

**FUNDED
BY**



**The London
Community
Foundation**

Nourish the Nation Summer Food and Activity Programme

**Programme guidelines
April 2024**

londoncf.org.uk

Programme guidelines

About the Programme

Sainsbury's Nourish the Nation programme, in partnership with Comic Relief, aims to tackle food poverty by helping people access the balanced, nutritional, and sustainable food they need, right now and in the future.

The Department for Education currently provides support to children (reception to year 11) who receive benefits-related free school meals through their Holiday Activities and Food (HAF) programme. The programme is delivered through local councils to children who receive free school meals (FSM) if their parents receive one of the qualifying benefits. There is evidence that some children who need support are missing out, and the scheme does not cover the whole summer – often 4 weeks of a 6-week holiday.

Sainsbury's and Comic Relief can see the limitations of the current scheme and are keen to pilot a programme with the aim of:

- Providing food to children experiencing food poverty which will, in turn, increase their health and well-being.
- Developing a programme that addresses gaps in the current provision and reviewing the impact.
- Raising awareness of food poverty amongst children through storytelling and publicity to raise further funds.
- Showcasing how food poverty for children during the summer could be addressed differently to potentially develop a larger scale programme in the future.

Comic Relief has also identified a specific gap in supporting children and young people with a disability with food and activities during the summer and this fund is interested in supporting organisations that can support increased and/or improved access to schemes for children and young people with a disability.

Programme aims

The aim of the programme is to provide school children (up to Year 11) **with improved access to summer holiday activity and food schemes**. The programme will support organisations who already provide food and holiday activities to increase access and reach. It will also support organisations that currently do not provide such services but feel well-placed to deliver a summer food and activity scheme.

Geographical area

Applications to The London Community Foundation are welcome from organisations based in any London borough delivering projects and services to children and young people in London.

Community foundations in Manchester, Northern Ireland, Scotland and Wales are delivering similar programmes in their regions.

Grant size and duration

- Organisations can apply for grants of up to £10,000. 10% of this can be allocated towards core organisational costs such as, but not limited to, rent, bills and staff costs.
- You can begin allocating funding to your project from 01 July for any preparation work required

- for delivery.
- Projects **must** begin delivery in line with the start of the 2024 school summer holidays for your borough and be completed by 13th September 2024 (this allows some time for wrapping up delivery).

Flexible grants: Although your application needs to explain how you expect to spend the grant and grants will be restricted to supporting children experiencing food poverty and increasing the reach of holiday activity and food programmes, you can change plans and redirect funding as needed. This is to ensure that you are able to respond to the needs of the children and young people 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:

- Increase/improve access to holiday food and activity schemes for children with disabilities.
- Increase/improve access to holiday food and activity schemes for children experiencing food poverty.
- Deliver across the full six-weeks of summer school holidays.

If we have a high volume of applications, we will further prioritise organisations with an income of less than £300,000 or those who operate in areas with high levels of deprivation.

Examples of projects that might be funded include:

- Expansion of an existing summer holiday food and activity programme, enabling more children to attend.
- A new food and activity scheme where an organisation is well placed to engage children and have the programme up and running in time for the start of the 2024 summer holidays.
- New ways to support children with disabilities to attend a holiday food and activity programme.

Programme criteria – Who can apply and for what costs?

Programme specific criteria:

We will fund organisations with a total annual income of up to £500,000 in their previous financial year. Organisations who have had an annual income over £500,000 in the previous financial year **will not** be eligible for funding.

All posts (including staff members, sessional workers, part-time or full-time posts, freelance workers) funded by these grants must be paid at or above the London Living Wage (currently £13.15 per hour).

Organisations must be based and delivering in London to children and young people living in London.

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.
- **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 12 months and meets the requirements listed in our [Safeguarding checklist](#).
- **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 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.
- **Supporting Documents:** Please make sure you have submitted all three of the required supporting documents:
 - **A copy of your organisation's governing document**
 - **A safeguarding policy that is dated and has been reviewed within the last year**
 - **Annual accounts or equivalent for the last completed financial year**

Please note that organisations that do not meet the above programme and core eligibility criteria, or do not submit the required documents at the time of application, will not be considered for this fund.

Due to the timeline of this programme we will not be able to follow up with organisations about information that has not been provided with applications. If you have any issues uploading documents or submitting your application, please email applications@londoncf.org.uk before the deadline.

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,
 - 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

We aim to keep reporting requirements to a minimum. However, we also need to understand the impact of the programme so that what we can use this information to demonstrate the fund’s impact, learn, improve our future programmes, and provide information to Comic Relief and Sainsbury’s. We are interested in knowing:

- How the grant was spent.
- How many children the funding supported, including age groups and numbers of children with disabilities that were able to access the holiday programme (where possible/applicable).
- At least one case study about a service user who accessed your programme.

Comic Relief would like to visit funded projects and may host a learning session in September. The application form will ask whether your organisation is able to participate in these activities. **Inability to participate in these activities will not affect the outcome of your application.**

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).

Application deadlines

Programme Timeline	
Open for applications	Monday 29 th April 2024, 12 noon
Application deadline	Tuesday 14 th May 2024, 12 noon
All grant decisions communicated by	Monday 1 st July 2024

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.

Please note we are unable to consider applications that are submitted after the deadline or those that do not

have the supporting documents included

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 £13.15 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>.

Decision-making process

After the deadline, all applications will be checked to ensure they are eligible and then shortlisted based on the priorities in this document. Shortlisted applications will be assessed in detail before final funding decisions are made, based on the total budget available. Decisions will then be communicated to applicants in line with the timetable given above.

Please contact applications@londoncf.org.uk or call us on 020 7582 5117 if you have any questions about the programme.

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