

SEGRO Community Fund 2019

Fund guidelines

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. 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 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.](#)

Guidelines – how to apply

In 2019, the SEGRO Community Fund will award grants to projects falling under the theme of **employability** and, for young people, also **youth social action**.

To make applying as simple as possible, there are two separate sets of fund guidelines and there are also two separate application forms. Please make sure you read through the relevant guidelines thoroughly before making an application.

This year the Fund has match funding from the [#iwill fund](#) to deliver projects focusing on youth social action. Therefore, this year there are slightly different criteria depending on the age group of beneficiaries.

To begin making your application, please decide which age group you will be working with:

- Young people (aged 10 – 20 and up to 25 for young people with SEND)
- Adults (20+)

Projects working with **young people*** can apply for between £5,000 - £10,000 and must:

- Have clear links to **increasing the employability skills** and prospects of the young people who are taking part in the projects.
- They must also be delivering youth social action focused projects. This can include **campaigning, fundraising and/or volunteering** opportunities for young people age 10 to 20 years old, or up to 25 for disabled people.

* aged 10-20 and up to 25 for young people with special educational needs and disabilities (SEND)

Projects working with adults can apply for up to £5,000 and must:

- Focus on **increasing the employability skills and prospects** of participants.

£60,000 is available to fund projects working with young people. £30,000 of this will be donated by SEGRO and the other £30,000 will be matched by the #iwill fund. £30,000 will also be donated by SEGRO for projects working with adults.

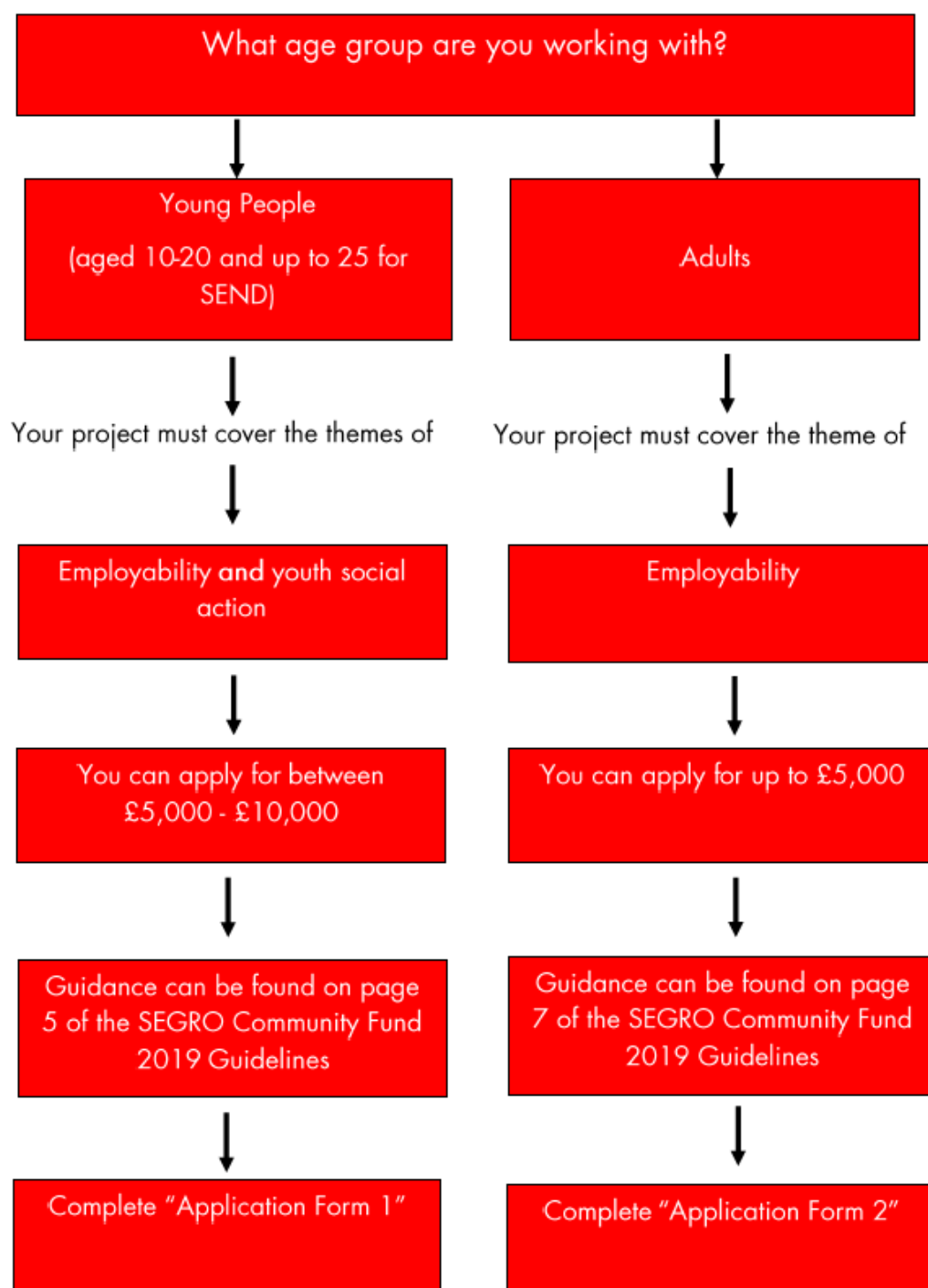
All projects must be delivered within one of the following boroughs:

