

# Peabody Community Fund

Fund guidelines 2019-20

# Fund guidelines

## About the Peabody Community Fund

Peabody wants to ensure that London is a city of opportunity for all. In these tough economic times, they are investing more resources to provide more support to the people and communities they work with.

In 2018/19, the Peabody Community Fund received 109 applications across the two funding rounds requesting £964,055. In total, 37 grants were awarded and £315,346 was allocated.

The London Community Foundation is, once again, delighted to be managing the Peabody Community Grants funding programme in 2019/20. The Peabody Community Fund awards grants to charities, resident and community organisations working for the benefit of people who live in the areas in which Peabody operates. In particular, we want to support Peabody residents, and this year the grants budget will be more than doubled to £700,000. The budget will include £25,000 restricted to projects in both Thamesmead and Waltham Forest.

There will be two tiers of applications as follows:

- Grants of up to £10,000 per year for 2 years (maximum of £20,000 in total) for organisations with an annual income of £250,000 or less.
- Grants of up to £15,000 per year for 2 years (maximum of £30,000 in total) for organisations with an annual income of between £250,001 and £500,000.

## About The London Community Foundation

The London Community Foundation (LCF) is an independent charity which specialises in supporting grassroots, community-based organisations focused on helping disadvantaged London. We do this by harnessing ideas and talents in the community to make progress on deep-rooted issues that can't be solved elsewhere, and achieve this primarily through our grantmaking. Unlike other Trusts and Foundations we do not just give out our 'own' money, rather we work with a range of donors, supporting predominantly small charities and community groups to tackle local issues.

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For all application eligibility and process queries please contact LCF initially. LCF may refer you to Peabody's Community Team if it is felt they can offer you more support. For support from LCF please contact the Programmes Team on:

- 020 7582 5117 or e-mail [info@londoncf.org.uk](mailto:info@londoncf.org.uk)

The Peabody Community Team will also be available to help groups who need support developing their application. For support from Peabody please contact the Community Team on:

- e-mail [community.projects@peabody.org.uk](mailto:community.projects@peabody.org.uk)

## Fund Criteria

Grants are available to fund local activities which improve the quality of life of Peabody residents and the wider community. Projects must align with **one** or more of the three **fund themes**:

- **Healthy** – *helping people with their physical and mental wellbeing*
- **Wealthy** – *supporting people to become financially independent through employment, enterprise and education*
- **Happy** – *helping people make the most out of their lives through active citizenship, volunteering and community involvement*

The Fund aims to support **ongoing / regular activities** benefitting residents of all ages and **priority** will be given to:

- Organisations/projects addressing the needs of the **most disadvantaged** members of the community
- **Peabody resident-led projects**. If an applicant organisation is not resident-led, they will need to demonstrate strong connections with local residents, strong partnership working in the locality, a commitment to the locality after the proposed project is complete, and a clear understanding of community needs
- **Youth led projects** up to the age of 24
- There will also be **restricted funds** for projects supporting Peabody residents living in **Waltham Forest** and **Thamesmead** (on the Bexley/Greenwich boroughs border)

Activities must demonstrate the beneficiaries will primarily be Peabody residents.

The Fund will also **prioritise** those **projects** which will **run for a period of at least 6 months**, such as a weekly club or activity.

**Examples of projects that might be funded include;** however, this list is *not* exhaustive:

- After-school clubs and activities provision
- Sports, dance, creative arts, and leisure activities for young people
- Literacy and numeracy projects for children and young people
- Employment and training opportunities for young people or adults
- Advice and support for those who are vulnerable or marginalised

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- Projects that promote community cohesion
  - Health & wellbeing activities for older people, i.e. exercise classes or befriending services
  - Food banks, or projects that help to reduce poverty
  - Projects which promote involvement in the local community, i.e. volunteering
  - New projects where a two or three-year grant could act as 'incubator funding' and the activities become sustainable at the end of the grant period

## Project costs

### Total project cost:

Organisations can request the total cost of the project from the Fund. However, the Fund will look favorably on those applications for projects which have received matched funding, or a contribution has already been raised towards the total cost.

### Sessional costs:

The most common request received to the Fund is for funding of sessional workers to co-ordinate and run projects. The Fund encourages all posts to be paid at or above the London Living Wage (see page 9). However, when requesting funding for more specialist sessional posts, it is requested that the cost per hour should be reasonable, and discounted hourly rates negotiated where possible.

### Costs which are not a priority for the fund:

- One-off events or activities. The Fund is keen to support projects which encourage longer-term participation and benefits, therefore one-off events or trips are not a priority.
- The Fund cannot contribute towards capital appeals. Requests which are solely for equipment or items are not a priority for the fund.

