

**The London  
Community  
Foundation**

# **Thamesmead Community Fund**

Fund guidelines April 2024

**[londoncf.org.uk](https://londoncf.org.uk)**

# Fund guidelines

## About the Thamesmead Community Fund

Many thanks for your interest in the Thamesmead Community Fund.

In 2018, to celebrate Thamesmead's fiftieth anniversary, Peabody awarded grants of up to £2,000 to fund grassroots projects that connect and support the Thamesmead community. Following the success of these grants, Peabody are continuing the fund and have around £80,000 to distribute to individuals and community groups across Thamesmead over two rounds in 2024/25. In line with the past two years, we have increased the maximum funding amount available to £3,000 in order to better support grantees with rising costs due to inflation.

The money for the fund comes from income generated by location filming in Thamesmead as well as a contribution from the Peabody Community Foundation. This year, for the first time, the Making Space for Nature Fund will form part of the Thamesmead Community Fund — providing funding to individuals and groups who want to transform Thamesmead's green spaces and help people engage with nature. The Connecting Thamesmead programme, which aims to bring people together to improve health and wellbeing, is also joining the fund.

If you have an inspiring idea for a local project, please read this document carefully before applying. It will tell you if you are eligible to apply, and describes the core aims of the Thamesmead Community Fund (TMCF) which all applications will need to meet.

The Thamesmead Team will be hosting a TMCF Application Q&A to offer groups and individuals the chance to ask any questions about this funding round and your application on Tuesday 7<sup>th</sup> May @ 5pm on Zoom. Please see details on the next page.

## About The London Community Foundation

The London Community Foundation (LCF) is an independent charity which specialises in supporting grassroots, community-based organisations focused on helping disadvantaged London. We do this by harnessing ideas and talents in the community to make progress on deep-rooted issues that can't be solved

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elsewhere, and achieve this primarily through our grantmaking. Unlike other Trusts and Foundations we do not just give out our 'own' money, rather we work with a range of donors, supporting predominantly small charities and community groups to tackle local issues.

LCF have been working with Peabody since 2014, and in that time over £2 million has been awarded to groups providing activities and support for Peabody residents across the capital.

For all application eligibility and process queries please contact The London Community Foundation (LCF) initially. LCF may refer you to Peabody's Thamesmead Team if it is felt they can offer you more support. For support from LCF please contact the Programmes Team on:

- **020 7582 5117 or e-mail: [info@londoncf.org.uk](mailto:info@londoncf.org.uk)**

## **Advice and Support from the Thamesmead Team including Live Application Q&A session**

For this round the Thamesmead Team will again be hosting a **TMCF Application Q&A** to offer groups and individuals the chance to ask any questions about this funding round and your application. This will be **held through Zoom on:**

- **Tuesday 7<sup>th</sup> May 2024 at 5pm**

Please use the following link to join us on Zoom.

- <https://us06web.zoom.us/j/86286128517?pwd=6BabOUss4FegYOObcFTJWZowC7Izq7.1>
- Meeting ID: 862 8612 8517
- Passcode: 806512

The Thamesmead Team is here to help! Should you have any further queries regarding your application please email [communitygrants@peabody.org.uk](mailto:communitygrants@peabody.org.uk). Please state Thamesmead Community Fund in your subject line and give us a short summary of your project ide and query.

## **Fund Criteria**

The Thamesmead Community Fund (TMCF) will provide grants for charities and community organisations, and Thamesmead residents aged 18+ who have an existing or new project.

Applications must be for projects/activities that demonstrate benefits for the wider Thamesmead community and meet **one** or more of the following criteria:

1. Increases levels of arts and cultural activity
2. Supports educational outcomes for a group of people
3. Brings the community together
4. Seeks to improve local health and wellbeing
5. Encourages community use of local outdoor spaces
6. Supports activities to strengthen children and family relationships
7. Help people develop new skills

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8. Provides local services or activities for older people
  9. Use nature of gardening to bring people together
  10. Provide opportunities for people to connect with and enjoy the natural environment
  11. Increase biodiversity in Thamesmead

