

## Lambeth Wellbeing Fund

### Guidance notes for completing the online application form

These are guidance notes to help you complete some of the key questions in the online application form for the Lambeth Wellbeing 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. There is no need to use the entire word limit – just write what you want to tell us about your idea.
- Boxes marked with a red line must be completed. You will not be able to submit your application until they have been completed.
- 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. Please note: Word and the application form treat word counts in different ways. For example Word counts B&YC as one word and the application form counts them as three.
- 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 a different internet browser, such as Mozilla Firefox or Google Chrome.

If you are applying with a **nurture organisation** you will need to complete the application form with a member of staff or volunteer at the organisation – there are some questions that you will need to answer and some that the organisation will need to answer. The application must be submitted by an authorised person at the organisation.

### **Section 1: About your organisation**

If you are applying with a nurture organisation the nurture organisation must complete all of Section 1.

#### **Name and address of organisation**

Enter details of your organisation as they appear on your governing document. If you are applying with a nurture organisation the organisation's name should be entered here (more details on the role of a nurture organisation are in the fund guidelines under Appendix 1).

**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 you are applying with a nurture organisation please enter the details of the main contact at the organisation.

**Organisation start date**

Please tell us the month and year that the 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.

**Are you acting as a nurture organisation?**

Please select 'Yes' if you are applying on behalf of a resident. Appendix 1 of the fund guidelines explains the role of a nurture organisation.

**Income over last accounting year**

Please tell your organisation's income in your latest annual accounts. If you are a new organisation and have not yet completed one year of operation please enter '0'.

**Please give us the name, phone number and email address of the local resident you are supporting to make this application**

Please enter the name, phone number (preferably a mobile number) and email address. We may contact them to find out more about the project.

**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.

**Section 2: About Your Grant Application**

If you are applying with a nurture organisation you (the resident) will need to complete this section. You must ensure that the nurture organisation has approved what you have written as they will be taking responsibility for the grant. They should also be able to help you plan your project and complete your application form.

**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**

When do you plan to start and end your project if you are awarded a grant? You will have 12 months to spend your grant. The project should not start before 28/1/19 or end after 31/3/20.

**Which local authority will the activity mainly take place in?**

For this fund the response to this question should be 'Lambeth'. We will not normally consider applications taking place outside these boroughs, unless there is a good reason for it, which you should explain in the question below: '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'.

**Please tell us which part(s) of Lambeth will benefit from your activities**

Please be as specific as possible, rather than saying 'Stockwell' for example. We would like to know if you are working on a particular estate or other location. Please also tell us which ward you will be working in. We will be using your answer to this question to understand whether or not your project will take place in one of the Project Smith wards. They are: Ferndale, Larkhall, Stockwell, Vassall, Coldharbour, Gipsy Hill, Streatham Hill, Streatham Wells, St Leonard's, Thornton and Streatham South.

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

This needs to be a full postcode within the area of benefit, e.g. SW9 8DJ. 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 particular neighbourhood? Have you talked to them about your idea? Or if you are running an existing project, tell us about any feedback you have received.

**Tell us about your project or idea. Please describe the activities you would like to run.**

This is where we ask you to tell us about what you need the money for. If you are applying for capital equipment, tell us what you want to buy and what benefit it will have i.e. what you will use it for. If you are applying for ongoing activities or new work, what is it that you would like to do i.e. describe the activities?

**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.

**How will your project improve the lives of Lambeth residents?**

What are the benefits for the people who participate in your activity? What are the changes that you will see amongst participants as a result of the project? We would like to know about how your project will improve the wellbeing of local people.

**Tell us how you will know that this change or improvement has happened?**

You will need to demonstrate that your project has made a difference on its beneficiaries. Using a range of different methods is a good idea, for example you might plan to have informal discussions or ask participants and staff to complete questionnaires, or you might gather people together in one place to feed back on the project. Simply collecting attendance numbers will not be enough to show that your project has had an impact on your community. If your application is successful you will be required to attend a training session on monitoring and evaluation and there may also be other events or support on offer.

**Please tell us about your organisation's experience of delivering similar activities. If you are applying with a nurture organisation, please tell us about any relevant experience that you as an individual have. ( up to 200 words)**

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 or experience you have that will help to you deliver the project successfully.

If you are applying with a nurture organisation, please tell us about any relevant experience that you as an individual have.

**Do you plan to continue the project in the future? If so, what plans do you have?**

Some activities we fund will be one-off projects that don't ever take place again. If you plan to continue the project after this grant has ended please tell us what plans you have and how it would be funded.

### **Section 3: Impact**

**Which of the six categories below best describes the impact your project will have?**

Pick the one which feels like the best fit with your project idea.