## Grant size and project duration

Grants are available covering costs relating to your proposed project, and groups can request:

- Grants of up to £10,000 per year over 2 years\* for organisations with an annual income of £250,000 or less.
- Grants of up to £15,000 per year over 2 years\* for organisations with an annual income of between £250,001 and £500,000^.

\*Applicant organisations have the option to either request 1 or 2-year funding – please note the maximum amount per year at different income levels above. Equally, organisations should apply for an amount they require to deliver their project, and would be comfortable in managing, if funded.

^Income threshold: applicant organisations must have an annual income of £500,000 or less.

Please note that organisations cannot hold more than one grant within a 12 month period across all Peabody's grant programmes. Unsuccessful organisations can apply again to the next funding round, if eligible.

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## Continuation funding

Organisations awarded a grant previously by the Peabody Community Fund can apply for continuation funding for the same project or submit a request for new activities, once the previous grant has been fully reported on. Where asking for repeat funding, organisations are asked to demonstrate how the project will develop.

Depending on the number and quality of applications submitted to a funding round, previously or currently funded organisations may not be prioritised.

## Who can apply?

The following **not-for-profit organisations** are eligible to apply:

- Constituted community and resident groups
- Registered charities
- Companies limited by guarantee
- Social enterprises
- Community Interest Companies (CICs) Limited by Guarantee – **not** CICs Limited by Shares
- Charitable Incorporated Organisations (CIOs)

**Projects with no clear plan for how to benefit Peabody residents cannot be funded.** If you are unsure whether your organisation is operating in a Peabody area, please contact the Peabody Community Team to discuss your project before applying (see contact details on page 3).

## Applicants must:

- Be supporting Peabody residents. Applicants will be expected to have researched Peabody stock in the area (available via LCF and Peabody) and demonstrate that they have a clear strategy for engaging Peabody residents in their project
- Demonstrate that the proposal is in response to identified community need
- Have a minimum of 3 unrelated Trustees/Directors/Management Committee members
- Have a Governing Document, i.e. a constitution or Memorandum & Articles
- Have a Bank Account in the name of the group, with at least 2 unrelated signatories – or provide details of another group who will be managing any grant awarded, with a copy of the partnership arrangement
- Have Annual Accounts, or for smaller groups, an Income and Expenditure Sheet for the most recent financial period. If a group is new with no previous income they will need to provide an Income & Expenditure forecast and a recent bank statement
- Have an annual income of £250,000 or less for grants of up to £10,000 per year or between £250,001 and £500,000 for awards of up to £15,000 per year
- Have a Safeguarding Policy if working with young people under the age of 18, and/or working with vulnerable adults. Groups can contact us if they need help with this and we can also provide them with our guide on safeguarding policies. Groups will also need to have a DBS checks policy in place where required
- Have the relevant insurance in place, including public liability (if required) before delivering activities

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## What can't be funded through the Peabody Community Fund?

- Local Authorities
- Any party political activity
- Purely commercial ventures (for profit)
- CICs Limited by Shares
- Spending that has already taken place (i.e. retrospective funding)
- Individual sponsorship, or redistribution of a grant to individuals or other organisations
- Activities promoting religious beliefs
- Activities where people are excluded on the basis of religion, sexual orientation, gender (unless the issue being dealt with is gender-specific), ethnicity
- Organisations who have overdue or incomplete monitoring on a previous grant from The London Community Foundation and/or Peabody programmes
- Organisations who have been late submitting their accounts to the Charity Commission or Companies House in 2 of the last 3 years
- Organisations who have 2 years of consecutive net current liabilities in their financial statements
- Organisations who are in receipt of loans from Directors/Trustees
- Organisations where Trustees are paid, unless evidence of approval is provided from the Charity Commission and/or this arrangement is referenced in the governing document

## Closing dates for applications

There are two deadlines in 2019/20 for returning your application form and all supporting documents, which are:

Closing date:	Projects can start from:	When you will hear the outcome by:
Wednesday 17 <sup>th</sup> July 2019 @ 12noon	October 2019	Friday 27 <sup>th</sup> September 2019
Wednesday 18 <sup>th</sup> December 2019 @ 12noon	April 2020	Friday 27 <sup>th</sup> March 2020

## What happens next?

Applications which best fit the Community Grants programme themes and priority areas will be shortlisted. The shortlisted applicants will then be contacted by a Programme Manager from The London Community Foundation for an informal chat or to request additional information to find out more about your project.

Shortlisted applications will be presented to the Peabody Panel. Successful and unsuccessful applicants will be notified of the decision in writing. The Panel's decisions are final and cannot be appealed.

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## Timetable for spending the grant

Successful applicants will have up to 12 months from the offer date to spend any grant awarded, and a further four weeks after this date to submit monitoring. Grants cannot cover activities taking place before any grant is awarded.