**Examples of projects that might be funded include;** however, this list is *not* exhaustive:

- Arts and culture-based activities that bring the community together
- Sports clubs that encourage the use of Thamesmead's green spaces and waterways
- Projects which celebrate and share Thamesmead's unique history
- After-school clubs and school holiday activities
- Photography or art exhibitions which promote community cohesion
- Literacy, numeracy and digital skills sessions
- Wellbeing activities, i.e. regular tea dances, coffee mornings or film clubs
- Projects which promote involvement in the local community such as volunteering and befriending
- Walks, talks and tours of natural places to encourage curiosity and exploration, inform and educate
- Improving and creating habitats to enable native wildlife to thrive in Thamesmead
- Gardening and growing activities at new or existing gardening spaces

While previously, the two local Peabody Centres, The Mooring Sociable Club and The Nest, were available for use free of charge for proposed programmes, this will no longer be the case. However, the hall hire will be subsidised to a rate of £10 per hour. Please get in touch with a member of the team if you'd like to use one of these centres as a part of your programme.

This year, we have changed our requirements, so applicants no longer need to speak to a member of the Peabody team in order to be eligible for this fund. However, we do strongly advise that prospective applicants speak to a member of the team as this will help avoid possible duplication with projects and help the applicant create a more impactful application. Our experience has shown that applicants who seek support from Peabody staff member are more likely to be successful due to the applications being clearer and stronger, so please do reach out for support.

## **Project costs**

### **Total project cost:**

Organisations can request the total cost of the project from the Thamesmead Community Fund (TMCF). However, if the total project cost is higher than the amount requested from TMCF, please tell us if a contribution has already been raised towards the total cost, or if not, how you will raise the balance.

### **Sessional costs:**

One of the most common requests received is for funding of sessional workers to co-ordinate and run projects. The Fund encourages all posts to be paid at or above the London Living Wage (see page 9). However, when requesting funding for more specialist sessional posts, it is requested that the cost per hour should be reasonable, and discounted hourly rates negotiated where possible.

### **Public liability insurance costs:**

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Part of your funding can be used to purchase this, please list this cost in your budget breakdown.

### **Costs which are not a priority for the fund:**

- Capital costs - requests which are solely for equipment or items are not a priority for the fund.

### **Grant size**

- Grants of up to £3,000 are available covering costs relating to your proposed project.

Requests can be for regular clubs/activities or one-off events which show value for money.

Please note that applicants cannot hold more than one grant within a 12-month period across all Peabody's grant programmes. Unsuccessful applicants can apply again to the next funding round, if eligible.

### **Continuation funding**

Organisations and individuals awarded a previous TDCF grant can apply for continuation funding for the same project or submit a request for new activities, once the previous grant has been fully reported. Where asking for repeat funding, organisations are asked to demonstrate how the project will develop.

Depending on the number and quality of applications submitted to a funding round, previously funded organisations may not be prioritised.

### **Who can apply?**

- **Organisations - Eligible Legal Structures:** there must be a signed governing document in place appropriate to the legal structure which includes an asset lock (or equivalent clause), and the purpose of all funded activities must be charitable (not for profit):
  - Charitable Incorporated Organisation (CIO)
  - Company Limited by Guarantee (CLG) - may also be registered as a Charity or a Community Interest Company Limited by Guarantee (CICLG)
  - Trust
  - Unincorporated Association
  - Community Benefit Societies (CBS). Ideally, the CBS will also be registered as charitable with HMRC, however, this is not essential
  - Constituted residents' associations

All applicant organisations should have a minimum of 2 unrelated Trustees/Directors/Management Committee members.

Organisations with an annual income of a **maximum** of £100,000 may apply for funding.

Please note that we can only accept applications from constituted organisations (not individuals) for projects which work with children and young people under 18 or vulnerable people.

- Alongside this, **individuals** aged 18 and over are eligible to apply to run **not-for-profit**

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### projects:

- Individual applicants must provide proof of address, photo ID and a bank statement evidencing that the bank account where the monies are to be paid is in their name. This evidence will need to be seen, however, copies will not be retained.
- If an individual applicant is a Peabody resident, then there must be no outstanding rent arrears.

