

**ESDF Save London Lives:
Employment & Enterprise**

Application form help notes

These notes accompany the online application form that you can access here

<https://ukcf.secure.force.com/forms/LondonCF/SLL/Employment>

These notes are also available via the online form, when you hover over the ⓘ symbol next to each question.

If you have any issues with accessibility, please contact us and we will discuss other options for completing the form.

Section 1 ORGANISATION

What was your organisations' income during your last accounting year/financial year or last 12 months?

Please let us know your organisation's income over the last year. If you are a new organisation what is your income to date from your management accounts, or records of income and expenditure.

What was your organisations' expenditure during your last accounting year/financial year or last 12 months?

Please let us know your organisation's total expenditure over the last year. If you are a new organisation what is your expenditure to date from your management accounts, or records of income and expenditure.

What are the aims of your organisation and what activities or services do you provide? How is your organisation run and managed? How are decisions made?

What experience to you have relevant to your proposal? What are your aims? What activity do you usually deliver, for who and where? How is your organisation run and managed? How are key decisions made? What relevant experience do you have?

Section 2 ABOUT YOUR PROJECT

What are the problems or issues that this project will address and how do you know?

What track record do you have? Make sure you address the aims, themes and criteria of the fund. Who will your beneficiaries be? What can you tell us about the need for the work that you do? What track record do you have? What local presence do you have? Is there a gap in provision? Is it in response to local demand? Who will benefit and why are you focusing on them?

What would you do with the grant, where, why and when?

Tell us about what you need the money for and what you will do. What services and/or activities will this enable you to deliver? For how many people? How often? Where? Who will deliver the activity or services? Who for? When?

What would the benefits and outcomes be as a result of this project and do you know these are appropriate?

Make sure you address the aims, themes and criteria of the fund. What difference will

this project make? How is this directly related to the issues you have identified? List the benefits or changes that will directly result from this project. How do you know that these are the most appropriate outcomes?

How will you measure and report what benefits and impact this project is having?

How will you measure your activity? You might carry out surveys, keep a log of services delivered, referrals made and quotes from discussion with service users for example.

Which local and pan London networks and partnerships are you working with already and will you work with on this proposal?

How do you and will you share good practice? Make sure you address the aims, themes and criteria of the fund. Who are you already working with and in what way? What networks, forums or working groups are you/will you be involved with? Who do you/will you refer and signpost to and from? How do/will you share learning/exerience/good practice with and from others?

How will this proposal and/or the impact of this proposal continue after this funding comes to an end?

What 'exit plans' will you put in place? Make sure you address the aims, themes and criteria of the fund. What will you do to ensure that this proposal has an impact after the 2 year funded period? What plans will you put in place to make sure that other sources of funds are secured and delivery plans confirmed? What are your exit plans?

If capacity building support, training and pro bono business support were available, please state the types of support that would be beneficial to your organisation.

The types of support you may like to consider could include legal/compliance advice, support for staff in areas such as data capture, marketing and communications or mentoring. There could also be the opportunity for work place visits at corporate partner offices.

Section 3 IMPACT

In this section we are asking for the impact you think your project will have at the end of the funded period. The answers you'll be providing are your best estimate of how many people/hours etc. you will have reached at the end of the year.

By setting these numbers realistically at the beginning and gathering evidence throughout the life of the funded project, by the end of the year you will be able to clearly show the impact this project has had.

There are six themes to choose from for this IMPACT framework:

- **Improve people's life skills, employability and enterprise** - We want to support a thriving city that creates opportunities for people to fulfil their potential, to become more self-sufficient and to build their confidence.
- **Maximise people's ability to strengthen community cohesion and build social capacity** - We want to strengthen and connect local organisations and improve local facilities so that people can live happier lives alongside each other.

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- **Promote reduction of isolation and disadvantage and access to services** - We want people to be connected in their local communities and to their local services, so everyone has a chance to be included.
 - **Advance people's physical and mental health, wellbeing and safety** - We want people to feel safe and connected in their communities, and to have more opportunities to improve their physical and mental health.
 - **Connect people with the arts culture and heritage** - We want to create a city that values and takes pride in the excellence and diversity of arts and culture, where everyone feels encouraged to participate, and their efforts create a lasting legacy.
 - **Transform people's access to, and engagement with, their environment** - We want to create a city that promotes and creates a safer, healthier, and more sustainable environment, where people in urban areas feel free and welcome to access community spaces.

When applying you have to choose **TWO outcomes** to report on, which will need to be linked to **one of the IMPACT themes**. The others can be any of the other outcomes listed. You will also have to choose up to **three indicators** per outcome to report on and set targets that you think you will achieve over the life of the project.