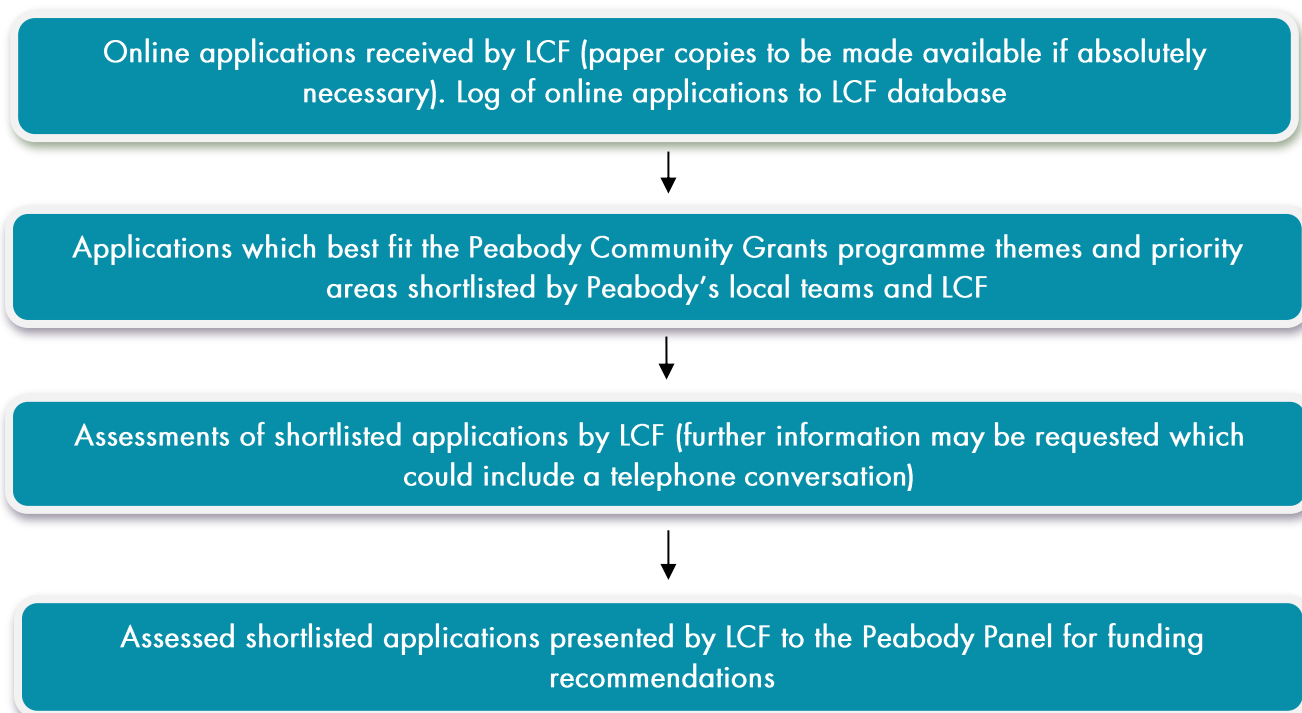
## Monitoring and evaluation

Groups in receipt of a grant will be required to complete a form outlining how the grant was spent and highlighting the benefits for residents. You will be provided with the link to the online form when awarded funding and you will also be reminded when your project is close to finishing. In addition, organisations awarded multi-year funding will be required to complete a short interim monitoring form which provides an update on the project's progress at the end of each year. Once a satisfactory interim report has been submitted, the next year's grant payment will be released.

Monitoring and evaluating the projects funded by our grants enables your group and us to better understand the impact of the grant. It helps us to more fully understand community needs, enables your group and us to learn from your project and can also help you put together information that can help to inform future plans.

It is also recommended that organisations should collect valuable information on how people benefit from your work, what works and what doesn't, how you can make your services more effective, and also demonstrate to future funders the value of your work. For 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/>

## Funding Decision Process



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## How to apply

**Please note this is an online application form.**

In exceptional circumstances where you have no access to the internet you may contact us and outline why you cannot access the internet and, if reasonable, we will send you a paper application form. Please contact [applications@londoncf.org.uk](mailto:applications@londoncf.org.uk) or call the office and ask to speak with the programme manager.

To apply for a grant, please visit the 'Peabody Community Fund' page under the 'Available Grants' section of LCF's website at <https://londoncf.org.uk/grants/peabody-community-fund>

Please read the instructions carefully, tick to say 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 spam folder). If you do not receive an e-mail it may be that you have not entered your e-mail correctly – please be careful and check the address before submitting.

The supporting documents you will need to provide are:

- Your Governing Document, i.e. your constitution or memorandum and articles
- Names and addresses of your Management Committee
- Annual Accounts or Income & Expenditure (I&E) Sheet for your last financial period for smaller groups. For new organisations with no income, please provide an I&E forecast, and a bank statement
- Safeguarding Policies if working with young people under 18 or vulnerable adults

If you are having problems with the form, you can send your supporting documents via e-mail to: [applications@londoncf.org.uk](mailto:applications@londoncf.org.uk)

Or post to: The London Community Foundation, Unit 1.04, Piano House, 9 Brighton Terrace, London, SW9 8DJ.

