

**Paddington
Central**

**Community
Fund**

**The London
Community
Foundation**

Paddington Central Community Fund

Application guidelines 2021/22

londoncf.org.uk

Application guidelines

About the Fund

We are delighted to announce the first round of the **Paddington Central Community Fund**. This Fund has been established by The London Community Foundation and British Land.

The Fund awards grants to registered charities, voluntary or community groups, and other not-for-profit organisations that provide projects or services benefitting the community in the London Borough of Westminster, with a priority on the wards of Church Street, Westbourne and Hyde Park. These guidelines set out who may apply and the activities you may request funding for. Please read the following carefully.

Fund Area

The Fund is for projects and services delivered within the London Borough of Westminster. The funds available are limited, therefore the priority is to support **small community organisations supporting residents in Church Street, Westbourne and Hyde Park wards**. It is expected that around five grants will be awarded.

Fund Criteria

The Paddington Central Community Fund can support projects that meet these criteria:

1. Projects addressing the wellbeing of Children and Young People
2. Projects addressing the wellbeing of Older People
3. Organisations with an income of under £500,000, with a priority on those under £300,000
4. Projects supporting residents in the locations outlined above

Examples of projects that might be funded by the Paddington Central Community Fund in 2021/22 include:

- Youth club provision and activities
- Literacy and numeracy projects for children and young people
- Projects that support personal and social skills development for children and young people, i.e. group activities using mediums such as creative arts, sports, music, dance, or 1:1 mentoring
- Activities that promote health and wellbeing for older people, i.e. exercise classes or befriending

Grant Size

Grants of up to £10,000 are available to cover project related costs.

Successful applicants will have a maximum of 12 months to spend their grant.

It is likely that, based on the budget available, around 5 or 6 grants will be awarded.

Decisions on applications submitted to this round will be released in the week commencing 20th December 2021, and project activity must therefore not start before the end of December 2021 at the earliest.

Who can apply?

These are LCF's core eligibility criteria:

- **Eligible Legal Structures** – there must be a signed governing document in place appropriate to the legal structure which includes an asset lock (or equivalent clause), and the purpose of all funded activities must be charitable (not for profit):
 - Charitable Incorporated Organisation (CIO)
 - Company Limited by Guarantee (CLG) - may also be registered as a Charity or a Community Interest Company Limited by Guarantee (CICLG)
 - Trust
 - Unincorporated Association
 - Community Benefit Societies (CBS). Ideally, the CBS will also be registered as charitable with HMRC, however this is not essential.
- **Governance:** You must have at least three unrelated members legally responsible for the governance of the organisation; Trustees/Directors/Management Committee as appropriate to your structure. Please note that this refers to the highest level of governance, a Management Committee that sits below a board of Trustees (eg charities, CIOs) or Directors (CLG or CICLG) does not count towards this.
- **Bank account:** 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.
- **Safeguarding:** You must have a safeguarding policy in place that has been reviewed in the last two years.
- **Previous LCF funding:** All conditions from any previous London Community Foundation grants must be completed and there is no current outstanding monitoring at the time of application.
- **Registration:** If the income for charitable purposes is more than £5k at the point of application, organisations must have submitted an application to register to Charity Commission or the relevant regulator (e.g., Companies House, CIC regulator or Financial Conduct Authority). If the LCF grant will take the organisation over £5k, please visit [this website](#) for guidance on setting up a charity, including information on legal structures.

Who and what isn't eligible:

- The following types of organisation are not eligible:
 - Companies limited by Shares (including CIC limited by shares).
 - Statutory organisations, such as local authorities.
 - NHS bodies.
 - Co-operative Societies.
- The grant funds cannot be used for:
 - activities that promote religious or political views,
 - purely commercial ventures (for profit),
 - spending that has already taken place (i.e. retrospective funding),
 - individual sponsorship or redistribution of a grant to individuals or other organisations,
 - activities where people are excluded on the basis of religion, sexual orientation, gender or ethnicity (unless the issue is group-specific).
- There must be no [personal benefit](#) attached to the grant.
- The organisation must not have two years of late submissions to the Charity Commission/Companies House within the last two completed financial years.
- The organisation must not have two years of net current liabilities within the two most recent completed financial years.
- Organisations where Trustees are paid are not eligible unless evidence of approval is provided from the Charity Commission and/or this arrangement is referenced in the governing document

