

**Paddington
Central**

**Community
Fund**

**The London
Community
Foundation**

Making your application online

Guidance notes –
Paddington Central Community Fund
2021/22

londoncf.org.uk

Online application form guidance

PLEASE READ BEFORE STARTING YOUR APPLICATION

These guidance notes are to help you complete some of the key questions in the online application form for the **Paddington Central Community Fund** at The London Community Foundation.

Tips:

- You can also hover over the ⓘ symbol next to each question on the online form for help on how to respond.
- Each of the large text boxes will have a maximum word limit.
- Text boxes/fields marked with a red line need completing – without an answer you will not be able to submit your form.
- It is a good idea to draft your responses using a word processing programme such as Microsoft Word, so that you can check your spelling and word count as you go along. Please note: word and the application form treat word counts in different ways. For example, Word counts B&YC as one word and the application form as three words.
- As you enter your information on the online form, remember to save your progress periodically by clicking on the 📄 symbol on the right hand side, to prevent you from losing your work in case of internet issues.

Section 1: About Your Organisation

Organisation Name, Address and general contact information

Please provide details of your organisation as it appears on any governing documents. If you are known by another name, please tell us about this as well. (Please put in Name known as xxx in the answer box). Please include details of your website and any social media accounts you use.

Main Contact Person

Please provide details for the main person who we should contact in relation to this application. If you are shortlisted we may contact you to arrange a phone call to discuss your application, so please ensure that we have correct contact details, preferably a mobile number and email. We will contact you within one month of the closing date. If there is a chance you might be away during this time, please attach a document with an alternative contact person and their details.

Using the selection buttons you can indicate where correspondence relating to the grant should be directed. If your organisation has an independent address but you wish correspondence to be directed to an alternative address, un-tick the option "Use organisations address" for correspondence and you will be presented with the opportunity to enter different/additional contact details.

Organisation start date

Please let us know the month and year that your group was set up or formally established.

What type of organisation are you?

You do not need to be a registered charity or company limited by guarantee to apply, but we do need to know more about the "status" of your organisation.

Please select all types of organisation which apply. If you are a registered charity, please supply your charity number, if you are a registered company please provide your company number. If you check 'other' please specify what type of organisation you are.

What was your organisation's annual income during your last 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 annual expenditure during your last financial year or last 12 months?

Please let us know your organisation's expenditure 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?

Are you part of a larger regional or national organisation?

Please tell us if you are part of a larger regional or national organisation. If you are not please leave this blank.

If you are a sub-group or committee of a larger group, or a local branch of a national charity, we can only fund you if you can demonstrate that you operate independently. This usually means you have separate rules & regulations, an independent committee, a separate bank account and are responsible for generating your own income. Please explain this in the question on aims of your organisation.

Staffing and volunteers

Please let us know how many full and part time staff your organisation employs. If applicable let us know how many members and volunteers your organisation has. Your Management Committee may be known as your Trustee Board. (We recommend there is a minimum of 4 members)

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?

Please tell us about your group's aims? What activity do you usually deliver in Westminster, for who and where? How is your organisation run and managed? How are key decisions made? Please explain your organisation's usual activity and management structure.

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 your project has a name please put it here, if it has no name please leave this box blank.

Project funding start / end

Please put the forecasted project start and end date. Please note that successful applicants will have a maximum period of 12 months from the offer letter date to spend the grant.

Funding decisions will be available by:

- Week commencing 20th December 2021

You are advised to plan projects to start no earlier than the end of December 2021.

Which local authority will the activity mainly take place in?

Please enter details of the local authority area where the activity will take place. If the activity takes place across multiple boroughs please select the central one or the borough where your organisation is based. Please note that this fund is only eligible for projects taking place in Westminster.

Please provide a postcode which represents the geographical area you will benefit.

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

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

What are the issues your project will address and who is it that will benefit? This might be a particular age group, residents in a certain Westminster ward/area, certain types of people such as at risk young people, etc. Also, how do you know there's a need for the project? Have you done surveys, had feedback? Is there a gap in provision/little else in the area? Is it in response to local demand?

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

This is where we ask you to tell us about what you need the money for. If you are applying for ongoing activities or new work, what is it that you would like to do, i.e. describe the activities, giving project specifics; WHAT, WHEN, HOW OFTEN (number and regularity of sessions), WHERE (venue/s), FORMAT & DELIVERY (including expertise of facilitators). If

applicable, please tell us about any partnerships with other groups required to deliver the project.

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.

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.

Section 3: Impact

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.

How many people will directly benefit from this grant?

Please estimate how many people will directly 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.

Other people benefiting

Tell us about other people who will benefit from your project or service. For example family members who are not taking part in the project.

Beneficiaries

From the **drop down list**, please click on the one group that best reflects **the majority** of the **beneficiaries** of your organisation, this will then be entered in the selection box. On doing this you will then be presented with a series of check boxes, 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 doesn't have to be 100% accurate, you're just giving an indication.

Ethnicity

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. It doesn't have to be 100% accurate, you're just giving an indication.

Issues

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.

Age Groups

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. Then, using the remaining check boxes indicate any other age groups that will benefit.

Section 4: Project Budget and Consent

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 part of a staff salary, for instance, what is the total salary each year?

If you are asking us to contribute towards a project or activity, what are the total costs?

How much has been raised so far?

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 of funding you are requesting from us.

Are you seeking other funding towards this project?

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

Living Wage

As outlined in the Fund Guidelines we are now a Living Wage Friendly 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 Living Wage which is £10.55 per hour 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 project's staff costs. 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.

Budget breakdown

Here you itemise the costs that will be incurred in running your project. The headings (staff

costs, 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	2,000
Total amount	2,880

Breakdown

2 youth workers @ £12.50 per hour x 2 hours per session x 40 weekly sessions = £2,000,
Not requested: 1 support worker @ £11 per hour x 2 hours per session x 40 weekly sessions = £880

Volunteer Costs

Requested amount	600
Total amount	600

Breakdown

Travel expenses for 2 volunteers at £7.50 per session each x 40 weekly sessions = £600

Operations/Activity Costs

Requested amount	1,200
Total amount	1,200

Breakdown

Room hire @ £15 per hour x 2 hours per session x 40 weekly sessions = £1,200

Office, Overhead, Premises Costs

Requested amount	380
Total amount	380

Breakdown

Funding towards organisation's running costs including office space, utility bills

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, i.e. 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 and/or vulnerable adults (please contact us if you need help to develop one)
- 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 Word 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

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

How did you find the application form?

Please let us know how challenging you found the application form to complete.

When you have completed your application

Once you have completed the form please ensure you click on the 'submit' button at the bottom of the page to send the application through to us. Once your form is submitted you will no longer be able to access and edit it.

If you have not completed all of the required fields 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.

If you're still not sure about anything when completing the form, please contact The London Community Foundation on 020 7582 5117 or email info@londoncf.org.uk