



**The London  
Community  
Foundation**

# Making your application online

Guidance notes

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

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# Tampon Tax Community Fund

## Guidance notes

A shorter version of 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.

We recommend drafting your answers in a separate document first and saving this separately, before completing and submitting the online application form.

### Section 1: Contact Details

**Are you in receipt of a Tampon Tax grant from a Community Foundation or other organisation?**

This will not affect your application to this fund, as long as it is for a different project, or for different costs to the existing funding.

**Name of your Organisation**

Provide the name of your organisation as it appears on any governing documents. If you are known by another name, please tell us as well.

**Address of your Organisation**

This should be the address of the organisation. If the organisation doesn't have an independent location, you can use the contact details of the primary contact.

**Telephone and Email**

The telephone number and email address should be one at which the organisation is easily contacted, especially during office hours.

**Website**

The website of your organisation. If your organisation does not have a website, please leave blank.

**Main Contact Person**

The contact person should be someone who has a good knowledge of the application as this is the person we will contact if we have any queries.

Untick box if you DO NOT wish the main contact person to be contacted through the organisation's address, then you will be asked fill out the main contact person's address.

### Section 2: About the Organisation

**When was your organisation established?**

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Please provide the month and year your organisation was formally constituted, meaning the date your organisation was first set-up/registered.

### What type of organisation are you?

Please check the relevant box(es) and remember to include the charity or company number in the box on the right where applicable.

Note: Your group does not need to be a registered charity to apply for a grant; however, your group should be a non-profit organisation with charitable aims and objectives, and this should be reflected in your constitution or governing document, which you must send us with the application form. **Please note your governing document must be signed by at least 2 members of the management committee to demonstrate that it has been formally adopted.** If you are unsure if your group is eligible, please contact us for advice.

Groups that ARE eligible to apply for the fund:

- Registered UK Charities
- Constituted Community Groups
- Companies Limited by Guarantee with charitable aims
- Community Interest Companies Limited by Guarantee (CICs)
- Charitable Incorporated Organisations (CIOs)
- Co-operative – registered community benefit societies and registered Industrial and Provident Societies

The following are NOT eligible to apply:

- statutory organisations, such as Local Authorities
- 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.
- organisations with overdue or incomplete monitoring on a previous grant from The London Community Foundation from any of its programmes. Similarly, if a member of your organisation's management committee or trustees also has outstanding monitoring on a previous grant, this will preclude the organisation from applying unless this is resolved before an application is made. If you know you have outstanding monitoring on a previous grant, please contact The London Community Foundation to resolve this.

### Are you part of a larger regional or national organisation?

Please click yes if so, or leave blank if not.

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

This question applies to all organisations, not just larger regional/national organisations. 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.

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### 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 your current free reserves?

Free reserves is the money that is freely available for general purposes (unrestricted). If your group is holding significant financial reserves you will need to make it clear why these reserves cannot be used to cover the cost of the activity.

### How many of the following are involved in the organisation (numbers)?

- How many full time and part time staff does your organisation have? Part-time staff are considered those who work 16 hours per week or less and full-time are those who work more than 16 hours per week.
- How many management committee (or board) members do you have? There must be at least 3 management committee members to be eligible.
- How many volunteers (excluding management committee)?

### Aims of organisation

Please describe the overall aims and objectives of your organisation and the activities or services you provide. What are your aims? What are your objectives? (These are usually found in the governing document). Give a short description of what your group does at the moment. What activities do you usually deliver, for who and where?

*E.g. We are a not-for-profit group set up by residents in response to local issues of isolation and deprivation. Our aims are to 1. Reduce isolation 2. Improve community cohesion for older people living in disadvantaged circumstances in Westminster. We hold daily drop in services providing activities and support for 50 local people each week and have regular outreach services. We deliver a range of activities including exercise classes, 121 advice sessions, computer courses, befriending schemes, coffee mornings and regular outings. Our activities take place at the community centre on the ABC Estate, we are open every day from 10 am to 5pm.*

### Local Network

We want to know about your existing networks and partners, tell us how your project fits with and complements similar activities running in your region. Who are you working with? If this is a partnership bid, please tell us a bit about the other organisation(s) involved - name, legal status, objectives, as well as any history you have of working together.

## Section 3: Project

### Project Name

If the project has a name, put it here. If not, please enter the name of your Organisation.

### Project Funding start date & end date

If your project is on-going, you should enter the start and finish dates of the funding period.

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Note: Grants can be up to 12 months in duration; where necessary to the project achieving its aims Community Foundations will allow extensions to February 2021, however, any grant money left unspent by February 2021 will need to be returned. Therefore, if you anticipate delays for reasons such as recruitment or engagement, we suggest you plan a slightly shorter project to allow for extensions to fall within the timeframe available.

### Which Local Authority will the activity take place in?

Please use drop down menu to select the local authority area where the activity will mainly take place. If the activity takes place across multiple boroughs please select the central one or the borough where your organisation is based.

### What's the need?

What can you tell us about the need for the work that you do? What evidence do you have to know this? Have you done surveys, had feedback? Is there a gap in provision? Is there is nothing else in the area? Is it in response to local demand? Who will benefit and why are you focusing on them?

