were unsuccessful in Round 1 you may use the same application again for Round 2 – please contact the Programme Manager for the Lambeth Community Fund to make a request.

Round 1: 5pm on 17th November 2017

Round 2: 5pm on 4th May 2018

How to apply

Applications are submitted through an online application form. If you have no access to the internet please call the office and ask to speak to the Programme Manager for the Lambeth Community Fund.

To apply for a grant please visit: <https://ukcf.secure.force.com/forms/LondonCF/Lambeth>

Please read the instructions carefully, tick to say you agree and have understood, enter your e-mail address and click '*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 few minutes (please check your junk folder). If you do not receive an email it may be that you have not entered your email address correctly – please check it is correct before submitting.

To begin your application please click on the link within the email that you have received from us. There are guidance notes available to help you complete the form which you can download from the LCF website, and help notes are available as you go through the online form. You can save your application at any point and come back to it to complete before the closing date. You must remember to click '*Save as Draft*' before closing down your application.

At the end of the application you will be asked to upload the following supporting documents by clicking on '*Attachments*' at the bottom of the page:

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- Governing document
 - Annual accounts
 - Safeguarding policies if working with young people under 18 or vulnerable adults
 - Names and addresses of your management committee

Please note that your application will not be considered complete without them. We no longer accept supporting documents by email.

Once your application is complete, click '*Submit*' at the bottom of the page.

What happens next?

What happens after the fund deadline?

If your application is shortlisted we will usually contact you to discuss your project. This will usually be a phone call to clarify information or ask additional questions about your project, but occasionally we will ask to meet you in person. The Lambeth Community Fund Grant Committee will then meet to discuss and agree projects for funding. We aim to let you know the outcome of your application within 12 weeks of the closing date. Successful Round 1 applicants 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.

We regret that we are unable to consider incomplete applications, so please make sure the application form is fully completed and all supporting documents are included before submission. Organisations with outstanding monitoring across any of LCF's programmes are ineligible for further funding; so please ensure all monitoring is up-to-date before submitting your application.

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 also 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 regular reports detailing the benefits for their user group and for their organisation. We also ask for feedback on our delivery of the fund. Full details on the information grantees need to collect will be given to successful applicants when the grant is awarded.

Need help?

Please do not hesitate to contact us:

- if you have any queries about making an application;
- if you need help with completing the form;
- if you have problems with providing the supporting documents; or
- if you need help completing or submitting your application.

If you need help completing or submitting your application, please call us on 020 7582 5117.

You can also download resource packs on what to include in your governing document and safeguarding policy from The London Community Foundation's website at:

<http://www.londoncf.org.uk/grants/training-and-resources.aspx>

Contact Us

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The Lambeth Community Fund is managed by The London Community Foundation, company limited by guarantee number 4383269 and registered charity number 1091263

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