Lowell Giving Community Fund

Online Application Form Guidelines

londoncf.org.uk

The London Community Foundation

ONLINE APPLICATION FORM HELP NOTES

These notes are also available via the online form, when you hover over the ⓘ symbol next to each question.

If you have any issues with accessibility, please contact us and we will discuss other options for completing the form.

SECTION 1- Organisation

Name of your Organisation
Provide the name of your organisation as it appears on any governing documents. If you are known by another name, please tell us as well.

Address of your Organisation
This should be the address of the organisation. If the organisation doesn't have an independent location, you can use the contact details of the primary contact.

Do you have a website?
If you click 'yes' a field will appear for you to enter the website address. Otherwise, click 'no'.

Facebook/Twitter
Please include details of your social media sites if you have them

Telephone/Email
The telephone number and email address should be one at which the organisation is easily contacted, especially during office hours.

Main Contact Person
The contact person should be someone who has a good knowledge of the application as this is the person we will contact if we have any queries.

Organisation Start Date
Please enter the date when your organisation was formally established

What type of organisation are you?

Constituted community groups, registered charities, companies limited by guarantee, social enterprises or Community Interest Companies (CIC's) ARE all eligible to apply to the fund.

The following are NOT eligible to apply:

- statutory organisations, such as Local Authorities
- any party political activity
- purely commercial ventures (for profit)
- spending that has already taken place (i.e. retrospective funding)
- individuals or projects run by individuals as opposed to an organisation
- activities where people are excluded on religious grounds, ethnicity, gender, sexuality, faith etc.
- organisations with overdue or incomplete monitoring on a previous grant from The London Community Foundation from any of its programmes. Similarly, if a member of your organisation's management committee or trustees also has outstanding monitoring on a previous grant, this will preclude the organisation from applying unless this is resolved before an application is made. If you know you have outstanding monitoring on a previous grant, please contact The London Community Foundation to resolve this.

What was your organisations' income during your last accounting year/financial year or last 12 months?
Please let us know your organisation's income over the last year. If you are a new organisation what is your income to date from your management accounts, or records of income and expenditure.

What was your organisations' expenditure during your last accounting year/financial year or last 12 months?
Please let us know your organisation's total expenditure over the last year. If you are a new organisation what is your expenditure to date from your management accounts, or records of income and expenditure.

Are you part of a larger organisation?
Please click yes if so, or leave blank if not.

Staffing and volunteers
How many full time and part time staff does your organisation have? How many management committee (or board) members do you have? How many volunteers (excluding management committee)?

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?

What are your aims? What activity do you usually deliver, for who and where? How is your organisation run and managed? How are key decisions made? Please explain your organisations' usual activity and management structure.

E.g. We are a not-for-profit group set up by residents in response to local issues of isolation and deprivation. Our aims are to 1. Reduce isolation 2. Improve community cohesion for older people living in disadvantaged circumstances in Westminster. We hold daily drop in services providing activities and support for 50 local people each week and have regular outreach services. We deliver a range of activities including exercise classes, 121 advice sessions, computer courses, befriending

schemes, coffee mornings and regular outings. Our activities take place at the community centre on the ABC Estate, we are open every day from 10 am to 5pm. Our organisation is led by our CEO with 9 years' experience in community outreach, a team of 2 part time staff, 15 volunteers and a management team of 6 local residents with relevant experience. We have a monthly team meeting which feeds into the Management Board (of 6 elected representatives) who meet quarterly to approve decisions and manage budget.

Bank Account details
Please provide the names and addresses of all authorised signatories on your bank account, please indicate if any signatories are related. Bank accounts should have at least two unrelated signatories and preferably three.

SECTION 2- About your grant application

Project Title
If the project has a name, put it here. If not, please enter the name of your Organisation.

Project Funding start date & end date
If your project is on-going, you should enter the start and finish dates of the funding period.

Which Local Authority will the activity take place in?
Please enter details of the local authority area where the activity will mainly take place. If the activity takes place across multiple boroughs please select the central one or the borough where your organisation is based.

