

# London Impact Awards

Powered by Women

# Award guidelines

## About the London Impact Awards – Powered by Women

This is the second year of the London Impact Awards, supported by Citi and delivered by The London Community Foundation.

This year's theme 'Powered by Women' aims to shine a spotlight on local women-led organisations and inspiring women leaders making a meaningful difference in their communities.

Women-led organisations and women leaders have always, and continue to, create lasting change and sustained impact in their local communities around a diverse and far-reaching range of issues. We want to celebrate these women and their contribution to the lives of those they support. The London Impact Awards will be presented at an Awards Ceremony in February 2022, where three grants of £30,000 will be awarded to the winning organisations, and two individuals will be awarded £2,500 towards professional development.

This year there are three award categories to recognise organisations who are creating lasting change in their communities.

- Standout Women's Champion
- Collaboration Award
- Best Emerging Voice

There are also awards available for two young women who are demonstrating inspirational leadership in their communities. This category is Young Leader with Impact.

Nominations/application window will open at 3pm on Thursday 2<sup>nd</sup> September 2021. The deadline for all Award nominations/applications is 12pm on Friday 8<sup>th</sup> October 2021.

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## Eligibility Criteria (for organisations)

### Who is eligible to apply:

- **Legal Structure** – there must be a signed governing document in place appropriate to the legal structure which includes an asset lock and clear charitable purpose (not for profit):
  - Charitable Incorporated Organisation (CIO)
  - Company Limited by Guarantee registered as a Charity
  - Company Limited by Guarantee registered as a Community Interest Company
  - Trust
  - Unincorporated Association (if funded activities are charitable)
  - Community Benefit Societies are eligible if they meet the following criteria: the purpose of the funded activities is charitable, and the governing document has an asset lock. Ideally, the CBS will be registered as charitable with HMRC, however this is not essential criteria.
- **Turnover size:** Income must be between £100K and £2m (in last annual accounts or last 12 months).
- **Financials:** Organisations must have been active for at least 12 months and will need to submit latest Audited Accounts and most recent Management Accounts.
- **Geography:** London-based organisations that are operating and delivering exclusively in London.
- **Women-led:** At least 75% of staff and the organisation's management committee/governing body must be women. In addition, a minimum of 75% of service users must be women and/or girls.
- **Safeguarding:** You must have a safeguarding policy in place that has been reviewed in the last two years.
- **Trustees:** You must have at least three unrelated members responsible for the governance of the organisation; Trustees/Directors/Management Committee as appropriate.
- **Bank accounts:** A bank account in the same name as the organisation applying with a minimum of two unrelated signatories must be in place by the start of the grant.
- All conditions from any previous London Community Foundation grants must be completed and there is no current outstanding monitoring at the time of application.

### Who and what isn't eligible:

- Companies limited by Shares (including CIC limited by shares).
- Statutory organisations, such as local authorities.
- NHS bodies.
- Co-operative Societies.
- Consortia (whilst we recognise the importance of good partnerships, as these funds are linked to awards, only one organisation will be eligible).
- Individuals or consultants.
- Membership or consultancy organisations.
- The grant funds cannot be used for activities that promote religious or political views.
- The grant funds cannot be used for purely commercial ventures (for profit).
- The grant funds cannot be used for spending that has already taken place (i.e. retrospective funding), individual sponsorship or redistribution of a grant to individuals or other organisations, or activities where people are excluded on the basis of religion, sexual orientation, gender or ethnicity (unless the issue is group-specific).
- There is no [personal benefit](#) attached to the grant.

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- The organisation has not had two concurrent years of late submissions to Charity Commission/Companies House within the last two completed financial years.
  - The organisation does not have two years net current liabilities within the two most recent completed financial years.
  - 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.

## Category Eligibility Criteria

- **Best Emerging Voice** – The organisation must have been established in the last five years and have been operating for at least 12 months (established between August 2016 and August 2020).
- **Young Leader with Impact** – The young woman nominated must be between the ages of 16 and 35.

## London Impact Award Priorities

Although not essential criteria to apply, Citi Awards will prioritise:

- **Equity and inclusion** – organisations led by and for marginalised communities (particularly ethnic minorities; deaf and disabled; and lesbian, bisexual and transgender (LBT+)).

Successful organisations will receive £30,000 funding. You will need to inform the London Community Foundation of how you intend to spend the grant before receiving payment and it cannot be used for activity which has already taken place. Please note that no portion of the funds can be used for political or lobbying purposes, including without limitation, independent expenditures.

Please note, organisations can apply for multiple Award categories but cannot enter the same category more than once.