Monitoring and evaluating your work

Grantees will be required to complete a short form outlining how the grant was spent and highlighting the benefits for your users. Monitoring and evaluating our grants enables us to better understand the impact of our grant-making. It helps us to understand community need, inform future strategies, and provides vital information if we are considering future funding!

It should also help you to collect valuable information on how service users benefit from your work, what works and what doesn't, and also demonstrate to funders the value of your work. Further information and tips on monitoring your work, there are several useful websites, such as <https://knowhownonprofit.org/organisation/impact> and <http://www.evaluation.org.uk/>

How to apply

The online application form can be accessed by clicking on the 'Apply now' button at <https://londoncf.org.uk/grants/paddington-central-community-fund>

Please read the instructions carefully, tick to say if you agree and have understood, enter your e-mail address and click on the "Send e-mail and continue". Once you have done this you will be sent an e-mail with a link to your unique online application form. You should receive the e-mail within a couple of minutes (please check your junk mail folder).

You can also download from our website our 'Guidance notes' for details on completing the online form.

Application deadline

You will need to complete the online application form and submit along with the following documents to us at The London Community Foundation by **Thursday 11th November 2021 at 5pm:**

- Governing document (e.g. your set of rules or constitution)
- Details of your trustees/directors or management committee
- Either your annual accounts OR a record of actual income and expenditure for the last 12 months OR a forecast of income and expenditure for your first 12 months if you are a new group with a copy of the first page of a recent bank statement
- Safeguarding Policy

Please note we are unable to consider applications that are submitted after the deadline or those that do not have the supporting documents included.

Some top tips for top applications:

- Draft responses before completing the online form and save them in a Word document.
- Make sure that every question has been answered in full (the form will prompt you).
- Ensure your budget section has a clear breakdown of all the costs associated with your project.
- Ask somebody to read through the application before sending, preferably someone who knows nothing about the project. This is a great way to pick up on any mistakes or lack of information and rectify it before submitting.

Living Wage Funder

The London Community Foundation is a Living Wage Funder. This scheme, run by the Living Wage Foundation means that The London Community Foundation will actively encourage and support applications from organisations willing to pay staff the real Living Wage (currently £10.85 in London), or higher.

If you are applying for funding of any staff costs (this could include existing staff members, sessional workers, part-time or full-time posts, freelance workers) you should budget these at the Living Wage or above. We are sensitive to circumstances where applicants feel that taking up the Living Wage could cause difficulties, in these instances, please explain the circumstances in the Living Wage section of the application form. This does not require employers to pay the Living Wage to apprentices or interns although we recommend it as best practice for employers who can afford to do so.

You can learn more about The Living Wage Funder Scheme at <https://www.livingwage.org.uk/living-wage-funders>

What happens next?

We may contact organisations to discuss their applications in more detail or request additional information. A grants panel of representatives from British Land tenants who have contributed to this fund will then discuss the applications and decide which projects to fund within the budget available. All applicants will receive a decision letter attached to an e-mail in the week commencing 20th December 2021. (Project activity must not start before the end of December at the earliest).

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

- Credit support from the Paddington Central Community Fund and The London Community Foundation (LCF) on all materials related to the funded work using the correct logos (available on request).
- Complete spending within 12 months, and a monitoring form about the project within four weeks of completing your grant, and no later than 13 months after receipt of grant.
- Maintain financial records for all grant spending and submit requested information to LCF.
- Be available for a potential monitoring visit by LCF or representatives of the fund.

Further information

Please contact Sam Fox, Head of Grant Operations sam.fox@londoncf.org.uk or any of the Programmes Team at The London Community Foundation, if you have any questions about the Fund or would like to discuss your proposal prior to making an application.

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