

Richmond Civic Trust

Fund guidelines 2019



**The London
Community
Foundation**

Fund guidelines

About the Fund

The Richmond Civic Trust was established in 2006 following an initiative by the London Borough of Richmond upon Thames. This endowment fund uses the income generated from its capital to support community groups aiming to improve the environment and physical character of Richmond upon Thames through their work. As the value of the fund grows, so will the value of the grants made in each annual grant making round. These guidelines set out who can apply for funding and what type of activities can be supported through this fund. Please read the following carefully.

Fund Criteria

Fund Area

The grant is only available to groups based in and/or operating in The London Borough of Richmond upon Thames.

Fund Theme

Grants are available for groups who aim to **improve the environment, facilities and/or physical character of the London Borough of Richmond upon Thames for the benefit of the local community.**

Funding is available for groups who:

- Seek to achieve improvements to the environment throughout the London Borough of Richmond upon Thames.
- Seek to achieve improvements in the physical character of the Borough to include the provision of additional facilities for the benefit of the local community.
- Seek, through improvements to the environment and to the physical character of the Borough to bring about an increase in the enjoyment, living standards and general well-being of local communities.

Key Areas of Interest:

- Projects which promote the enjoyment, living standards and general wellbeing of local communities may be prioritised for funding.
- Although there is no income threshold for the fund, smaller groups with an annual income of less than £150,000 may be prioritised for support.

Grant Size

Applications are welcomed for amounts between £500 and £7,000. The majority of grants are likely to be in the region of £1,500 - £2,000 although the panel are keen to identify opportunities to fund larger projects of local significance for which larger grants could be awarded.

Who can apply?

Community groups, Voluntary organisations, Charities, Community Interest Companies limited by shares and Companies limited by shares.

Your organisation will need to have the following things in place prior to an application and you will need to submit this documentation as part of your application:

- A governing document (e.g. a constitution or memorandum and articles)
- An active management committee of at least three people (who are not related)
- Recent accounts (unless the group is new) and sound plans for managing your money
- A bank account in the name of the group, with at least 2 unrelated signatories
- A safeguarding policy (if your proposal includes work with under 18s or vulnerable adults)

Please note that if you have *successfully* applied for another grant from The London Community Foundation in the last 12 months you will only need to submit your application form and your most recent accounts, you will not need to re-submit the other documents named above.

Ineligibility Criteria

Before making your application, please read through the below criteria to ensure that you are eligible to make an application. If you think that you might be ineligible due to any of the reasons listed below, please give us a call to discuss these further:

- Organisations with overdue or incomplete monitoring on a previous grant from The London Community Foundation from any of its programmes.
- Organisations who have had two consecutive years of net current liabilities in the past two financial years.
- Statutory organisations, such as Local Authorities (e.g. school curriculum)
- Any party-political activity.
- Purely commercial ventures (for profit).
- Spending that has already taken place (i.e. retrospective funding).
- Individuals or projects run by individuals as opposed to an organisation.
- Activities where people are excluded on religious grounds, ethnicity, gender, sexuality, faith etc.
- CICs or Companies limited by shares.
- Organisations where trustees are paid, unless evidence of approval is provided from the Charity Commission and this arrangement is referenced in the governing document.
- Organisations in receipt of Directors/ Trustees loans.

What projects have been supported previously?

Since it was established in 2006, The Richmond Civic Trust has supported over 30 different projects across the borough. Projects supported have been incredibly varied and demonstrate the diversity and beauty that exist in the borough. A few examples include:

Contributing to the costs of new boxing facilities at Twickenham Brunswick's Club for Young People



Helping Friends of River Crane Environment (FORCE) install a bench which draws attention to features of the local ecology



Installing raised beds in Ham for the benefit of local residents



If all of that sounds right for your organisation, read on.

Closing date for applications

The deadline for applications is:

Monday 10th June 2019 at 12pm.

Timeline

Open for applications: 7th May 2019 – 10th June 2019 12pm.

Decisions on grant awards: End July 2019.

Grant funding period: August 2019 - July 2020.

How to apply

You will need to complete an online application form and submit it, along with the required additional documents to us at the London Community Foundation by the deadline:

Monday 10th June 2019 at 12pm.

You can access the Online Application Form [here](#).

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 unique link to your online application form. You should receive the email within a couple of minutes (please check your spam folder). If you do not receive an email please check your spam folder, this is the most common reason for not receiving your link to the online application form.

Once you get to the end of the application form there will be a 'Submit' button. Please note the submit button is **after** you have verified your budget. Once you press this it will automatically send your application through to us.

You will also be emailed a copy of your completed application for your records.

What happens after you have applied?

- We may contact you to discuss your ideas. We aim to respond to all grant applicants with a final decision within 10 weeks of the application deadline but we may be in touch during this time frame to discuss your idea further. Please ensure that you, or someone else with a good knowledge of the grant application can be available to talk during this time.
- If you are awarded a grant you will have 11 months to spend the funding, after which time you will need to complete and return a grant monitoring form.
- We regret that we are unable to consider incomplete or revised applications, so please make sure the application form is fully completed and all supporting documents are included before submission.

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

- Credit support from the Richmond Civic Trust and The London Community Foundation on all materials related to the funded work using the correct logos (available on request)
- Complete your spending within 12 months
- Complete a project review (monitoring) form about the project within six weeks of completing your grant, and no later than 13 months after receipt of grant. Funded groups which do not submit their end of grant reports by the agreed date will not be eligible for any further funding from The London Community Foundation. Monitoring and evaluating our grants enables us to better understand the impact of our grant-making. It helps us to understand community needs, enables us to learn from our grant-making and inform future strategies. It also enables us to show donors the impact of their funding and hopefully encourage them to give more! It should also help organisations to collect valuable information on how service users benefit from your work, what works and what doesn't, how you can make your services more effective, and also demonstrate to

fundere (and donors) the value of your work. Further information can be found at the Charities Evaluation Services website www.ces-vol.org.uk

- Maintain financial records for all grant spending and submit requested information to The London Community Foundation.
- Be available for a potential monitoring visit

Need help?

Please do not hesitate to contact us 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 / 0207 582 5117.

**The London
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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

londoncf.org.uk

Registered Charity 1091263