Postcode
Please provide the postcode where most of your beneficiaries reside, if there are multiple places please just pick one. If it is too difficult to distinguish please provide the postcode of your organisation.

1. **What are the problems or issues that this project will address and how do you know?**

What can you tell us about the need for the work that you do? Have you done surveys, had feedback? Is there a gap in provision? Is there is nothing else in the area? Is it in response to local demand? Who will benefit and why are you focusing on them?

E.g The majority of the people we support are refugees and asylum seekers who have been separated from their families, are bereaved, have been imprisoned and are seeking refuge. They are living on minimal allowances and do not have a permanent place to reside. They are not allowed to work so have low means and are in a state of limbo waiting for a decision on their status. We know from a recent survey of our service users that 75% would like additional support with English language and 85% would welcome local volunteering opportunities. We also know that transport is a real barrier, with 64% of our client base spending over £16 per week on transport. We are the only refugee and migrant organisation in Harrow that provides a range of courses to improve the life chances, opportunities and quality of life for migrants, refugees and asylum seekers. With 15 years' experience, a number of our service users feed in to our decision making via regular discussion groups.

2.   What would you do with the grant, where, why and when?

Tell us about what you need the money for and what you will do. What services and/or activities will this enable you to deliver? For how many people? How often? Where? Who will deliver the activity or services? Who for? When?

E.g We are requesting funding to support our ongoing counselling service for 75 victims of Domestic Violence (DV). Funding will be used to cover the salary of the counselling coordinator who is a qualified counsellor and has 15 years' experience of working with victims of DV. The coordinator provides training and supervision for 15 volunteer counsellors, each of which supports five people with weekly hour long one-to-one sessions. Funding will also be used to introduce a new weekly peer support session for 20 male victims of domestic violence, this group will follow the model used for the existing women's peer support group but will be adapted for the specific needs of male victims and will run twice a week over the course of a year. Services will be delivered from our rented premises in Lewisham.

3.   What would the benefits and outcomes be as a result of this project?

What difference will this project make? How is this directly related to the issues you have identified? List the benefits or changes that will directly result from this project.

E.g The project will directly benefit people in Brent by providing regular opportunities for children and young people to take part in positive healthy recreational activities. This will result in improved mental health and wellbeing, increased community cohesion and reduced isolation.

4.   How would you measure and report the benefits and impact this project is having?

How will you measure your activity? How will you record the changes and impact this activity has? You might do questionnaires, keep a log of services delivered, record number of cases, referrals made or quotes from discussion with service users.

E.g At the beginning of the project we will gather baseline data about each participant to understand their situation. Throughout the project, we will record the number of participants at every session and track their progress throughout the course of the project through face to face interviews. We will conduct an anonymous survey half way through the project to gauge satisfaction and to make sure all beneficiaries are benefiting from every session. We will track referrals to partner organisations and will monitor progress of each participant through personalised record logs. At regular points in the project and at the end of the project, we will record progress back against the initial project plan to make sure every participant's journey and progress is evaluated. We will also gather testimonies and case studies throughout the project.

SECTION 3- Impact

In this section we are asking for the impact you think your project will have at the end of the funded period. The answers you'll be providing are your best estimate of how many people/hours etc. you will have reached at the end of the year.

By setting these numbers realistically at the beginning and gathering evidence throughout the life of the funded project, by the end of the year you will be able to clearly show the impact this project has had.

There are six themes to choose from for this IMPACT framework:

- **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.

When applying you have to choose **three outcomes** to report on, two of which will need to be linked to **one of the IMPACT themes**. The others can be any of the other outcomes listed. You will also have to choose up to **three indicators** per outcome to report on and set targets that you think you will achieve over the life of the project.

