

Living Communities Fund

Fund guidelines 2019

Fund guidelines

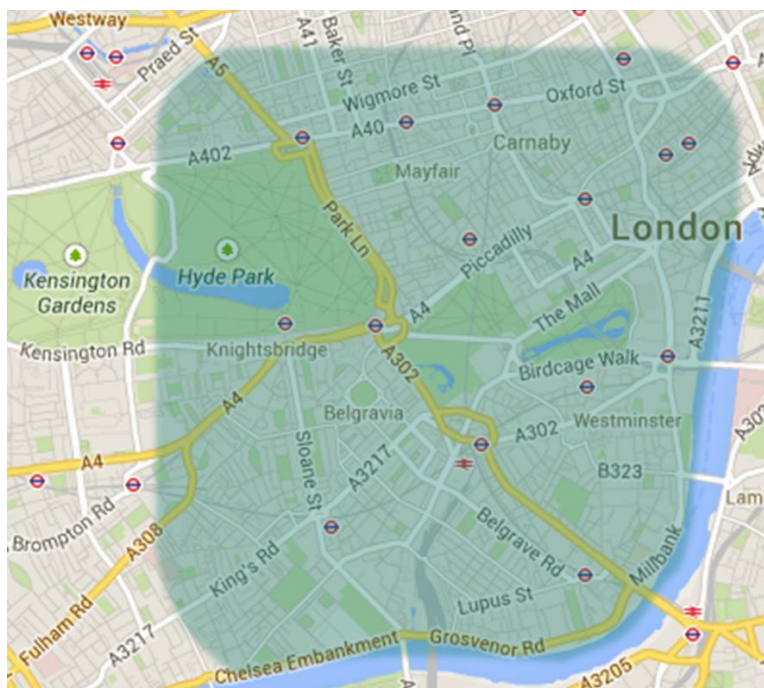
About the Fund

The Living Communities Fund was established by Grosvenor in 2014 for the benefit of communities in South Westminster. **The aim of the Fund is to see the lives of people living and working in the South Westminster area improved through community-building activities.**

In 2019, the programme focuses on grassroots community initiatives, which support access to employment for young people and adults.

The Guidelines outline the Fund criteria and tells you how to apply. The Living Communities Fund is managed by The London Community Foundation and is open to proposals for work taking place in a defined area in **South Westminster**. Please refer to the map on page 3 – *the shaded area is the main target area for the Fund*, although it is a general indication of the locality and communities the Fund is targeting, and the boundary should not be considered absolute.

The deadline for applications is **Midday on Friday 11th October 2019**



Fund criteria

Grants of between £4,000 and £5,000 are available to support work in the following area:

Skills for employability - Providing activities/projects helping to support to adults or young people to move towards/into employment.

Funding can be requested towards project related costs.

Projects will need to be able to demonstrate:

- measurable outputs of beneficiaries supported towards improving their employability, for example, CV writing, job interview training
- beneficiaries becoming more work ready, for example increasing their confidence and skills, increased engagement in education / learning, improved aspirations

Priority will be given to:

- Smaller, South Westminster based groups;
- Organisations demonstrating a clear understanding of the needs of their community.

Examples of the types of projects that might be funded include:

- ESOL for work classes
- A contribution towards the salary of a worker to support CV writing and interview practice
- A sports coaching programme to engage NEET young people in positive activities and qualifications
- A mentoring programme to increase the confidence of unemployed isolated women

Who can apply?

We are able to accept applications from organisations with the following legal status:

- Constituted voluntary and community groups (including Tenants & Residents organisations, Parent Teacher Associations, Friends of School Groups and community groups that have a minimum of 3 management committee members);
- Registered charities;
- Social enterprises;
- Co-operatives;
- Community interest companies – without shares;
- Companies limited by guarantee – without shares;
- Charitable incorporated organisations.