To complete the impact section on the form:

1. Select the theme from the drop down list – this will give you the range of outcomes in the drop down list attached to the impact theme.
2. Then select your 1st outcome from the drop down list
3. This will then open up the available indicators – select the indicators and fill in the anticipated numbers. **Please remember to tick the indicators that you have selected**
4. Then select your 2nd outcome from the drop down list
5. This will then open up the available indicators – select the indicators and fill in the anticipated numbers. **Please remember to tick the indicators that you have selected**

Section 3 - Impact

Which category best describes the impact your project will have?
 Improve life skills, education, employability and enterprise

Select the primary outcome for your project or activity
 Improve economic wellbeing

<input checked="" type="checkbox"/> Number of new employment opportunities as a result of the project	20
<input type="checkbox"/> Number of new volunteer opportunities as a result of the project	0
<input type="checkbox"/> Number of people becoming self-employed as a result of the project	0
<input checked="" type="checkbox"/> Number of people coming off work related benefits	2
<input type="checkbox"/> Number of people who accessed benefits for the first time as a result of the project	0
<input type="checkbox"/> Number of people who are able to remain in housing as a result of the project	0
<input checked="" type="checkbox"/> Number of people who gained sustainable employment as a result of the project	5
<input type="checkbox"/> Number of people who reported a reduction in debt as a result of the project	0
<input type="checkbox"/> Number of people who started on the path to employability as a result of the project	0
<input type="checkbox"/> Number of volunteer opportunities as a result of the project	0
<input type="checkbox"/> Number of work placement/experience opportunities available as a result of the project	0

Select the second outcome for your project or activity
 Increase in beneficiary training, education, accreditation and employment

<input type="checkbox"/> Number of people coming off work related benefits	0
<input checked="" type="checkbox"/> Number of people who attended training as part of the project	20
<input type="checkbox"/> Number of people who attended training for the first time as part of the project	0
<input type="checkbox"/> Number of people who gain new skills as part of the project	0
<input type="checkbox"/> Number of people who gain new skills for the first time as part of the project	0

Section 1 - Organisation

Section 2 - About your grant application

Section 3 - Impact

Section 4 - Project Budget and Consent

Attachments

Save Application

Beneficiaries

How many people will directly benefit from this funding?

Please estimate how many people will benefit from any changes to your organisation which are as a result of this funding, throughout the funding period. We realise that you cannot give exact figures but please estimate as accurately as possible. This information is important and will be used to evaluate the project at the end of the grant period.

Please note this is the total number of beneficiaries supported by your organisation and its activities and should not include staff or volunteers unless volunteers are also beneficiaries.

How many other people will benefit indirectly and as a result of this grant? e.g. family members

Tell us about other people who will benefit from your project or service, this could be the wider community, other residents, family members, school children for example.

How many volunteers will help to deliver or take part in this project?

Will any volunteers be taking part in this project and if so, how many? They would not usually be paid for their activity but can typically receive expenses or reimbursement for travel.

Primary beneficiary – select a single option to represent the primary beneficiary group for this grant

From the drop down list, please click on the one group that best reflects the majority of

the beneficiaries of your organisation. On doing this you will then be presented with a series of check boxes, please tick any other relevant groups that will be affected. Please don't tick them all if they don't apply, just think about who the primary beneficiaries will be. This just gives an indication, you are not assessed on this information.

Ethnicity – select a single option to represent the primary beneficiary group for this grant

See drop down options. Please select one ethnic group that best reflects the majority of the users of this facility or service.

Primary issue - select a single option to represent the primary issue that will be addressed by this grant.

See drop down options. We would be interested in knowing which age groups would benefit from this grant.

Please indicate the primary age group that will benefit from this grant

Finally, we would be interested in knowing which Age groups would benefit from this grant. Please enter in the text box / dropdown the age group that represents the majority of the beneficiaries of your organisation who are victims of crime. Then, using the remaining check boxes indicate any other age groups that will benefit.

Section 4 PROJECT BUDGET

The maximum grant you can apply for in each year is £10,000. The total maximum grant you can apply for is £20,000. Please only apply for the funding you need to deliver your project. You do not need to apply for the full £10,000 in each year. You will be assessed on your ability to manage these budgets and on value for money.

What is the total cost of the project

This may be more than you are requesting from this fund.

How much are you applying for in year 1?

Maximum £10,000

How much are you applying for in year 2?

Maximum £10,000

How much has been raised so far?

You do not need to raise any match funding and you can ask for the full costs of delivering your project. However, if you are not asking us to fund the full costs and have already secured other funding, how much have you raised already?

Are you seeking other funding for this project?

Yes or no. It is not a criteria or requirement to seek or secure other funding but if you are seeking other funding but it is not yet confirmed, please tell us here.

If yes, what other funds are you applying to? Are they secured?

What other funding have you applied for or received?

Please tell us the value of any in-kind support you are receiving. This includes volunteer hours (valued at £13/hour), value of equipment, space, or publicity for example that you may be given free of charge.

In-kind support is goods, time or commodities that are donated or given on a pro bono basis, instead of (or in addition to) a financial contribution. These are non-cash contributions, such as materials or services that are provided free of charge or at a reduced rate.

If you have secured in-kind support, please describe these contributions here.

If you have in-kind support, please list the type and nature of the support here. If you do not have any in-kind support, please enter N/A. In-kind support is goods, time or commodities that are donated or given on a pro bono basis, instead of (or in addition to) a financial contribution. These are non-cash contributions, such as materials or services that are provided free of charge or at a reduced rate.

Budget breakdown

Please complete the budget section with consideration and explanation of grant requests for year 1 and year 2. You do not need to request funding for year 2.

In each section please enter the amount you are requesting and what the total project costs are. In the description field, please enter the calculations for your costs. For e.g. Staff costs request = £xx year 1 for 1 x Project Manager @ £xx p/h for 5 hours a week over 32 weeks. Same in year 2.

Please make sure you save your application form at every opportunity to avoid losing your work.

Best of luck with your application. Do contact us if you have any questions on 020 7582 5117.

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