To complete the impact section on the form:

1. Select the theme from the drop down list – this will give you the range of outcomes in the drop down list attached to the impact theme.
2. Then select your 1st outcome from the drop down list
3. This will then open up the available indicators – select the indicators and fill in the anticipated numbers. **Please remember to tick the indicators that you have selected**
4. Then select your 2nd outcome from the drop down list
5. This will then open up the available indicators – select the indicators and fill in the anticipated numbers. **Please remember to tick the indicators that you have selected**
6. Then repeat for your 3rd and 4th outcome – these can be any of the others from the full list of outcomes across all themes.
7. The indicators will show for your chosen 3rd and 4th outcome – select the indicators and fill in the anticipated numbers. **Please remember to tick the indicators that you have selected**

Beneficiaries

How many people will directly benefit from this funding?

Please estimate how many people will benefit from any changes to your organisation which are as a result of this funding, throughout the funding period. 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.

How many other people will benefit indirectly and as a result of this grant? e.g. family members

Tell us about other people who will benefit from your project or service, this could be the wider community, other residents, family members, school children for example.

How many volunteers will help to deliver or take part in this project?

Will any volunteers be taking part in this project and if so, how many? They would not usually be paid for their activity but can typically receive expenses or reimbursement for travel.

Primary beneficiary – select a single option to represent the primary beneficiary group for this grant

From the drop down list, please click on the one group that best reflects the majority of the beneficiaries of your organisation. On doing this you will then be presented with a series of check boxes, please 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 just gives an indication, you are not assessed on this information.

Ethnicity – select a single option to represent the primary beneficiary group for this grant
See drop down options. Please select one ethnic group that best reflects the majority of the users of this facility or service.

Primary issue - select a single option to represent the primary issue that will be addressed by this grant.
See drop down options. We would be interested in knowing which age groups would benefit from this grant.

Please indicate the primary age group that will benefit from this grant
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 who are victims of crime. Then, using the remaining check boxes indicate any other age groups that will benefit.

SECTION 4- Project Budget and Consent

PLEASE BE CLEAR IN THE BUDGET WHETHER YOUR REQUEST IS OVER ONE YEAR OR TWO. WHEN YOU ITEMISE THE BUDGET PLEASE ENTER FIGURES FOR YEARS ONE <u>AND</u> YEAR TWO IF YOU ARE ASKING FOR THE GRANT OVER TWO YEARS

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 some of your running costs, for instance, what is the total you need for running costs each year? If you are asking us to contribute towards a project or activity, what are the total costs? This must exclude any in-kind support – you can tell us about that in a later question.

How much has been raised so far?
You do not need to raise any match funding and you can ask for the full costs of delivering your project. However, if you are not asking us to fund the full costs, how much have you raised already?

How much money are you applying to us for?
Please enter the amount you are requesting from us. Check the criteria to make sure your request is within the grant request limit.

Are you seeking other funding for this project?
Click Yes or No to tell us if you are applying to other funders for funding towards the work.

If yes, what other funders or sources of funds are you applying to and are they secured or not?

What funding sources have you applied to, to match against this project? Are they secured or not? If not, enter N/A
e.g. £1000 from XYZ Foundation and £1500 from ABC Trust

Please tell us the value of any in-kind support you are receiving. This includes volunteer hours (valued at £13/hour), value of equipment, space, or publicity for example that you may be given free of charge.
In-kind support is goods, time or commodities that are donated or given on a pro bono basis, instead of (or in addition to) a financial contribution. These are non-cash contributions, such as materials or services that are provided free of charge or at a reduced rate.

If you have secured in- kind support, please describe these contributions here.
If you have in kind support, please list the type and nature of the support here. If you do not have any in-kind support, please enter N/A. In-kind support is goods, time or commodities that are donated or given on a pro bono basis, instead of (or in addition to) a financial contribution. These are non-cash contributions, such as materials or services that are provided free of charge or at a reduced rate.

Living Wage

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)
As outlined in the guidance we are piloting paying the Living Wage through the Local Communities programme. The Living Wage is £8.75 per hour outside London and £10.20 in London. We are asking groups to make their applications for any staff costs at the Living Wage rates, so please budget for this in the staff costs section below. We understand that for some groups paying a Living Wage can be difficult for a number of reasons, we would like to work with groups to see how we can support you to enable you to pay a Living Wage. Also if there are any general comments on what you think about us paying a Living Wage through our grants please put them in here!

