

**The London  
Community  
Foundation**

# **Lambeth Mental Health Inequalities Programme**

Programme guidelines  
November 2024

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Community  
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# Programme guidelines

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## About the Programme

The Lambeth Mental Health Inequalities Programme is funded by The Living Well Network Alliance, a partnership that supports people in Lambeth who are experiencing mental illness or distress. The Living Well Network Alliance is a partnership between Certitude, Lambeth Council, NHS South East London, South London and Maudsley NHS Foundation Trust and Thames Reach.

The Living Well Network Alliance aims for better care for Lambeth residents by joining up services and giving people more say in their own care, treating people as equal partners in their support and recovery.

The Living Well Network Alliance has identified that some Lambeth residents, such as those from Latin American and Black communities, are accessing services less than others and are keen to address this. The service is also keen to improve access to a range of activities and services that promote positive mental health.

## Programme aims

The aim of the programme is to improve access to mental health services for Lambeth residents of Latin American and Black heritage, in turn improving mental wellbeing for these Lambeth residents.

## Geographical area

Applications to The London Community Foundation are welcome from **organisations based in Lambeth and delivering services in Lambeth**. People supported by the funded projects must be Lambeth residents.

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## How much can I apply for?

- Organisations can apply for grants of up to **£10,000 per year for two years (£20,000 in total)**.
- Organisations with a total income in their last financial year above £5,000 should not apply for more than 50% of their annual turnover.

## What can I apply for?

We will fund both new and existing projects.

You can apply for any costs towards your project, including e.g. staff/sessional costs associated with

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delivering the project, volunteer expenses, venue hire, materials and small equipment, insurance.

We encourage applicants to follow the principles of 'full cost recovery' and include core costs within the budget, i.e. including an appropriate portion of the organisation's rent, administrative costs and utility bills. For further information please see: [www.culturehive.co.uk/wp-content/uploads/2014/05/Full-cost-recovery.pdf](http://www.culturehive.co.uk/wp-content/uploads/2014/05/Full-cost-recovery.pdf).

**Flexible grants:** Although your application needs to explain how you expect to spend the grant and grants will be restricted to supporting the programme aims, you can change plans and redirect funding as needed. This is to ensure that you can respond to the needs of the community you support. You can do this without formally requesting changes to your delivery or waiting for approvals. As long as any change to activity remains focused on the programme's aims, we trust you to make any changes you need.

### **Programme priorities**

The programme will first prioritise applications from organisations looking to:

- Improve the mental wellbeing of Black, Latin American and other Spanish and Portuguese speakers living in Lambeth.

Priority will also be given to projects that support the following Lambeth residents:

- Black men.
- Neurodiverse residents.
- Residents identifying as LGBTQIA+.
- Residents with English as an additional language.

If we have a high volume of applications, we will further prioritise organisations with an income of less than £100,000 or those who operate in areas with high levels of deprivation.

### **Examples of projects that might be funded:**

The Living Well Network Alliance are particularly interested in funding the following project activities and ideas:

- Alternative spaces.
- Green therapies.
- Organisations offering culturally appropriate support.
- Physical health support for those with serious mental illness or distress.
- Volunteering opportunities for improved mental wellbeing.
- Projects supporting transition from hospital to community.
- Services for the promotion of a safe experience.
- Services provided by those with lived experience of mental health, domestic violence and crime.

### **Programme criteria – Who can apply and for what costs?**

#### **Programme specific criteria:**

We will fund organisations with a total annual income of up to £250,000 in their previous financial year. Organisations who have had an annual income over £250,000 in the previous financial year **will not** be eligible for funding.

All posts (including staff members, sessional workers, part-time or full-time posts and freelance workers) funded by these grants should be paid at or above the London Living Wage (currently £13.85 per hour).

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**These are LCF's core eligibility criteria:**

- **Eligible Legal Structures**

- 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.

There must be a 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):

- **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 (e.g. charities, CIOs) or Directors (CLG or CICLG) does not count towards this.
- **Finances:** You must have a bank account in the same name as the organisation you are applying for, with a minimum of two unrelated signatories.

When you apply for funding from The London Community Foundation, you will be required to submit accounts from the last completed financial year. If these accounts were submitted to Charity Commission/Companies House more than 18 months ago, then we require management or draft accounts for the most current year.

New organisations that do not have accounts for the last completed financial year are required to provide an income and expenditure forecast for the current year and include a note as to why accounts are not available for previous years.

The following template can be used if you do not have your own: [IE Forecast template](#)

- **Safeguarding:** You must have a safeguarding policy in place that has been reviewed in the last 12 months and meets the requirements listed in our [Safeguarding checklist](#).