## What can't be funded through the Thamesmead Community Fund?

- Individuals running projects for children and young people or vulnerable adults
- Local Authorities
- Any party-political activity
- Purely commercial ventures (for profit)
- CICs Limited by Shares
- Spending that has already taken place (i.e., retrospective funding)
- Individual sponsorship, or redistribution of a grant to individuals or other organisations
- Activities promoting religious beliefs
- Activities where people are excluded on the basis of religion, sexual orientation, gender (unless the issue being dealt with is gender-specific), ethnicity

## Applicant organisations must have:

- **Governance:** You must have at least **two unrelated** members legally responsible for the governance of the organisation; **Trustees/Directors/Management Committee** as appropriate to your structure. Please note that this refers to the highest level of governance, a Management Committee that sits below a board of Trustees (e.g., charities, CIOs) or Directors (CLG or CICLG) does not count towards this.
- **Bank account:** A bank account in the same name as the organisation applying with a minimum of two unrelated signatories must be in place by the start of the grant.
- **Safeguarding:** You must have a safeguarding policy in place that has been reviewed in the last two years.
- **Registration:** If the income for charitable purposes is more than £5k at the point of application, organisations must have submitted an application to register to Charity Commission or the relevant regulator (e.g., Companies House, CIC regulator or Financial Conduct Authority). If the LCF grant will take the organisation over £5k, please visit [this website](#) for guidance on setting up a charity, including information on legal structures.
- Have Annual Accounts, or for smaller groups, an Income and Expenditure (I&E) Sheet for the most recent financial period. If a group is new with no previous income, they will need to provide an Income & Expenditure forecast and a recent bank statement.

## Applicant organisations must not have:

- The organisation must **not** have two years of late submissions to the Charity Commission / Companies House within the last two completed financial years.

- The organisation must **not** have two years of net current liabilities within the two most recent completed financial years.
- Organisations where Trustees are paid are not eligible unless evidence of approval is provided from the Charity Commission and/or this arrangement is referenced in the governing document.

If you have any questions or queries about your eligibility to apply please e-mail the Thamesmead team at: [communitygrants@peabody.org.uk](mailto:communitygrants@peabody.org.uk)

## Priorities for funding

- ALL projects **MUST** demonstrate that the main beneficiaries will be Thamesmead residents, and activities will be delivered within current government guidelines and run safely with these in mind.
- Priority will be given to projects and activities led by Thamesmead residents. If the project is not resident led, applicants will need to demonstrate strong connections with Thamesmead, strong partnership working with the local community, and a commitment to Thamesmead after the proposed project is complete, as well as a clear understanding of community needs.
- We will be scoring applications based on the originality of the idea and the creative use of funding to connect the Thamesmead Community. Projects that benefit other people in the community will score highly.
- You can only receive 1 grant from any Peabody Fund within a 12-month period. Only 1 grant will be made per individual or organisation, and therefore, we will not accept applications from different individuals on behalf of the same organisation. If your application is unsuccessful, you will be eligible to re-apply.
- Successful applicants will have up to 12 months from the offer date to spend any grant awarded, and a further four weeks after this date to submit monitoring. Grants cannot cover activities taking place before any grant is awarded.

## Funding Decision Process

Once you have submitted your application, your application will be assessed for eligibility to see how well it meets the criteria.

**Online applications received by LCF (paper copies to be made available if absolutely necessary) and uploaded to LCF database. Applications forwarded to**



**Applications which best fit the Thamesmead Community Fund grants programme criteria and priority areas shortlisted by Peabody's Thamesmead team**



**Assessed shortlisted applications presented to the Thamesmead Community Fund Panel for funding decision**



**All applicants notified of the decision of the Thamesmead Community Fund Panel. Successful applicants will be sent an offer letter by LCF detailing how much has**

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If you are successful, we will get in touch with you using the e-mail address you have provided. We will then send you an offer letter which confirms how much funding you will receive.

## Monitoring and evaluation

Groups and individuals in receipt of a grant will be required to complete a form outlining how the grant was spent and highlighting the benefits for residents. You will be provided with the link to the online form when awarded funding and you will also be reminded when your project is close to finishing.

Monitoring and evaluating the projects funded by our grants enables your group and us to better understand the impact of the grant. It helps us to more fully understand community needs, enables you and us to learn from your project and can also help you put together information that can help to inform future plans.