Budget breakdown

Here you itemise the costs that will be incurred in running your project. The headings (staff cost, volunteer costs etc.) are examples of types of costs and the amount – you do not have to put a cost in each heading if it does not apply but there may be others that you need to include.

There are two cost boxes, one for the total project cost for that type of cost and one for the amounts you are applying to us under that cost heading.

The cost breakdown also allows you to enter the details behind the cost summary. These details should only refer to the elements of the project that are covered by your grant from us. Please give us a full breakdown of the costs as shown in the example below.

Staff Costs   Breakdown

Requested amount	630		3 workers@ £7.50 an hour (14 weekly sessions of 2 hours

Total amount	1000	

Volunteer Costs   Breakdown

Requested amount	280	£10 per hour x 28 hours
Total amount	500	

Capital Costs (Equipment)   Breakdown

Requested amount	1,950	Outdoor play equipment (quotes attached)
Total amount	5,000	

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

Supporting Documents

Please click on the 'attachments' button at the bottom of the form to upload your supporting 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 and recent bank statement if you are a new group.
- A completed income and expenditure forecast (using our template unless you have the same information in another format already)
- 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). For guidance please see our website.
- A list of the names and 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.   Name - The Music House – Safeguarding Policies

Description – Vulnerable Adult and Child Protection Policies for The Music House

Declaration - <u>For all applicants</u>

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

Publicity – please tick this box if you are happy for Comic Relief, The Evening Standard and The London Community Foundation to use your project in their publicity work. They will contact you to clarify your permission before publication etc.

How did you find the application form?
Please let us know how challenging you found the application form to complete and any comments that you have on the application process.

When you have completed your application

Once you have completed the form please ensure that you save and then click on the 'submit' button at the bottom of the page to send the application through to us. Once you have clicked submit **do not navigate away from the page** until you receive a confirmation of submission message. You should also receive an email with a pdf version of your form after submitting your application. If this email does not arrive within 2 hours please call us.

If you have not completed all of the required fields (shown by a red line) 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.

Once your form is submitted you will no longer be able to access and edit it. If you're still not sure about anything when completing the form, please contact The London Community Foundation on 020 75825117 or email applications@londoncf.org.uk.

IMPACT ASSESSMENT

A guide on how to choose the outcomes and indicators for your application

The London Community Foundation's vision is of a strong and generous London where residents, business, government and civil society are inspired to act for the benefit of all who live in the city, leading the way in social action and philanthropic activity. **Our mission** is to make a difference to the lives of Londoners by connecting people who need help with those who are willing to give. We are dedicated to improving the lives of London's most disadvantaged. Child poverty, unemployment, isolation, homelessness, domestic violence and gang crime are just some of the issues we are tackling through our grant making.

You can help us to achieve our vision and mission by delivering projects that make a difference and – importantly – by gathering evidence to show how your project has made an impact. This information is essential if we are to encourage more donors to support our future work. To help you collect the kind of evidence we need, we have created a framework that measures the impact of our grants. There are six themes for this IMPACT framework:

- **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.

When applying you will to have choose **three outcomes** to report on, two of which will need to be linked to **one of the IMPACT themes above**. The others can be any of the other outcomes listed. You will also have to choose up to **three indicators** per outcome to report on and set targets that you think you will achieve over the life of the project.

In order to choose the theme that best fits your project we would advise that you read through the whole list first and pick the outcomes that best reflect what you are hoping to achieve. Once you have picked those outcomes, you can work upwards to find a theme and sideways to identify indicators. It is very possible that your project may fit into more than one theme, but choose the one with the best outcomes for the specific work funded by this grant. You will need to give us realistic target numbers for each of the indicators you have chosen. Please make these a best guess and do not overestimate the numbers you might achieve – be honest with us! High numbers will not help in the assessment process when we come back and question you on them. We need to believe that they are achievable.

