Making your application online

Guidance notes

londoncf.org.uk

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.

PARTNERSHIP APPLICATIONS: If you are completing this as the lead organisation of a partnership please fill in section 1 with the details of your organisation only. Section 2, 3 and 4 should relate to the work done by the whole partnership. There is a dedicated question for partnership applications in section 2.

Section 1: About your 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
- companies Limited by Shares
- 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 organisation's 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 organisation's 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.

If you are a registered charity, have you reported any serious incidents to the Charity Commission in the last 12 months?

Please click yes if so, or leave blank if not.

If yes, please provide any details of any serious incidents you have reported to the Charity Commission in the last 12 months.

The Charity Commission requires charities to report serious incidents, such as harm to the charity's beneficiaries, staff, volunteers or others who come into contact with your charity through its work, loss of charity money or harm to your charity's work or reputation. You should provide brief details about what happened and explain how you're dealing with it. For information please see: https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity.

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? What type of crime does your organisation address? How is your organisation run and managed?

What are your aims? What activity do you usually deliver, for who and where? How is your organisation run and managed? What is the primary type of crime you address? What local networks or partnerships are you working with?

E.g. We are a registered charity set up in 2004 to provide refuge for women with complex support needs fleeing domestic abuse in North East London. Our aims are to empower women to make informed choices. We deliver a range of activities including specialist advice and 121 counselling, exercise classes, computer courses and outreach. Activities take place at the community centre on the ABC Estate every day from 10 am to 5pm. We partner with North London Council social services departments and other relevant agencies such as BAME groups, mental health agencies, local schools and food banks. Our organisation is led by a CEO with 9 years' experience in the sector, a team of 2 part time staff, 15 volunteers and a management team of 6 local residents with relevant experience. We have a Management Board (of 6 elected representatives) who meet quarterly to approve decisions and manage the 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? Have you done surveys, had feedback? Is there a gap in provision? Is there local demand? Who will benefit and why are you focusing on them? If using facts or statistics, please include links.

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 and are 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: 64% of our client base spend 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. A number of our service users feed into 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. What services/activities will you deliver and to who? For how many? How often? Where? When? Who will deliver the activities? If you are working in partnership, who are the partners? What will they do?

E.g. We are requesting funding to support our ongoing counselling service for 75 male 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 victims of childhood sexual abuse, this group will follow the model used for the existing men's peer support group but will be adapted for the specific needs of victims of childhood sexual abuse 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 to victims of crime? How is this directly related to the issues you have identified? List and estimate the benefits or changes that will directly result from this project.

It's likely you'll have a number of benefits or changes that you're aiming for. Please list them and where possible, quantify how many or how much e.g. 30 young people will have improved mental health and wellbeing; 80% of women will report improved confidence; 20 volunteers will have increased skills and knowledge.

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

How will you measure these changes? How will you record the impact this activity has? You might do satisfaction questionnaires, regular surveys to track progress, record number of cases and referrals, keep a log of services delivered, collect quotes etc.

E.g. At the beginning of the project we will gather data about each participant to understand their needs. We will record the number of participants at every session and track their progress through practitioner observations and a health and wellbeing survey completed every 4 weeks. We will conduct an anonymous survey halfway through the project to gauge satisfaction and conduct face to face interviews with 20% of participants to gather in-depth feedback. We will track referrals to partner organisations and follow-up with organisations 3 months later. 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.

(Successful applicants will be required to provide an update at six months and a full report once funding is completed. This will be an opportunity to use data collected).

5. How will this project/activity continue after this funding comes to an end? Will the funding have an impact on the capacity of your organisation to deliver services for victims?

We want to know what happens after the project and how the funding will affect you. You might be trialing a new approach, expanding services to a new area, or asking for funding to support core activities. All are eligible, just tell us more here.

6. PARTNERSHIPS APPLICATIONS ONLY: Please list the details and a brief summary of the main aims of each partner and their track record. What is the history of the partnership? How will the grant be broken down between partners for this project?

What is the organisation name, income, contact details, aims and activities? What is the history of the partnership? What will each partner do on this project?

What is the organisation name, annual income, and main contact details of partners involved in this bid? What are their main activities? Do they have a track record of supporting victims? What is the history of the partnership, is it new? What were the outcomes of previous joint work? What skills and experience do each partner bring? Who will lead which activities on this project? How will the grant be broken down between partners?

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.
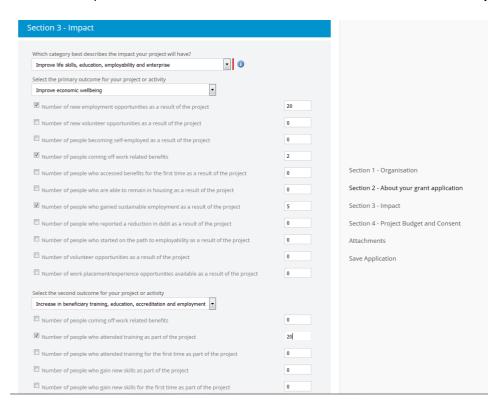
There are six themes to choose from for this IMPACT framework:
- **Improve people's life skills, employability and enterprise** - We want to support a thriving city that creates opportunities for people to fulfil their potential, to become more self-sufficient and to build their confidence.

- **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 can choose **four 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 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 or 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 normally be paid for their time 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

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. You will not be assessed on this information; it is for guidance only.

Primary issue - select a single option to represent the primary issue that will be addressed by this grant.

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.

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

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?

You can ask for full costs and do not have to provide match funding (unless otherwise stated in your guidance notes). Core costs (including staff, running costs) are eligible costs and we can fund these - allocation to core costs and capacity building should not exceed 50%. If you are asking us to contribute towards an activity or larger project, what are the total costs of the whole project? The total cost here should not include in kind costs, as these are calculated separately and on top of the total project cost.

How much has been raised so far?

If you are not asking us to fund the full costs, how much have you raised already? You do not have to secure match funding from elsewhere, however if you have other funding contributing to this project, please state the amount here.

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?
Tell us here if you are applying to other funders for funding towards the work, if yes please provide details.

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 £9.50 per hour outside London and £10.85 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

Requested amount	630
Total amount	1000

Breakdown

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

Volunteer Costs

Requested amount	280
Total amount	500

Breakdown

£10 per hour x 28 hours

Capital Costs (Equipment)

Requested amount	1,950
Total amount	5,000

Breakdown

Outdoor play equipment (quotes attached)

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 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.
- A completed copy of the attached Financial Position template (this will help us understand the current financial positioning of your organisation). You can download the template from the [Fund home page](#).

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

N.B. If applying in partnership, all organisations are required to submit the supporting documents listed above.

Declaration - For all applicants
Please read each statement carefully a check the box if you agree with the statement. Please confirm your name and role.

Contact details – tick this box if you agree to LCF sharing the contact details of my group with other organisations and individuals with a legitimate interest in learning about our work.

Publicity – please tick this box if you are happy 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.

londoncf.org.uk