- Barking & Dagenham
- Brent
- Ealing
- Enfield
- Havering
- Hillingdon
- Hounslow
- Newham (adult programmes only)**

**This is because East End Community Foundation is administering Newham's allocation of the #iwill Programme. For more information on delivering youth social action projects based in Newham, please visit <http://www.eastendcf.org/>.

If your project is to work with **young people**, please read the “Specific guidelines for projects working with young people” found on page 5 and complete application form called, [“SEGRO Community Fund – Application Form 1”](#). Your project must address both the theme of employability and youth social action.

If your project is to work with **adults**, please read the “Specific guidelines for projects working with adults” found on page 7 and complete the application form called, [“SEGRO Community Fund – Application Form 2”](#). Your project must address both the theme of employability only.



Grant size

For projects working with young people, you can apply for grants of between £5,000 - £10,000.

For projects working with adults, you can apply for grants 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. We encourage applicants to apply full cost recovery to their projects.

Deadline

The deadline for submitting an application is 12pm Tuesday 2nd July 2019.

Volunteering opportunities for SEGRO staff

SEGRO staff would welcome the opportunity to provide up to 10 volunteers to funded projects for one day in 2020 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.

Who may apply?

Community groups, voluntary organisations, charities, Community Interest Companies (CIC's) limited by guarantee, Charitable Incorporated Organisations (CIO's) and Companies limited by guarantee may apply. There is no income threshold for this fund, but small/medium sized organisations will 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
- A bank account in the name of the group, with at least 2 unrelated signatories
- A safeguarding policy (if working with children or vulnerable adults)

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.

Monitoring and evaluating your work

Grantees will be required to complete a monitoring report outlining how the grant was spent 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.](#)

Specific guidelines for projects working with young people

Proudly supporting
youth social action



Department for
Digital, Culture
Media & Sport



This year, all applications to work with young people must be focused around **youth social action** as well as having clear links to **employability**. SEGRO's donation for projects run by young people has been matched pound for pound by the #iwill fund.

What is the #iwill Fund?

The programme aims to increase overall participation of young people in meaningful social action from 40% to 60% by 2020, with a particular focus on deprived areas.

Social action involves activities such as campaigning, fundraising and volunteering and has huge potential to create enjoyable opportunities and skills development for young people, and in turn benefit the local people and places.

The #iwillFund looks to support activities that create opportunities for young people aged 10-20 to develop their character and their capacity to significantly contribute to their community.

A definition of youth social action:

"Young people taking practical action in the service of others in order to create positive social change that is of benefit to the wider community as well as to the young person themselves."

Young Foundation

Youth Social Action includes volunteering, fundraising and campaigning, as well as skills and confidence-building projects and has huge potential to create enjoyable opportunities and skills development for young people, and in turn benefit the local people and places.

This fund looks to support social action activities that create opportunities for young people aged 10-20 to develop their character and their capacity to significantly contribute to their community whilst also providing employability skills.