- **Improve people's life skills, employability and enterprise** - We want to support a thriving city that creates opportunities for people to fulfil their potential, to become more self-sufficient and to build their confidence.
- **Maximise people's ability to strengthen community cohesion and build social capacity** - We want to strengthen and connect local organisations and improve local facilities so that people can live happier lives alongside each other.
- **Promote reduction of isolation and disadvantage and access to services** - We want people to be connected in their local communities and to their local services, so everyone has a chance to be included.
- **Advance people's physical and mental health, wellbeing and safety** - We want people to feel safe and connected in their communities, and to have more opportunities to improve their physical and mental health.
- **Connect people with the arts culture and heritage** - We want to create a city that values and takes pride in the excellence and diversity of arts and culture, where everyone feels encouraged to participate, and their efforts create a lasting legacy.
- **Transform people's access to, and engagement with, their environment** - We want to create a city that promotes and creates a safer, healthier, and more sustainable environment, where people in urban areas feel free and welcome to access community spaces.

**How many people do you think will benefit from your activity?**

Please estimate how many people will benefit your project. 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.

**What percentage of those benefiting from your activity do you think will be residents of the eleven priority wards?**

Do not put a % sign in this box, just the number. An estimate is fine.

The eleven Project Smith priority wards for this round are: Ferndale, Larkhall, Stockwell, Vassall, Coldharbour, Gipsy Hill, Streatham Hill, Streatham Wells, St Leonard's, Thornton and Streatham South.

**How many other people do you think might also benefit from the activity? e.g. family members of those participating.**

Tell us about any other people who will benefit from your project indirectly. For example family members who are not taking part in the project.

**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. On doing this you will then be presented with a series of check boxes, 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 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 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. 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 primary issue that will be addressed by this grant. Then, using the check boxes indicate any other issues that will be addressed.

**Age group**

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. Then, using the remaining check boxes indicate 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?**

You don't need to have raised any other money for your project but if you have please tell us here. If you have not raised anything please enter 0. Please don't leave this field blank.

**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.

**If yes, please tell us the amount you need to raise and where you hope to secure this from.**

Please give us the name of each funder/donor and the amount you hope to receive from them.

**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 £10.20 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 tell us what you will spend the money on. The headings (staff cost, volunteer costs etc.) are the types of costs and the amount – you do not have to put a figure in each heading if it does not apply. Do not put a '£' sign into these boxes, they only accept numbers and decimal points.

There are two numerical boxes that you need to complete for each cost heading, one for the total project cost for that type of cost and one for the amount you are requesting from this grant under that cost heading. The difference between these two figures will tell us how much will be match-funded from another source.

The cost breakdown is where you explain what it is for - please ensure that you provide us with enough detail for us to understand how you have calculated your overall costs.

**Example:**

**Staff Costs**

Requested amount	630
Total amount	857

**Breakdown**

3 workers @ £10.20 p/h (14 weekly sessions of 2 hours)
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**Volunteer Costs**

Requested amount	280
Total amount	280

**Breakdown**

Expenses @ max £10 per day x 14 weeks x 2 volunteers
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**Operations/Activity Costs**

Requested amount	300
Total amount	545

**Breakdown**

Ingredients for cooking sessions @ £30 per session x 14 sessions Cooking equipment @ £25 x 5 students = £125
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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. Click here for guidance produced by our partners at Big Lottery Fund on how to apply full cost recovery to your projects:

<https://www.biglotteryfund.org.uk/funding/funding-guidance/applying-for-funding/full-cost-recovery>.

**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 or lunch receipts for your records. Volunteers should not be paid a flat rate as they will be classed as employees of your organisation.

**Declaration**

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

If you are applying with a nurture organisation it must be an authorised staff member or Trustee/management committee member of the nurture organisation who completes this section.

**How did you find the application form?**

Please let us know how you found the application form to complete. We are testing a new application process. Any feedback you have on how you found the new form will help us to improve it for future applicants.

**Supporting Documents**

Please click on the 'attachments' button at the bottom of the form to upload your supporting documents. If you are applying with a nurture organisation the organisation must attach their 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 one of the required document please upload a document 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 document 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.



**NEED HELP?**

***If you need help answering any of the questions or submitting your form please call us on 020 7582 5117.***

**When you have completed your application**

Once you have completed the form please ensure you click on the ‘submit’ button 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 incomplete fields will be highlighted in red, once these are filled you should be able to submit the form.

You will receive an automated message telling you 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 Officer or Programme Manager for the Lambeth Wellbeing Fund at The London Community Foundation to check that your application has been received. Please remember to check your spam 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](mailto:applications@londoncf.org.uk).