It is also recommended that organisations should collect valuable information on how people benefit from your work, what works and what doesn't, how you can make your services more effective, and also demonstrate to future funders the value of your work. For further information and tips on monitoring your work, there are several useful websites, such as <https://knowhownonprofit.org/organisation/impact> and <http://www.evaluation.org.uk/>

**Please note that Peabody reserves the right to postpone any project it deems unsafe due to government guidelines changing, such as another lockdown, even after grants have been awarded.**

## Closing date for applications

The next deadline for returning your application form and all supporting documents is:

<b>Closing date:</b>	<b>Projects can start from:</b>	<b>When you will hear the outcome by:</b>
Mon 20 May '24 @ 12noon	Early August 2024	w/c Mon 01 July '24

Successful applicants will have up to 12 months from the offer date to spend any grant awarded, and a further four weeks after this date to submit monitoring. Grants cannot cover activities taking place before any grant is awarded.

## How to apply

**Please note this is an online application form.**

To apply for a grant, please visit the 'Thamesmead Community Fund' page under the 'Available Grants' section of LCF's website at <https://londoncf.org.uk/grants/thamesmead-community-fund>  
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 link to your unique online application form. You



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should receive the e-mail within a couple of minutes (please check your spam folder). If you do not receive an e-mail, it may be that you have not entered your e-mail correctly – please be careful and check the address before submitting.

In exceptional circumstances where you have no access to the internet you may contact us and outline why you cannot access the internet and, if reasonable, we will send you a paper application form. Please contact [applications@londoncf.org.uk](mailto:applications@londoncf.org.uk) or call the office and ask to speak with the programme manager.

## Supporting documents

(i) For **organisations**, the supporting documents you will need to provide are:

- Your Governing Document, i.e. your constitution *or* memorandum and articles
- Names and addresses of your Management Committee
- Annual Accounts *or* Income & Expenditure (I&E) Sheet for your last financial period for smaller groups. For new organisations with no income, please provide an I&E forecast, and a bank statement. All organisations should have a bank account in the name of the group, with at least 2 unrelated signatories
- Safeguarding Policies if working with young people under 18 or vulnerable adults. Groups will also need to have a DBS checks policy in place where required
- A copy of your Public Liability Insurance
- A copy of the Risk Assessment completed for the required activity. If your project is based at one of Peabody's community spaces, your Risk Assessment will need to be verified by the Community Properties Team and may need additional requirements to secure the venue for your project as part of the Hire Agreement process.

(ii) For **individuals**, the initial supporting documents you will need to provide are:

- Proof of address, i.e. a copy of a utility bill with your name and address on it
- Photo ID, i.e. a copy of your driving licence or passport
- A copy of a bank statement with your account details of where to pay funds, if your application is successful
- A copy of the Risk Assessment completed for the required activity. If your project is based at one of Peabody's community spaces, your Risk Assessment will need to be verified by the Community Properties Team and may need additional requirements to secure the venue for your project as part of the Hire Agreement process.

If funded, and depending on the project, individuals may be required as a condition of a grant to submit:

- A copy of your Public Liability Insurance
- Safeguarding Policies

If you are having problems with attaching any of your supporting documents to your application, you can send them via e-mail to: [applications@londoncf.org.uk](mailto:applications@londoncf.org.uk). Please state your organisation's name in the subject line along with the fund name, i.e. *ABC Group, Thamesmead Community Fund application*. Where possible, please try to send all your attachments in one e-mail by zipping your documents. However, if you need to send more than one e-mail, please number them, i.e. *1 of 2*. Please note if your e-mail is too

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large it will not be accepted by our e-mail system – try to keep all of your e-mails to below 2MB.

Please contact us if you would like help or are unable to complete an application online.

Please note we are unable to consider applications that are submitted after the deadline or those that do not have the minimum supporting documents included.

Please do not hesitate to contact the programmes team if you would like to discuss your proposal prior to making an application, or if you need help with completing the form or providing the supporting documents.

### **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
- Get 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

### **What happens next?**

We aim to let you know the outcome of your application in around four weeks of the closing date. Successful applicants will have a maximum period of a year to spend the grant, with the monitoring report due within four weeks after the project has been completed.

## **Living Wage Funder**

The London Community Foundation is a Living Wage 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 real Living Wage (currently £13.15 in London), or higher.

If you are applying for funding of 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 applicants feel that taking up the Living Wage could cause difficulties, in these instances, please explain the circumstances in the Living Wage section of the application form. 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.

You can learn more about The Living Wage Funder Scheme at <https://www.livingwage.org.uk/living-wage-funders>

### **Need help?**

Please do not hesitate to contact The London Community Foundation Programmes Team if you would like

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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](mailto:info@londoncf.org.uk) / 020 7582 5117

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