Applicants must:

- Have an annual income of less than £1million – taken in the last financial year (2018/19)
- Be working in the target area for this Fund – please see map on page 3 – if your organisation is not based in the area, you will need to demonstrate that you can commit to working in the area after the proposed project has taken place, that you have a clear understanding of the local community, and that you have strong networks and local partnerships already in place;
- Have a minimum of 3 un-related management committee members if the organisation is a constituted voluntary and community group;
- Have a formal constitution or governing document in the name of the group;
- A bank account in the name of the group with at least 2 un-related signatories

Continuation/Development funding for organisations previously awarded a grant

Organisations awarded a grant previously by the Living Communities Fund can apply for continuation funding for the same project (if it fits the 2019 fund criteria) or submit a request for new activities. Where asking for repeat funding, organisations are asked to demonstrate how the project will develop.

Depending on the number and quality of applications submitted to this funding round, previously or currently funded organisations may not be prioritised.

If your organisation received a Living Communities Fund grant in summer 2018 and is applying for funding again this year, you will be expected to provide a short update on your current project before your application can be considered.

What cannot be funded through this programme?

- Individuals;
- Statutory organisations;
- Trips abroad;
- Buses, mini buses or other community transport schemes (not including transport costs forming part of a project);
- Purely commercial ventures or projects that result in personal financial gain;
- Activities promoting religious beliefs;
- Political activities;
- Activities where people are excluded on religious grounds, ethnicity, gender, sexuality, faith etc.Reclaimable VAT;
- Financing or spending that has already taken place.
- CICs limited by shares
- 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 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.

Closing date for applications

The deadline for completed applications, including all supporting documents is:

Midday on Friday 11th October 2019

How to apply

To apply for a grant, click on the following link to take you to the [London Community Foundation website](https://londoncf.org.uk/grants/living-communities)

Please read the instructions carefully, tick to say you agree and have understood, enter your e-mail address and click on the "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 couple of minutes (if you do not please check your spam folder).

If you have any queries about your application, please do contact us well in advance of the deadline – our contact details are on the last page.

The application

To begin your application, please click on the link within the e-mail that you have received from us.

Please also read the **online application form guidance**, which is also available on the Living Communities Fund home page at <https://londoncf.org.uk/grants/living-communities>. These notes will help you understand what we expect, and guide you as you go through the online application form and you can save your application at any point and come back to complete it at any time before the closing date.

You also need to submit all of your supporting documents by uploading them at the end of your application form. We regret we are unable to consider incomplete or late applications.

Supporting documents you need to submit are:

- A copy of your signed governing document, i.e. Memorandum and Articles of Association or Constitution;
- A copy of your most recent signed annual accounts or a current/forecasted income and expenditure sheet for new organisations;
- A copy of your safeguarding policy if you will be working with children or vulnerable adults;
- Names and addresses of your management committee members.

If you have received funding from The London Community Foundation within the last two years, you need only submit your most recent signed annual accounts and income and expenditure projection unless other documentation has changed since.

We regret we are unable to consider incomplete or late applications, so, please ensure you submit everything by the deadline.

What happens next?

What happens after you have applied?

We may contact you to discuss your ideas. You should hear the outcome of your application within 9 weeks of the deadline. Therefore, your project should not start before 9th December 2019. If you are awarded a grant you will have 12 months to spend it.

Successful applicants

If your application is successful, you will be required to:

- Credit support from Living Communities Fund and The London Community Foundation on all materials related to the funded work (logos will be provided);
- Complete your spending within 12 months;
- Complete a project review form about the project within six weeks of completing your grant, and no later than 14 months after receipt of grant;
- Maintain financial records for all grant spending and submit requested information to The London Community Foundation, including original invoices;
- Be available for a potential monitoring visit by The London Community Foundation or the Living Communities Fund.

Grantees will be required to complete an online form outlining how the grant was spent and highlighting the benefits for residents.

Monitoring and evaluating our grants enables us to better understand the impact of our grantmaking. It helps us to understand community need, enables us to learn from our grantmaking and inform future strategies, and also enables us to show donors the impact of their funding and hopefully encourage them to give more!