Tick box for Organisations:

- You are available to engage with publicity before and after the Awards.
- The information you submitted is correct.
- You are available on the date of the Awards Ceremony in February 2022 (date TBC).
- You have permission to use any material provided with the Award application.
- You have availability during November/December 2021 to shoot a promotional film.
- By submitting an application, you give LCF and Citi permission to use the organisation's name, logo and any material submitted with the application for promotional purposes.

## Eligibility Criteria (Young Leader with Impact)

- The nominating organisation must be a registered charity, we cannot accept nominations from any other legal structures for this category.

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- Excluding legal structures, the nominating organisation must meet the organisational eligibility criteria as stated above.
  - A minimum of two endorsements are required in the application – at least one from the nominating organisation.
  - The nominee must be engaged with the nominating organisation e.g., service user, volunteer, staff etc.

#### Funds:

- Winners of the individual award will receive up to £2,500 of funding for their professional development.
- Winners of the Young Leader with Impact Award will need to provide details within 6-weeks of the Award of how they would like to spend the funds to further their professional development. The London Community Foundation reserves the right to request further information.
- Funds will be transferred to the organisation that nominates the individual and will not be on-granted to the individual. The organisation will pay for the professional development directly and will act as fiscal host of the Award.
- Funds can only be spent on third party providers of professional training on evidence of the course cost and duration. Funds cannot be used for living costs, salary, or benefits replacement.
- Funds for the professional development must be spent within 18 months of the Award.

#### Tick box for Individual Awards:

- The individual and nominating organisation are available for publicity before and after the Awards Ceremony.
- The information provided is correct and the organisation has permission to share information about the individual. The nominating organisation has permission to submit any material provided with the submission.
- The individual and nominating organisation are available to attend the Awards Ceremony in February 2022 – (date TBC).
- By submitting an application, you give LCF and Citi permission to use the organisation's name, logo and any material submitted with the application for promotional purposes.

Please note, organisations can only nominate one person for the Young Leader with Impact Award.

## Monitoring and evaluation

Monitoring and evaluation is a key part of our work, and we ask all funded organisations to submit reports detailing the benefits for your user group and for your organisation.

Funded organisations will be asked to provide an update on progress in September 2022 and will need to have spent the grant and submitted a final impact report by the end of February 2023. We will ask you to report on the outcomes and impact of the funding, and to share any case studies. Full details on the information you will need to collect will be given to successful applicants at the time of grant award.

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## Categories of awards

### Standout Women's Champion

This award is for a women-led organisation that has demonstrated outstanding commitment to influencing sustained change in the sector by advocating for women's issues and amplifying the voices of those they work with.

#### About

Grassroots organisations have a unique understanding of the needs and issues facing the communities they support. Women-led organisations have used this knowledge to make change by delivering on the frontline, advocating for positive change in policy and legislation, and pioneering innovative delivery. Women have been disproportionately affected by the pandemic, which has highlighted the critical need for organisations that work hard to make sure women's issues are listened to and prioritised.

We want to hear about organisations that are using their platform to champion women, amplifying the voices of the women they work with to influence lasting change.

#### Questions

**1) Please tell us about your organisation.** We would like to hear about who you are working with, what work you are doing and why that work is important. **(200 words maximum)**

**2) Please tell us how you listen to and amplify the voices of women.** We would like to hear about how you make sure that the voices of women are heard, amplified, and acted upon. How do you support women and how do you ensure that their feedback is incorporated into your offer and used to influence wider change? **(150 words maximum)**

**3) Please tell us how you use your platform and position in the community to influence change in the sector.** We would like to hear how you use your position as a women-led organisation to advocate for women's issues and lobby for change in the sector? **(150 words maximum)**

*E.g. publishing reports on data-driven best practice, championing equitable practice, advocating for legislative change, developing innovative solutions to support women etc.*

**4) Please give us an example of a time when you have positively impacted, influenced or catalysed change in the sector.** We would like to hear about how you have used your expertise and platform to make positive change to better serve the women you support. How did you incorporate the voices and experiences of women into decision-making? **(150 words maximum)**

**5) What would winning this award mean to your organisation and the women you work with?** We would like to hear about how you would celebrate this award and use it to further your work. **(200 words maximum)**

**6.) Please attach your most recent annual accounts and management accounts.**

**7.) Please attach your governing document.**

**8.) Please attach your safeguarding policy, including most recent review date.**

Please check that your supporting documentation adheres to the Eligibility Criteria as listed on pages 3-4.

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## Collaboration Award

For a women-led organisation that is demonstrating outstanding work in championing a collaborative approach to achieving its mission of supporting women in London.

### About

Collaboration between organisations enables shared learning and resources, developed delivery, and more robust networks for both women in leadership and service users. Collaborative working ultimately enhances the sector by strengthening and developing leadership and delivering impactful outcomes for women service users.

The Collaboration Award will celebrate a women-led organisation that has gone above and beyond in collaboration with other charitable organisations, statutory bodies, private sector partners, schools or other entities.