Six principles of social action

Projects must demonstrate how they will apply all six principles of youth social action:

- Reflective – recognising contributions as well as valuing critical reflection and learning
- Challenging – stretching and ambitious as well as enjoyable and enabling
- Youth Led – led, owned and shaped by young people's needs, ideas and decision making
- Socially impactful – have a clear and intended benefit to a community, cause or social problem
- Progressive – sustained, and providing links to other activities and opportunities
- Embedded – accessible to all, and well-integrated to existing pathways to become a habit for life

More details about the six principles can be found on the #iwill website [here](#).

Funding Criteria

- Grants of between £5,000 - £10,000 are available for one-year projects.
- Delivery must take place between September 2019 and September 2020.
- Projects should deliver **campaigning, fundraising and/or volunteering** opportunities for young people age 10 to 20 years old, or up to 25 for disabled people.
- They should **also** have clear links to **increasing the employability skills** and prospects of the young people who are taking part in the projects.
- Projects must be delivered within one of the following boroughs:
 - Barking & Dagenham
 - Brent
 - Ealing
 - Enfield
 - Havering
 - Hillingdon
 - Hounslow

What we will fund

- Staff costs - Budget for staffing, including full-time staff, part time staff, sessional staff and other related expenses e.g. a volunteer coordinator.
- Development and capacity building costs – Budget to help build capacity and sustainability of organisation e.g. staff/volunteer training, external consultancy fees.
- Volunteer costs - Budget for reimbursements of expenses, e.g. telephone calls, travel and meals.
- Activity costs - Budget for resources to facilitate a project / activity that fall outside capital, volunteer or staffing costs, e.g. catering, insurance.

In your application, please demonstrate how your work fits the fund themes and clearly state the intended progression routes for beneficiaries beyond the life of this funding and how your organisation goes about tracking this.

Please note: If you are successful in securing a grant through this fund, you will not be able to apply to the main #iwill Fund.

Priorities

We will prioritise projects that:

- Demonstrate clear links to employability
- Seek to increase participation from young people from less affluent social economic groups, hard to reach groups and people who might not usually take part in social action;
- Are working with young people at the younger end of the spectrum (10-14 years old)
- Build the appetite of young people to continue with social action; support habit forming behaviour; leave a legacy of behaviour/activity after the funding stops
- Involve young people in planning, delivery and evaluation.
- Give young people the opportunity to learn new skills and develop their character and confidence.
- Give young people the platform to get their voice heard.

Specific guidelines for projects working with adults

All applications to work with adults (aged 20+ / 25+ for those with SEND) must be delivering employability-focused projects.

Criteria

- Grants of up to £5,000 are available for one-year projects.
- Delivery must take place between September 2019 and September 2020.
- Projects should focus on **increasing the employability skills and prospects** of participants.
- Projects must be delivered within one of the following boroughs:
 - Barking & Dagenham
 - Brent
 - Ealing
 - Enfield
 - Havering
 - Hillingdon
 - Hounslow
 - Newham

What we will fund

- Staff costs - Budget for staffing, including full-time staff, part time staff, sessional staff and other related expenses e.g. a volunteer coordinator.
- Development and capacity building costs – Budget to help build capacity and sustainability of organisation e.g. staff/volunteer training, external consultancy fees.
- Volunteer costs - Budget for reimbursements of expenses, e.g. telephone calls, travel and meals.
- Activity costs - Budget for resources to facilitate a project / activity that fall outside capital, volunteer or staffing costs, e.g. catering, insurance.

In your application, please demonstrate how your work fits the fund theme and clearly state the intended progression routes for beneficiaries beyond the life of this funding and how your organisation goes about tracking this.

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.

Application instructions

How do you apply for a grant?

Click [here](#) to access the online form to apply for projects working with young people.

Click [here](#) to access the online form to apply for projects working with adults.

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
- Safeguarding Policy (if your proposal includes work with under 18's or vulnerable adults)

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 12pm on Tuesday 2nd July 2019.

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 early September 2019.
- Complete a monitoring report about the project.
- Maintain financial records for all grant spending.
- Be available for a potential monitoring visit by The London Community Foundation or SEGRO staff.
- Provide SEGRO with quotes and where possibly 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

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