If you are e-mailing your documents, please state your organisation's name in the subject line along with the fund name, i.e. *Joe Blogs Foundation, Peabody Community Fund application*. Where possible, please try to send all your attachments in one e-mail by zipping your documents. However, if you need to send more than one e-mail, please number them, i.e. *1 of 2*. Please note if your e-mail is too large it will not be accepted by our e-mail system – try to keep all of your e-mails to below 2MB.

If you have received funding from The London Community Foundation within the last two years, you need only submit your most recent accounts (or income & expenditure information for smaller groups), unless any of your policies have been updated during this period.

Please contact us if you would like help or are unable to complete an application online.



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## Deadline for Applications

Please submit your online form and all supporting documents by:

- **Wednesday 17<sup>th</sup> July 2019 @ 12noon or**
- **Wednesday 18<sup>th</sup> December 2019 @ 12noon**

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

Please do not hesitate to contact the programmes team if you would like to discuss your proposal prior to making an application, or if you need help with completing the form or providing the supporting documents.

### Some top tips for top applications:

- Draft your responses before completing the online form
- Make sure that every question has been answered in full (the online form will prompt you)
- Ensure your budget section has a clear breakdown of all the costs associated with your project
- Get 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

### What happens next?

We aim to let you know the outcome of your application in around twelve weeks of the closing date. Successful applicants will have a maximum period of a year to spend the grant, with the monitoring report due within four weeks after the project has been completed.

## Living Wage Funder

The London Community Foundation is now 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 Living Wage (currently £10.55 in London), or higher. The London Community Foundation has been a Living Wage Employer for a number of years, and have decided to become a Friendly Funder in recognition of the hard work and commitment that the employees of the organisations we fund undertake.

These projects and organisations are a vital pillar of London's vibrant communities. Without the dedication and commitment of their employees, London would not be the great city it is. We believe passionately that, where possible, organisations should pay their staff at a level that they can live on, to ensure that the fantastic work of the Capital's community groups, charities and social enterprises can continue into the future. We hope that, eventually, all funders will sign up to the scheme and together we can work towards ending low pay in the community and voluntary sector in the UK.

While we are very proud of supporting the Living Wage, we do not want this to stop anyone applying for funding. If, for any reason, paying this level will not be possible for your organisation, please call and discuss the situation with us before making an application.

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## What does this mean for applicants?

If you are applying for funding 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 organisations feel that taking up the Living Wage could cause difficulties, in these instances we suggest you call us on 020 7582 5117 to discuss your options before applying.

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. Many accredited employers have chosen to extend the requirement to apprentices and interns.

Currently the Living Wage is £9.00 per hour outside London and £10.55 in London.

You can learn more about The Living Wage by clicking [here](http://www.livingwage.org.uk/what-living-wage). (<http://www.livingwage.org.uk/what-living-wage>). You can find out more about The Living Wage Funder Scheme by clicking [here](http://www.livingwage.org.uk/aboutfriendlyfunders). (<http://www.livingwage.org.uk/aboutfriendlyfunders>)

## What is the Living Wage?

The Living Wage is an hourly rate which is set independently and updated in November each year by The Living Wage Foundation. It is calculated according to the basic cost of living in the UK. The current Living Wage for the UK is £9.00 and the London Living Wage is £10.55. **Please note this is different to the national living wage announced in the government's 2015 budget.**

## How will paying the Living Wage affect posts?

Paying at least the living wage applies to all posts, including existing roles, new roles, sessional and freelance workers (it does not need to apply to apprentices but we encourage groups to pay a Living Wage) that are funded by one of our grants. If The London Community Foundation is part-funding posts, we will pay at least the Living Wage on the part we are funding. Further to this, if you feel you are unable to afford to pay a worker at Living Wage please do not hesitate to contact us to discuss the matter further.

## Do we have to pay The Living Wage across the organisation or be an accredited Living Wage employer to apply?

You do not have to be an accredited Living Wage employer to apply for funding or pay a Living Wage to all of your staff to apply for this funding. We strongly encourage you to consider Living Wage Accreditation if you are in a position to do so. For more information about what this means, please call us, or speak directly to The Living Wage Foundation.

## Need help?

Please do not hesitate to contact The London Community Foundation Programmes Team if you would like to discuss your proposal prior to making an application, if you need help with completing the form or providing the supporting documents.

The London Community Foundation: [info@londoncf.org.uk](mailto:info@londoncf.org.uk) / 020 7582 5117

**The London  
Community  
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