It should also help organisations to collect valuable information on how service users benefit from your work, what works and what doesn't, how you can make your services more effective, and also demonstrate to funders (and donors) the value of your work.

Living Wage Friendly Funder

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 £10.55 per hour in London), or higher. The London Community Foundation has 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.

These projects and organisations are a vital pillar of London's vibrant communities. Without the dedication and commitment of their employees, London would not be the great city it is. We believe passionately that, where possible, organisations should pay their staff at a level that they can live on, to ensure that the fantastic work of the Capital's community groups, charities and social enterprises can continue into the future. We hope that, eventually, all funders will sign up to the scheme and together we can work towards ending low pay in the community and voluntary sector in the UK.

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.

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.

Currently the Living Wage is £10.55 in London.

You can learn more about The Living Wage by clicking [here](http://www.livingwage.org.uk/what-living-wage). (<http://www.livingwage.org.uk/what-living-wage>). You can find out more about The Living Wage Friendly Funder Scheme by clicking [here](http://www.livingwage.org.uk/about-friendly-funders). (<http://www.livingwage.org.uk/about-friendly-funders>)

What is the Living Wage?

The Living Wage is an hourly rate which is set independently and updated in November each year by The Living Wage Foundation. It is calculated according to the basic cost of living in the UK. The current London Living Wage is £10.55. **Please note this is different to the national living wage.**

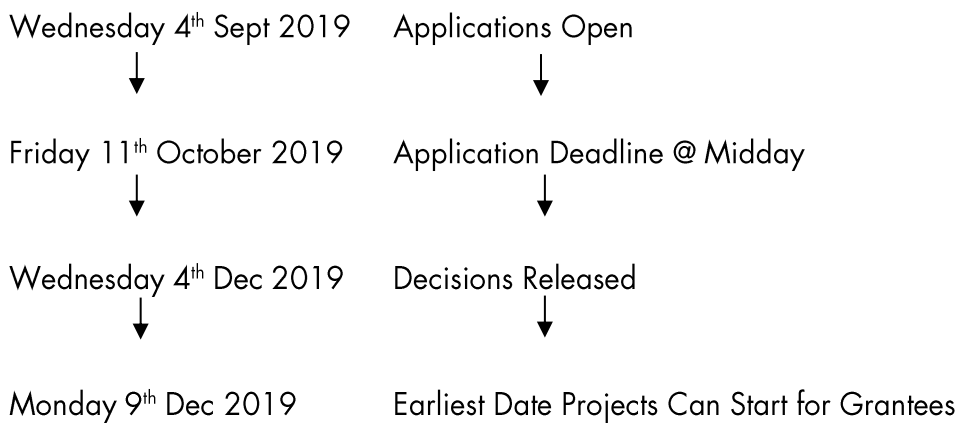
How will paying the Living Wage affect posts?

Paying at least the living wage applies to all posts, including existing roles, new roles, sessional and freelance workers (it does not need to apply to apprentices but we encourage groups to pay a Living Wage) that are funded by one of our grants. If The London Community Foundation is part-funding posts, we will pay at least the Living Wage on the part we are funding. Further to this, if you feel you are unable to afford to pay a worker at Living Wage please do not hesitate to contact us to discuss the matter further.

Do we have to pay The Living Wage across the organisation or be an accredited Living Wage employer to apply?

You do not have to be an accredited Living Wage employer to apply for funding or pay a Living Wage to all of your staff to apply for this funding. We strongly encourage you to consider Living Wage Accreditation if you are in a position to do so. For more information about what this means, please call us, or speak directly to The Living Wage Foundation.

Key application dates for Living Communities Fund 2019



Need help?

Please do not hesitate to contact us if you would like to discuss your proposal prior to making an application, if you need help with completing the form or providing the supporting documents.

The London Community Foundation: applications@londoncf.org.uk / 020 7582 5117

Unit 1.04 Piano House
9 Brighton Terrace
London SW9 8DJ
T +44 (0)20 7582 5117
F +44 (0)20 7582 4020
E info@londoncf.org.uk