Additionally, you must submit a safeguarding policy that has been reviewed within the last year and is reviewed annually (this needs to be in writing on the safeguarding policy). If your safeguarding policy has not been reviewed annually, please provide a rationale for this and outline when it will be next reviewed.

- **Previous LCF funding:** All conditions from any previous London Community Foundation grants must be met and there must be no outstanding monitoring at the time of application.
- **Registration:** If the organisation's income is over £5,000 at the time of application, the organisation must be registered with The Charity Commission or the relevant regulator (e.g. Companies House, CIC regulator or Financial Conduct Authority) or be in the process of

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registration. Evidence of this must be submitted with your application. If it is not, your application will not be considered for funding. Please visit [this website](#) for guidance on setting up a charity, including information on legal structures.

- **Supporting documents:** When applying for funding from The London Community Foundation, you must submit at a minimum: a governing document and annual accounts or an income and expenditure forecast template if your organisation is less than one year old. Additionally, you must submit your safeguarding policy that has been reviewed in the last 12 months and meets the requirements listed in our safeguarding checklist.

**We are unlikely to follow up if you do not upload the required documents due to tight programme deadlines. Ensure you upload the correct documents with your application; otherwise, your application may not be shortlisted.**

Shortlisted organisations will undergo social media and Google checks in line with the London Community Foundation [Equity, Diversity, and Inclusion statement](#).

### 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 schools
  - NHS bodies
  - Co-operative Societies
- The grant funds cannot be used for:
  - Activities that promote religious or political views.
  - Activities generating private profit.
  - Spending that has already taken place (i.e. retrospective funding).
  - Individual sponsorship or redistribution of a grant to individuals or other organisations, unless explicitly permitted in the specific programme guidelines.
  - 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 three short forms over the duration of the two year grant, outlining how the grant was spent and highlighting the benefits for your service 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 when we are considering future funding.

For this programme, it is likely that we will ask you to measure an outcome relating to changes in mental

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health and wellbeing. We will discuss with you the proposed measure and support you to use it if needed. Examples of the type of measure that may be used can be found here: [Mind Tools for Measuring Change in Mental Health and Wellbeing](#)

We hope that the monitoring process also helps you to collect valuable information on how service users benefit from your work, what works and what does not and to demonstrate to funders the value of your work.

### How to apply

The online application form can be accessed by clicking on the 'Apply now' button on our webpage: [Online Form \(salesforce-sites.com\)](#)

1. Please read the instructions carefully.
2. Tick to confirm you agree and have understood them.
3. Enter your e-mail address.
4. Click on the "Send e-mail and continue" box.

Once you have done this you will automatically 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 junk mail folders).

**Supporting Documents:** Please make sure you have submitted all three of the required supporting documents with your application:

- **A copy of your organisation's governing document.**
- **A safeguarding policy that is dated and has been reviewed within the last year.**
- **Annual accounts for the last completed financial year or an income and expenditure forecast if your organisation is less than one year old.**

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

**Due to tight programme deadlines, we are also unlikely to follow up if you do not upload the required documents. Ensure you upload the correct documents with your application; otherwise, your application may not be shortlisted.**

If you have difficulty uploading the documents, please contact us before the programme deadline.

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.

### 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.

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## Application deadlines

Programme Timeline	
Open for applications	Wednesday 18 <sup>th</sup> December 2024, 10am
Application deadline	Friday 24 <sup>th</sup> January 2025, 10am
Grant decisions communicated week commencing	24 <sup>th</sup> March 2025

Please note, **we are unable to consider applications submitted after the deadline** or those that do not have the supporting documents included. If you have any issues uploading documents or submitting your application, please email [applications@londoncf.org.uk](mailto:applications@londoncf.org.uk) before the deadline.

## 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 £13.85 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 London Community Foundation and The Living Well Network Alliance 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 Monday 24<sup>th</sup> March 2025. (Project activity must not start before Monday 31<sup>st</sup> March).

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

- Credit support from The Living Well Network Alliance and The London Community Foundation (LCF) on all materials related to the funded work using the correct logos (available on request).
- Complete spending within 24 months.
- Complete a monitoring form about the project at six months and twelve months and a final monitoring report within four weeks of completing your grant, and no later than 26 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 Leigh Ogden, Grant Programmes Lead on [leigh.ogden@londoncf.org.uk](mailto:leigh.ogden@londoncf.org.uk) or call us on 020 7582 5117 if you have any questions about the programme.

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