

Lambeth Community Fund

Fund guidelines 2019-20

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 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.

Fund Themes

All applications must address at least one of the four 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. ***Strengthening Organisations*** – supporting Lambeth groups to build capacity to support Lambeth residents. This could include support for e.g. staff / volunteer / trustee development; development of policies, procedures and systems; development of fundraising & business plans etc

Fund Criteria:

Your application must address one of the above four 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, in particular those who are not currently accessing services;
- Actively involve the communities who will benefit from the grant in planning projects and making it happen;
- They work in partnership or link with other Lambeth organisations.

The majority of the funding available is flexible, however, we have some specific funding to meet certain criteria. Your application must still address one of the four Fund Themes (above) but if your project also addresses one of the following you may have a greater chance of success:

- 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 has to be based in Lambeth.**

Funding Available:

There is around £150,000 available for grants.

How much can I apply for?

Grants of between £1,000 and £10,000 are available for projects of up to 12 months starting no earlier than 1 May 2020 and ending no later than 30 April 2021.

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. Further guidance can be found in the appendix at the end of the Guidelines.

For grants of £1,000 to £5,000:

- There is no minimum annual income and new organisations are eligible to apply;
- Any type of constituted, not-for-profit organisation can apply
- 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*;

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- 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

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. volunteer expenses, venue hire, equipment, insurance, and staff costs associated with delivering the project. 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 etc. For further information please see:

www.culturehive.co.uk/wp-content/uploads/2014/05/Full-cost-recovery.pdf.

We will also fund organisational support through the theme of *Strengthening Organisations*.

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.

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 a bank statement if you are a new group)
- a safeguarding policy (if working with children and young people (under 18) and/or vulnerable adults).

What cannot be funded through this programme?

Grants will not be provided to:

- Non-Lambeth based organisations
- Projects primarily benefiting people who do not live, work or study in Lambeth
- Activities based primarily outside Lambeth
- Activity that is the responsibility of Statutory organisations
- Statutory organisations, such as Local Authorities, NHS organisations and schools*
- Individuals or projects run by individuals, as opposed to an organisation
- Commercial or profit-making organisations or projects
- Activities that are primarily religious or political in nature
- Activities where people are excluded on religious grounds, ethnicity, gender, sexuality, faith etc.
- Contribute to capital build ('bricks and mortar') projects
- Organisations with any overdue monitoring for previous grants through The London Community Foundation
- Community Interest Companies (CICs) limited by shares
- Spending that has already taken place (i.e. retrospective funding)
- Organisations whose current liabilities have exceeded their current assets at the last two balance sheet dates
- Organisations where trustees are paid, unless evidence of approval is provided from the Charity Commission and/or this arrangement is referenced in the governing document
- Organisations in receipt of Directors/Trustees Loans
- Applications from organisations with overdue or incomplete monitoring on a previous grant from

The London Community Foundation from any of its programmes. If you know you have outstanding monitoring on a previous grant, please contact The London Community Foundation to resolve this.

* '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.

Competition for the Fund

Please be aware that there is strong competition for funding. Last year we had 60 applications and were only able to fund 12 organisations, meaning that around 1 in every 5 applications was successful.

Deadline for applications

Midday on Monday 16 December 2019 (No late applications will be accepted)

When will I find out if I have been awarded funding?

If your application is shortlisted, we may contact you to discuss your project. This will usually be a phone call to clarify information or ask additional questions about your project. The Lambeth Community Fund Panel will then meet to discuss and agree projects for funding. Applicants will be notified of the outcome of their applications in mid-March 2020. Notification will be sent by email.

How to apply

Applications are submitted through an online application form. To apply for a grant please visit: <https://londoncf.org.uk/grants/lambeth-community-fund>. We recommend that you download and read the guidance notes for completing the online application form.

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 an end of grant monitoring report. 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 The London Community Foundation will actively encourage and support applications from organisations willing to pay staff the Living Wage (currently £10.55 per hour in London), or higher.

What does this mean for applicants?

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 find out more about The Living Wage Funder Scheme by clicking here:

<https://www.livingwage.org.uk/living-wage-funders>

Key Contacts

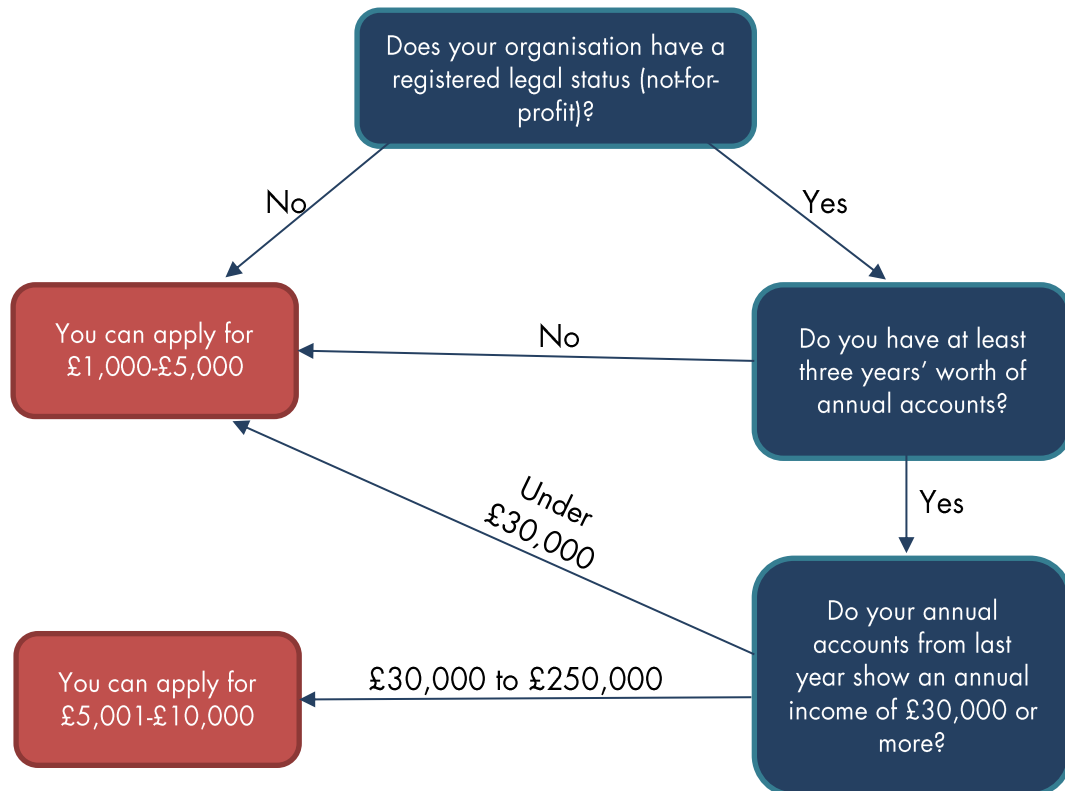
If you have any queries about The Lambeth Community Fund, please call us on 020 7582 5117.

Contact: Catherine Sorrell, Programme Manager, The London Community Foundation;
catherine.sorrell@londoncf.org.uk

Appendix

The following diagram will help you to check how much to apply for:

How much can I apply for?



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