This award will be offered to one women-led organisation that is demonstrating inspirational collaboration. We will not be accepting partnership applications.

### Questions

**1) Please tell us about your organisation.** We would like to hear about what work you are doing, who you are working with, and why that work is important. **(200 words maximum)**

**2) Please tell us how your organisation adopts a collaborative approach to achieve its mission.** We would like to hear about ways in which you are working collaboratively to create greater impact for women and why collaboration is important to you. **(150 words maximum)**

*E.g. convening and networking to improve delivery, collaborative campaigning, partnerships etc.*

**3) Please give an example of impactful collaboration.** We would like to hear an example of strong collaborative working, what your role was, and what difference it has made to your organisation and the women you support. **(150 words maximum)**

**4) We would like to hear from those you work with!** We would love to hear about your collaboration work from the very organisations you are working with. Please provide a short reference from someone outside of your organisation who you work with locally, describing the role your organisation plays in the sector. **(150 words maximum)**

*Please note that the referee should be willing for us to contact them to verify this reference if shortlisted.*

**5) What would winning this award mean to your organisation and the women you work with?** We would like to hear about how you would celebrate this award and use it to further your work. **(200 words maximum)**

**6.) Please attach your most recent annual accounts and management accounts.**

**7.) Please attach your governing document.**

**8.) Please attach your safeguarding policy, including most recent review date.**

Please check that your supporting documentation adheres to the Eligibility Criteria as listed on pages 3-4.

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## Best Emerging Voice

For women-led organisations that are newer to the sector and have made a significant positive impact in the community.

### About

Despite the difficult circumstances, women-led groups have continued to emerge and adapt to deliver services to women in London.

We want to shine a light on a women-led organisation, established in the last five years (between August 2016 and August 2020), that has been responsive and tenacious in tackling the issues that affect women in London. We want to highlight the impact they have had already, and how they have adapted to the changing environment to continue meeting need in London.

### Questions

- 1) **Please tell us about your organisation.** We would like to hear about why you were set up, who you are working with, what work you are doing and why that work is important. **(200 words maximum)**
- 2) **How has your organisation demonstrated responsiveness to best support women in London?** We want to hear about organisations that have taken an innovative approach to respond to increased need and to best tackle the evolving issues affecting women in London. How have you responded to challenges and how will this influence your services going forward? **(150 words maximum)**
- 3) **Please tell us why it is important for you to operate as a women-led organisation?** We would like to hear about why you operate as a women-led organisation and how you centre the voices of women in your work. How does this enhance your work and what impact does it have on your outcomes? **(150 words maximum)**
- 4) **Please give us an example of how your organisation has made a significant positive impact in the local community.** We want to hear about how your organisation has made a meaningful difference to those you support. **(150 words maximum)**  
*If possible, we would love to hear from someone you work with directly! Perhaps you could ask them to help write this answer.*
- 5) **What would winning this award mean to your organisation and those you work with?** We would like to hear about how you would celebrate this award and use it to further your work. **(200 words maximum)**
- 6.) **Please attach your most recent annual accounts and management accounts.**
- 7.) **Please attach your governing document.**
- 8.) **Please attach your safeguarding policy, including most recent review date.**

Please check that your supporting documentation adheres to the Eligibility Criteria as listed on pages 3-4.

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## Young Leader with Impact

For inspirational young women between the ages of 16 and 35 who have shown exceptional leadership, have had a demonstrable positive impact on the lives of others, and are committed to making positive change in the community.

### About

There are exceptional young women all over London who are inspirational in their commitment to supporting women and positively influencing and developing the sector in a sustainable and equitable way. This Award is about taking the time to celebrate this leadership. If you are a **registered charity** who would like to celebrate the work of a young change maker in the community, then we want to hear from you.

### Questions

**1) Please tell us about your women-led organisation.** We would like to hear about what work you are doing, who you are working with, and why that work is important. **(200 word maximum)**

**2) Please tell us about your individual.** This award is all about celebrating young women who have demonstrated inspiring leadership and are committed to making change in the community. We would like to hear about what makes them stand out as an exceptional and inspirational leader. **(200 words maximum)**

*E.g. leading a campaign at their school, convening local community groups, creating change in a position of leadership, coming up with exciting innovative ideas/developing a new service to better support women etc.*

**3) Please tell us about the impact that the young leader is having in the sector and how they have influenced change.** We would like to hear about how your nominee's work is having an impact locally and why you think she deserves to win this award. **(150 words maximum)**

**4) Quote from a person who has been inspired by the leadership of the individual.** You think that your individual is having incredible impact, and we're sure that they must agree. Please provide a quote from someone describing what impact their leadership has had on them. **(150 words maximum)**

*We would ask that you anonymise the name of the person providing the quote.*

**5) What would winning this award mean to the young leader and those in the community?** We would like to hear about how she would celebrate this award and use it to further her leadership. **(150 words maximum)**

**6.) Please attach your most recent annual accounts and management accounts.**

**7.) Please attach your governing document.**

**8.) Please attach your most up to date safeguarding policy.**

**9.) Please attach two written endorsements of maximum 150 words. Please include referee name and relationship to individual. At least one endorsement must be from the nominating organisation.**

Please check that your supporting documentation adheres to the Eligibility Criteria as listed on pages 3-5.

