

Lambeth Wellbeing Fund

Online Application Form Guidance Notes

Guidance notes

Please read before starting your online application

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'.

Staffing and volunteers

Please let us know how many full and part-time staff your organisation employs and how many management committee members you have. If applicable let us know how many members and volunteers your organisation has.

What are the aims of your organisation and what activities or services do you provide? How is your organisation run and managed? How are decisions made?

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.

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.

Bank Account details

Please provide the names and job title (or position in management committee) of all authorised signatories on your bank account, please indicate if any signatories are related. Bank accounts should have at least two unrelated signatories.

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 1 June 2021 and must end by 31 May 2022.

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 the borough, unless there is a good reason for it, which you should explain elsewhere in the application.

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: Herne Hill, Bishop's and Prince's.

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 tell us about the issues faced by the people or community who will access your project.

Please also tell us how you know they want and would benefit from your project? For example, have you spoken to people about your idea?

Who is it that will benefit and how do you know this project will help them? This might be a particular age group, residents in a particular neighbourhood. What issues do they face? 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?

Yes or No.

Which two parts of the Wheel of Wellbeing (www.wheelofwellbeing.org) will your project work towards in helping local residents, and how will your project do this?

The six parts are Be Active, Keep Learning, Give, Connect, Take Notice, and Care. What are the benefits for the people who participate in your activity/project? What are the changes that you will see

amongst participants as a result of your activity/project? We would like to know about how your activity/project will improve the wellbeing of local people. You can see the Wheel of Wellbeing here - www.wheelofwellbeing.org

How will your activity/project make a difference to people's lives? Make reference to the two parts of the Wheel of Wellbeing you have chosen.

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. How will you record any changes? 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.

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.

How will you ensure your project is Covid-safe? What back-up plans have you made if restrictions change? For instance, can your project be run online?

Are you able to run your project remotely? Will you be able to conduct it outside and distanced? If restrictions change, could you run in a Covid-safe venue? Let us know what plans you have in place to ensure that your project can run whilst keeping people safe.

Section 3: Impact

Which of one of the three categories below best describes the impact your project will have?

You must only pick one of the three relevant categories. Pick the one which feels like the best fit with your project idea.

- **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.

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- **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.

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

Please estimate how many people will directly 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.

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

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. This should be between £1,000 and £5,000.

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 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 real Living Wage (currently £10.85 in London), or higher. 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 use the box to explain this.

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

Breakdown

Requested amount	300
Total amount	545

Ingredients for cooking sessions @ £30 per session x 14 sessions Cooking equipment @ £25 x 5 students = £125

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 the National Lottery Community Fund on how to apply full cost recovery to your projects: <https://www.tnlcommunityfund.org.uk/funding/funding-guidance/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 and 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 documents 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*



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. Please check your junk folder if it does not arrive. If you have not received this message within 30 minutes and have checked your junk folder, please call The London Community Foundation to check that your application has been received.

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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