

## **ESDF Save London Lives**

### **Round 3**

# **Application form help notes**

Please note, we are unable to consider supporting the following:

- Applicants already in receipt of a grant through Rounds 1 or 2 of Save London Lives
- Applications from Local Authorities or any activity that is a statutory requirement (e.g. school curriculum)
- Any party-political activity
- Purely commercial ventures (for profit)
- CICs limited by shares
- Spending that has already taken place (i.e. retrospective funding)
- Organisations whose current liabilities have exceeded their current assets at the last two balance sheet dates
- 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 Director's/Trustee's Loans
- Individuals or projects run by individuals as opposed to an organisation
- Activities where people are excluded on religious grounds, ethnicity, gender, sexuality, faith etc.
- Activity that is the responsibility of Statutory organisations
- Applications from organisations with overdue or incomplete monitoring on a previous grant from The London Community Foundation.

**If you applied but were unsuccessful in Rounds 1 or 2, please call LCF before completing a Round 3 application to make sure you are eligible BEFORE you apply.**

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

<https://ukcf.secure.force.com/forms/LondonCF/SLLR3>

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 organisation's 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 organisation's 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 do 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? Tell us about the leadership and governance of your organization.

## Section 2 ABOUT YOUR PROPOSAL

### **What are the problems or issues that this proposal 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?

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### **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 core funding 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 and how do they link to one or more of the priority outcomes for this fund (Increasing opportunity and aspiration/ Increased community engagement/ Improved levels of personal wellbeing?)**

What difference will this proposal make? List the priority outcome(s) that your proposal directly relates to and how? List the benefits or changes that will directly result from this project. Make sure you relate to at least one of the following:

-Increasing opportunity and aspiration: Young people are better equipped with the skills, knowledge and attitudes to join the work force or go into further education

-Increased community engagement: Increased place-based activities and levels of participation from vulnerable young people.

-Improved levels of personal wellbeing: Better social outcomes for people living in lower income communities.

### **How will you measure and report what benefits and impact this proposal is having?**

How will you measure your outputs? How will you record the changes and impact this proposal has? You might do questionnaires, keep a log of services delivered, record number of cases, referrals made or quotes from discussion with service users.

### **Which local and pan London networks and partners 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/experience/good practice with and from others?

### **Please state the types of capacity building support, training and pro bono business support that would be beneficial to your organisation if this were also made available alongside the grant funding.**

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 mentoring, financial planning, managing volunteers and staff, recruitment of trustees, safeguarding training for example.

## **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

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

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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. 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 £30,000. Please only apply for the funding you need to deliver your project. Please note you should apply for core costs. 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 grant you are applying to us for over the 3 years**

This should be maximum £30,000

**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 are you applying for in year 3?**

Maximum £10,000

**If this is a contribution to a wider cost (i.e. a salary) what is the total cost?**

You can ask for full costs and do not have to provide match funding. Core costs (including staff, running costs) are eligible costs and we can fund these. If you are asking us to contribute towards a larger initiative, what are the total costs? The total cost here should not include in kind costs, as these are calculated separately.

**What other sources of funds are you applying to and are they secured or not?**

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What funding sources have you applied to, to match against this project? Are they secured or not? If not, enter N/A (you do not have to match fund).

**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 year 2 and year 3.

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. Same in year 3.

**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.**

**The London  
Community  
Foundation**

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