The London
Community
Foundation

# Making your application online

## Guidance notes

londoncf.org.uk

# Guidance 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.

### Ineligibility Criteria

Before making your application, please read through the below criteria to ensure that you are eligible to make an application. If you think that you might be ineligible due to any of the reasons listed below, please give us a call to discuss these further:

- Organisations with overdue or incomplete monitoring on a previous grant from The London Community Foundation from any of its programmes.
- Organisations who have had two consecutive years of net current liabilities in the past two financial years.
- Statutory organisations, such as Local Authorities (e.g. school curriculum)
- 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.
- CICs or Companies limited by shares.
- 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.

## 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
- 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

### Funding Request

If you are requesting funds to run a specific project, please put in the name of the project. If you are applying for core costs, please write core costs.

### Project / Funding start date & end date

If your project / funding period 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 a grant? For project costs, please tell us what you are doing, where, when and who will run it. For core costs, which costs are you requesting a contribution towards and how will it help service provision/organisational development?

If you are asking for project funding, tell us about the project. How many people will it be for? How often? Where? Who will deliver the activity or services? Who for? When?

If you are asking for core funding, which core costs will you use the grant to contribute towards, e.g. rent, staff salaries etc.

*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 project and/or organisational benefits and outcomes be as a result of this funding?

What difference will this funding make to the project or your organisation (if applying for core costs)? How is this directly related to the issues you have identified? List the benefits or changes that will directly result from this funding.

If you are applying for core costs, please explain the overall benefit it will have to your organisation during the funding period.

*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 the funding has on the project or your organisation as a whole (if requesting core costs)?

How do you measure your work? How do you record the changes and impact this work 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.*

### 5. Please provide a brief description of any volunteering you could benefit from.

Deutsche Bank is keen to engage with funded organisations in ways beyond funding. In your application it will be keen to hear of any additional support you require that employees may be able to help with. Examples could be regular volunteer support to help you deliver services for homeless people, hands-on practical help to repair physical needs to your buildings, or utilising employee's breadth of skills to build your organisation's strategy or overcome a business challenge you are facing.

## Section 3: Impact

**In this section we are asking for the impact you think you 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.**

### If you are applying for Core Costs

If you are applying for core costs, please select the category, "Promote reduction of isolation and disadvantage and access to local services" and then the primary outcome, "Support vulnerable and disadvantaged people." Then please estimate the values according to the number of people your organisation as a whole will support across the entire funding period.

### If you are applying for Project Costs

Please follow the advice below.

By setting the outcome 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.

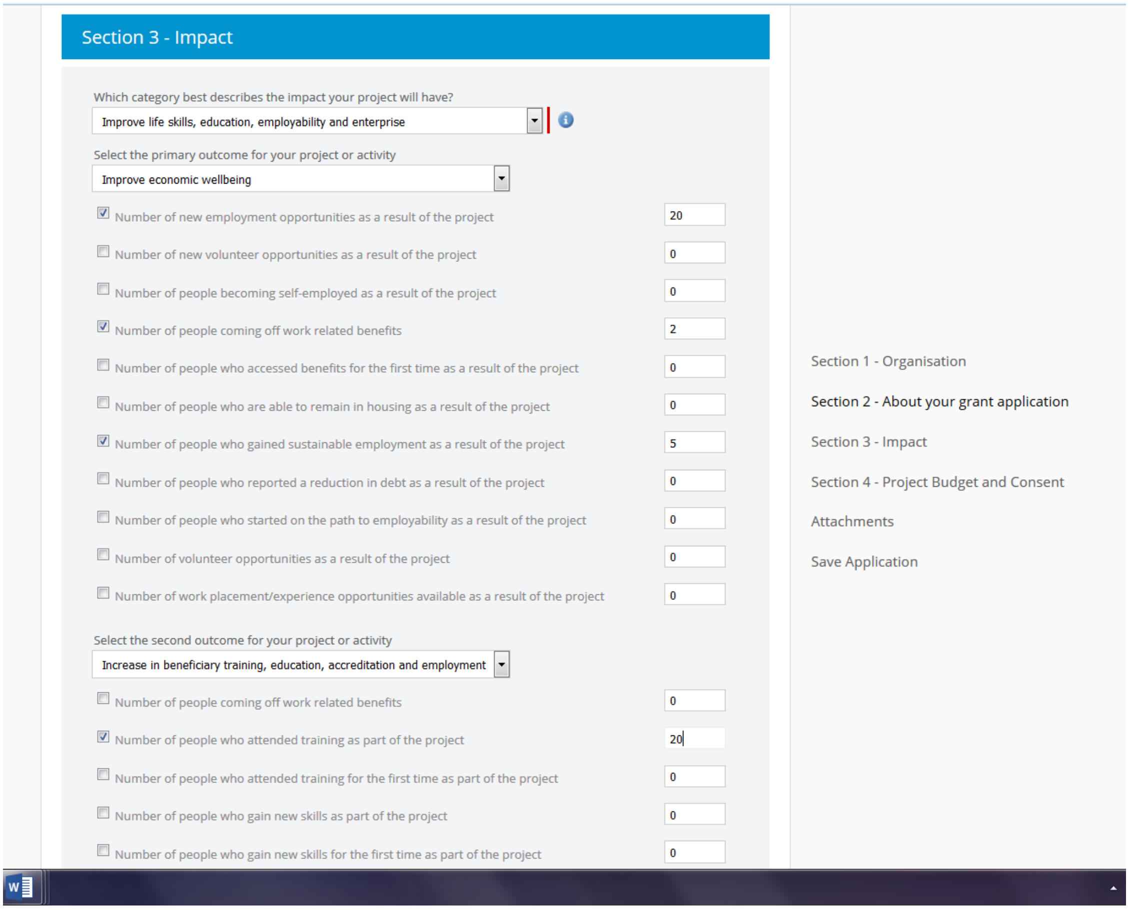
- **Connect people with the arts culture and heritage** - We want to create a city that values and takes pride in the excellence and diversity of arts and culture, where everyone feels encouraged to participate, and their efforts create a lasting legacy.