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1. Select the theme from the drop down list – this will give you the range of outcomes in the drop down list attached to the impact theme.
2. Then select your 1st outcome from the drop down list
3. This will then open up the available indicators – select the indicators and fill in the anticipated numbers. **Please remember to tick the indicators that you have selected**
4. Then select your 2nd outcome from the drop down list
5. This will then open up the available indicators – select the indicators and fill in the anticipated numbers. **Please remember to tick the indicators that you have selected**
6. Then repeat for your 3rd and 4th outcome – these can be any of the others from the full list of outcomes across all themes.
7. The indicators will show for your chosen 3rd and 4th outcome – select the indicators and fill in the anticipated numbers. **Please remember to tick the indicators that you have selected**

Remember if you have any questions on this or need help with the application form please call us on 020 7582 5117 or email applications@londoncf.org.uk

There is a lot of information about impact assessment and the outcomes approach to project evaluation. You may find the following websites helpful:

http://www.ces-vol.org.uk/

http://www.evaluation.org.uk/

http://mande.co.uk/

http://network.youthmusic.org.uk/learning/youth-music-evaluation-builder

There are a number of outcomes – or changes – we want to measure for each theme, and a series of indicators to show evidence of change in a measurable way. When you apply for a grant you will need to choose the theme, outcomes and indicators that you will report against, once you have completed your project.

What do we mean by:

An **Outcome?**
Outcomes are the changes, benefits, learning and other effects that you can attribute to your projects activities they`re the difference your project makes (CES, 2005)

An **Indicator?**

Indicators are the evidence you collect to show your progress in achieving the outcomes of your work. They may be about the number of people who have achieved something or feel different.

Collecting evidence.
In order to provide the numbers etc. for your report it is best to plan before you start the project how you will collect the evidence. You could consider taking registers of people who attend for example a training course, carry out interviews, and provide questionnaires for people to complete.

MONITORING AND EVALUATION

When your funding comes to an end you will have to complete an online monitoring report in which you will have to tell us about how well you did in achieving your chosen outcomes and indicators. It`s therefore very important for you to plan how you will collect the evidence to support your report. If you are successful in getting your work funded we will send you details of the reporting requirements with the offer letter.

Why do we ask you to report?
Simply, we would like to know how the project has gone including what worked and what didn't. The report is both beneficial for you and us, The London Community Foundation.

What does The London Community Foundation use the information for?
We require monitoring for various reasons. Firstly we have a responsibility to ensure grants are used properly to deliver high-quality projects that achieve relevant outcomes.

The London Community Foundation takes pride in gathering evidence from the information reported that allows us to make informed decisions when developing future funding programmes. By deciphering results we obtain from your monitoring we have the ability to identify gaps in provision and develop our knowledge about different types of work and the impact they're capable of having, building our expertise as grant maker. We`re also able to tell the story of your work to other potential donors.

We use this **impact assessment framework** to collate relevant outcomes and indicators enabling us to evidence the positive difference the groups we have funded are making.

How will the report help you?
The report will allow for you to develop your practice from reflecting on work carried out. As an organisation your monitoring will act as evidence amplifying your ability to deliver a project effectively and efficiently for prospective funders, investors, etc. Your monitoring report has the ability to generally feed into the improvement of your organisation. It's down to you as to how much you put into your process of monitoring and evaluating and subsequently how much you benefit from it.

What is the difference between monitoring and evaluation?

Monitoring
Monitoring is about collecting information that will help you answer questions about your project. It is important that this information is collected in a planned, organised and routine way. You can use the information you gather to report on your project and to help you evaluate' (Charities Evaluation Services).

Monitoring is an on-going task that would have already started at the planning stages of a project. You would have collected key information on a variety of things relating to your project. Before you started the project you chose various outcomes and indicators to measure your work against – these are what you have to monitor your work against.

Monitoring allows results, procedures and practices to be recorded and eventually acts as a catalyst to direct, develop and learn. The information obtained from monitoring is then used for evaluation purposes.

Evaluation
'Evaluation is about using monitoring and other information you collect to make judgements about your project. It is also about using the information to make changes and improvements' (Charities Evaluation Service).

A good evaluation should be an objective assessment. The evaluation is in essence an appraisal of your findings, looking into themes as such relevancy, effectiveness, efficiency, impact and sustainability.