

# **SEGRO Community Fund**

Fund guidelines

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## **About SEGRO**

SEGRO is a UK Real Estate Investment Trust (REIT), and a leading owner, manager and developer of modern warehouses and light industrial property. It owns or manages over six million square metres of space valued at £7.4 billion serving customers from a wide range of industry sectors. Its properties are located in and around major cities and at key transportation hubs in the UK and in nine other European countries. SEGRO believes that corporate responsibility is fundamental to the way in which they do business and that by investing in their buildings, their employees and the local communities in which they operate, they can create value for their shareholders.

Their new sustainability strategy, SEGRO 2020, is aligned to The Energy Performance of Buildings Directive, and their overall business goals to deliver long term value to SEGRO, their customers and their other stakeholders. Their vision for sustainability is defined by their 2020 goals. These are their long term commitments to the key areas of sustainability that affect their business, and they are driven by the pillars of the strategy - the annual targets, KPIs and bespoke targets for each country they operate in. [To learn more click here.](#)

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## Guidelines

In 2018, the SEGRO Community Fund will award grants to projects falling under the theme of **Employability**. Any applications that fit the fund theme will be considered, however we particularly encourage applications from groups working with these priority groups:

- a) Homeless people or those at risk of homelessness;
- b) Young people; particularly those at risk of engaging with criminal activity.

In your application, please demonstrate how your work fits the fund theme and, if relevant, the priority groups.

Projects may provide a range of services which help people progress towards employment or stay in work which might include training to develop soft skills like increasing confidence, support to gain vocational qualifications, or a programme of activity which moves people directly into employment. Any projects/interventions that combine crime prevention and upskilling would be particularly welcome to apply.

It will be important to clearly state the intended progression routes for beneficiaries beyond the life of this funding and how your organisation goes about tracking this.

We have a special interest in hearing from groups that have good working knowledge of disadvantaged communities within the London Borough of Havering and have interest in expanding their operations to include Havering.

We are particularly looking for organisations demonstrating the following:

- strong partnerships with other statutory and voluntary sector service providers working in the field and providing complimentary services provision of longer-term, tailored support to the individual (rather than one off workshops or events)
- clear systems in place to monitor the project's outcomes and demonstrate the difference you are making to people's lives

### Volunteering opportunities for SEGRO staff

SEGRO staff would welcome the opportunity to provide up to 10 volunteers to funded projects for one day in 2018 and organisations should indicate what volunteering opportunities are available in their application. This is not a requirement and will not affect the outcome of your application.

### Grant size

You can apply for a grant of up to £5,000.

While the fund will consider providing up to 100% of project costs, it would normally expect the applicant organisation to make a contribution, either from its own resources or from funds raised elsewhere. Successful applicants will have a maximum of 12 months to spend their grant.

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## Geographic priority

The fund is open to organisations working in the following boroughs:

- Barking & Dagenham
- Brent
- Ealing
- Enfield
- Havering
- Hillingdon
- Hounslow
- Newham

## Who may apply?

Community groups, voluntary organisations, charities, Community Interest Companies (CIC's), Charitable Incorporated Organisations (CIO's) and Social Enterprises may apply. There is no income threshold for this fund, but small/medium sized organisations may be prioritised.

Your organisation will need to have the following elements in place prior to an 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)
- Full and complete accounts or a consolidated income and expenditure statement for your last financial year
- If applying on the basis of the current year's income, then details and evidence of all confirmed and traceable income streams
- A bank account in the name of the group, with at least 2 unrelated signatories
- A safeguarding policy
- An equal opportunities policy

## Relevant exclusions

The grant cannot be used to fund:

- Local Authorities or statutory organisations such as the police or NHS
- any party political activity
- purely commercial ventures (for profit)
- spending that has already taken place (i.e. retrospective funding)
- individual sponsorship
- activities promoting religious beliefs
- activities where people are excluded on religious grounds
- activities where people are excluded on the basis of religion, sexual orientation, gender (unless the issue being dealt with is gender-specific), ethnicity
- projects benefitting people who do not live in the named eight boroughs that this Fund covers
- organisations with overdue or incomplete monitoring on a previous grant from The London Community Foundation
- capital appeals

## Monitoring and evaluating your work

Grantees will be required to complete a monitoring report outlining how the grant was spent

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and highlighting the benefits for your 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 if we are considering future funding.

It should also help you to collect valuable information on how service users benefit from your work, what works and what doesn't, and also demonstrate to funders the value of your work. [Further information can be found on the NCVO website.](#)

## Application instructions

### How do you apply for a grant?

Click [here](#) to access the online form.

Please read the instructions carefully, tick to say if 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 email within a couple of minutes (please check your junk mail folder).

Full guidelines on using our online application form are available on our website. You will need to complete an online application form and submit along with the following documents to us at The London Community Foundation by the deadline:

- Governing document (e.g. your set of rules or constitution)
- Details of the management committee
- Either your record of income and expenditure for the last 12 months OR annual accounts OR bank statement if you are a new group
- Safeguarding Policy (if your proposal includes work with under 18's or vulnerable adults)
- Equal Opportunities Policy

### 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
- 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.

## Deadline for applications

**Your completed application, including all supporting documents must be received by 5pm on Friday 29<sup>th</sup> June 2018.**

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## Living Wage Friendly Funder

### The London Community Foundation is 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 (currently £10.20 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.

### 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 £8.75 per hour outside London and £10.20 in London. You can learn more about [The Living Wage by clicking here](#). Below are some FAQs about the scheme that you may find helpful, but if you have any questions then do give us a call.

### 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 £8.75 and the London Living Wage is £10.20.

### 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

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please do not hesitate to contact us to discuss the matter further.

## **Do we have to pay the Living Wage across the organization to 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 have any queries about your proposal prior to making an application
- if you need help with completing the form
- if you have problems with providing the supporting documents.

Contact details are provided below. You can also download resource packs on what to include in your governing document and safeguarding policy from the Resources section of The London Community Foundation's website.

## **If your application is successful**

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

- Credit support from SEGRO Fund 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. You will hear whether you have been successful by late August 2018, we therefore recommend that your project activity does not begin before September 2018.
- Complete a monitoring report about the project within six weeks of completing your grant
- Maintain financial records for all grant spending and submit requested information to The London Community Foundation
- Be available for a potential monitoring visit by The London Community Foundation or SEGRO staff
- Provide SEGRO with quotes and where possible photos/images to support post fund publicity

## **Further information**

Please contact the Programmes Team at The London Community Foundation if you have any questions about the fund:

**Programme Manager:** Lauren Palmer

**Tel:** 020 7582 5117

**Email:** [lauren.palmer@londoncf.org.uk](mailto:lauren.palmer@londoncf.org.uk)

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