- **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 will be able to select two **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**


Section 1 - Organisation
Section 2 - About your grant application
Section 3 - Impact
Section 4 - Project Budget and Consent
Attachments
Save Application

Section 3 - Impact

Which category best describes the impact your project will have?
Improve life skills, education, employability and enterprise

Select the primary outcome for your project or activity
Improve economic wellbeing

| | |
|---|---|
| ☑ Number of new employment opportunities as a result of the project | 20 |
| ☐ Number of new volunteer opportunities as a result of the project | 0 |
| ☐ Number of people becoming self-employed as a result of the project | 0 |
| ☑ Number of people coming off work related benefits | 2 |
| ☐ Number of people who accessed benefits for the first time as a result of the project | 0 |
| ☐ Number of people who are able to remain in housing as a result of the project | 0 |
| ☑ Number of people who gained sustainable employment as a result of the project | 5 |
| ☐ Number of people who reported a reduction in debt as a result of the project | 0 |
| ☐ Number of people who started on the path to employability as a result of the project | 0 |
| ☐ Number of volunteer opportunities as a result of the project | 0 |
| ☐ Number of work placement/experience opportunities available as a result of the project | 0 |

Select the second outcome for your project or activity
Increase in beneficiary training, education, accreditation and employment

| | |
|---|---|
| ☐ Number of people coming off work related benefits | 0 |
| ☑ Number of people who attended training as part of the project | 20 |
| ☐ Number of people who attended training for the first time as part of the project | 0 |
| ☐ Number of people who gain new skills as part of the project | 0 |
| ☐ Number of people who gain new skills for the first time as part of the project | 0 |

## Beneficiaries

### How many people will directly benefit from the project or, if applying for core costs, how many people will benefit from your work during the funding period?

Please estimate how many people will benefit from any changes to your organisation which 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: Budget and Consent

### What is the total cost of the project/ of the core costs you are applying for?

If you are applying for project costs, you are welcome to apply for the costs in full, or to provide match funding. If you are asking us to contribute towards an activity or larger project, what are the total costs of the whole project?

If you are applying for core costs, please let us know what the total of the core costs you are requesting a contribution towards.

### 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 guidance notes and the criteria and make sure that your request is within the maximum grant amount available for this round.

### Are you seeking other funding for this project/ these core costs?

Click Yes or No to tell us if you are applying to other funders for funding towards your 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 £9.30 per hour outside London and £10.75 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. 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 | 4,260 |
| Total amount | 4,260 |

**Breakdown**

| |
|---|
| Youth worker @ £14 per hour x 3 hours per session x 40 weekly sessions = £1,680.<br>2 x young people helping to deliver sessions @ £10.75 per hour x 3 hours per session x 40 weekly sessions = £2,580 |

**Volunteer Costs**

| | |
|---|---|
| Requested amount | 560 |
| Total amount | 560 |

Breakdown

| |
|---|
| Travel expenses for 2 volunteers estimated @ £7 per session each x 40 weekly sessions = £560. |

Operations/Activity Costs

| | |
|---|---|
| Requested amount | 0 |
| Total amount | 500 |

Breakdown

Room hire – provided in kind by xxxx.

Capital Costs (Equipment)

| | |
|---|---|
| Requested amount | 250 |
| Total amount | 250 |

Breakdown

Football nets £100, Art materials £150

***Note for Volunteer Costs** - 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 - For all applicants
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.

The London Community Foundation

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