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## Winning organisations

Three organisations will be shortlisted per category which means a total of nine organisations will go through to the Awards Ceremony. All nine shortlisted organisations will have a professional video made showcasing their work which will be shown on the night of the awards. In addition, up to two individuals will be shortlisted and announced on the night.

Three winning organisations will each receive a grant of £30,000. Perhaps you'll use it to invest in strategic planning to help you deliver services more effectively, towards core costs to support financial stability, or perhaps towards a new pilot project or partnership. Winning organisations will need to outline how they intend to spend their grant for approval by the London Community Foundation by the end of February 2022 to enable funds to be released. We will check back with you to see how your work is progressing in September 2022 and you'll need to have spent your grant, and submitted a final report on its impact, by the end of February 2023.

Having a video made about your organisation will be a requirement of being shortlisted. These videos will be free, but organisations will need to be available during the filming, scheduled for November and December 2021, to benefit. We hope the videos will support your ongoing publicity about your organisation and inspire others. Please note, this does not apply to nominating organisations or shortlisted individuals for the Young Leader with Impact category.

We anticipate these Awards and the stories around the winning organisations will generate media activity as well as internal publicity at Citi globally. We hope key senior representatives from your organisation will be happy to participate in these activities.

## How applications will be judged

Applications will first be examined by the London Community Foundation to confirm they meet the eligibility criteria for the awards. All eligible organisations will then be considered by a judging panel made up of women in positions of leadership across the private, public, and voluntary sector, as well as Citi representatives.

Three organisations from each category will be shortlisted based on the five Indicators of Quality and Impact when reviewing answers to the questions.

**Indicators of Quality and Impact that we are looking for across all categories:**

- **Powered by Women:** We want to see how supporting women, in leadership, as service users, and in the wider sector, is prioritised by your organisation.
- **Evidencing Clear Need:** A clear rationale (including evidence) for the need your organisation is trying to meet. Organisations don't need to have a Theory of Change, but you should be able to clearly articulate the need and how your work is meeting it (including reference to external information).
- **Impactful Women in Leadership:** We are looking for evidence that the women-led leadership in your organisation has made a difference to the lives of the women you work with.

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- **Influencing Change:** We want to see how organisations are using their position in the community, as well as the voices of those they work with, to catalyse sustained change for women in the sector. We want to celebrate organisations that are advocating for women's issues in addition to service delivery e.g. engaging with the local council, convening a network, delivering training, developing research, campaigning locally etc.
  - **Stories and Learning:** Every organisation, no matter what size, collects stories along the way. It's how we learn and reflect and, more often than not, they are what defines us as organisations. Wherever possible, we'd love to hear the stories behind your evidence that you believe define you as a women-led organisation.

### Terms and conditions

- Winning organisations and their representatives must be willing to take part in any reasonable requests for publicity.
- Shortlisted organisations must have a representative available to join the Awards Ceremony which will be held in London in February 2022 (date TBC).
- The London Community Foundation cannot accept award applications/nominations after the closing date.
- Decisions made by the Judging Panel are final.
- Nominees should not submit original materials as they cannot be returned.

### Key dates you should be aware of in applying to this Awards:

- Opening date for applications/nominations: 2<sup>nd</sup> September 2021
- Closing date of applications/nominations to the awards: 8<sup>th</sup> October 2021
- Period for clarifications by assessors: 11<sup>th</sup> October – 29<sup>th</sup> October 2021
- Judging Panel and notification of shortlisted organisations and individuals: w/c 1<sup>st</sup> November 2021
- Period for video making for shortlisted applications: November – December 2021
- Awards Ceremony: February 2022 (date TBC)
- Post awards media and profile activity with Citi: TBC

### Contact

If you require a form in an alternative format, please contact [applications@londoncf.org.uk](mailto:applications@londoncf.org.uk)

If you have any questions about eligibility for the award, please contact [applications@londoncf.org.uk](mailto:applications@londoncf.org.uk)

If you have any further questions about the award and award process, please contact [victoria.napier@londoncf.org.uk](mailto:victoria.napier@londoncf.org.uk)

**The deadline to submit your application/nomination is 12 midday on 8 October 2021. Late submissions will not be considered.**

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