*E.g. The majority of the people we support are refugees and asylum seekers who have been separated from their families, are bereaved, have been imprisoned and are seeking refuge. They are living on minimal allowances and do not have a permanent place to reside. They are not allowed to work so have low means and are in a state of limbo waiting for a decision on their status. We know from a recent survey of our service users that 75% would like additional support with English language and 85% would welcome local volunteering opportunities. We also know that transport is a real barrier, with 64% of our client base spending over £16 per week on transport. We are the only refugee and migrant organisation in Harrow that provides a range of courses to improve the life chances, opportunities and quality of life for migrants, refugees and asylum seekers. With 15 years' experience, a number of our service users feed in to our decision making via regular discussion groups.*

### The plan.

Tell us about what you are going to do, how you are going to do it and demonstrate how these plans are realistic, deliverable and proportionate. What services and/or activities will this enable you to deliver? For how many people? How often? When? Where? Who will deliver the activity or services? Have you used these methods before and have they worked, if not, why do you think they will work for you? Why is the number of people you plan to reach realistic? How does this project demonstrate good value for money?

*E.g. We are requesting funding to support our ongoing counselling service for 75 victims of Domestic Violence (DV). Funding will be used to cover the salary of the counselling coordinator who is a qualified counsellor and has 15 years' experience of working with victims of DV. The coordinator provides training and supervision for 15 volunteer counsellors, each of which supports five people with weekly hour long one-to-one sessions. Funding will also be used to introduce a new weekly peer support session for 20 male victims of domestic violence, this group will follow the model used for the existing women's peer support group but will be adapted for the specific needs of male victims and will run twice a week over the course of a year. Services will be delivered from our rented premises in Lewisham. We have run this service*

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for the last five years and the beneficiary number is based on our figures from last year.

## Section 4: 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.

The Tampon Tax Community Fund Objectives (programme outcomes) are to:

**1) Build skills and confidence** - supporting women and girls to learn new skills, giving them the ability to apply for new jobs and/or return to the workplace.

*E.g. projects providing 1:1 support, training, mentoring, reduce isolation or building confidence and self-esteem.*

**2) Improve health and well-being** - teaching women how to look after and improve their own mental or physical health and live in good health for longer. *E.g. projects providing services related to mindfulness such as yoga, art and exercise.*

**3) Build social networks for women and girls** - connecting women to others they can share similar experiences with, supporting them to feel less lonely, more valued, more able to pass on that support. *E.g. projects offering social and skills groups with specialist support.*

**Please insert the number of the primary objective that you would like to report back on.**

Insert the number (1 for build skills and confidence, 2 for improve health and well-being, 3 for build social networks for women and girls) that your project primarily focuses on. This is the main theme and the one objective you will work towards most. Please only insert one number.

### Impact

Within the context of the objective you have chosen, please explain the expected outcomes of your project for women and girls. Explain what will change for who. Include clear, logical links between what you will be delivering and the Tampon Tax objectives.

### Evidence

Tell us how you will measure and report on the key objectives outputs you expect to achieve? (This should include keeping track on number of beneficiaries and volunteers; and evidencing outcomes using measurable indicators.) You might have informal discussions with users, do questionnaires, gather people in one place, do interviews and arrange discussion groups. You need to tell us how you will monitor and report on this project through the life of the grant. For example, we suggest you keep a log of users of your services, participants on your courses, enquiries you deal with etc. You should also use this section to tell us how you will know whether you are being successful or not in meeting your objectives.

### Added Value

What additional value will the grant bring to your existing activities and which outcomes would not occur without the provision of this grant? For example, will you be able to increase services to ensure multiple engagement with beneficiaries over a longer period or will you be

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able to scale out to a new area. E.g. will you be reaching new people, collaborating with local projects or initiatives, scaling your project out to a new area or increasing the number of services you offer etc.

### Sustainability

How are you making sure your project is sustainable? For example are you engaging volunteers with long term support and training, do you have match funding in place, income generation ideas. Explain how you will fund your project if it is to continue after this grant.

## Section 5: Beneficiaries

### Estimated number of individuals benefiting

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.

Please enter a specific number only.

### Estimated number of volunteers benefiting

Will any volunteers be taking part in this project and if so, how many? These are described as unpaid people who will work with and/or support the project. They would not usually be paid for their activity but can typically receive expenses or reimbursement for travel.

Please enter a specific number only.

### Age groups

We would be interested in knowing which age groups would benefit from this grant. Select a dropdown option of the age group that represents the majority of the beneficiaries of your proposed project. Then, using the remaining check boxes indicate any other age groups that will benefit.

### Ethnicity

We would be interested in knowing which ethnic groups would benefit from this grant. Select a dropdown option of the ethnic group that represents the majority of the beneficiaries of your proposed project. Then, using the remaining check boxes indicate any other ethnic groups that will benefit.

### Please indicate the gender of those that will benefit from this grant.

Grants will be made to all women and girls, including trans women and gender non-conforming women. We expect that some men and boys, including trans men and gender non-conforming men may also be supported, we are asking this question to understand the estimated gender percentage split of the people you are supporting.



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## Section 6: Project Budget

This section asks you to provide details regarding the amount of money you are applying for and what type of items you will be spending it on.

### How much money are you applying to us for?

Grants are offered up to £15,000. Please enter the amount you are requesting from us. Check the Tampon Tax Community Fund Guidelines to make sure your request is within the grant request limit.

### Budget breakdown

#### Please provide a breakdown of costs under the following headings (inclusive of VAT):

Here you itemise the costs that will be incurred in running your project. The headings (staff cost, volunteer costs etc.) are examples of types of costs and the amount – you do not have to put a cost in each heading if it does not apply but there may be others that you need to include.

There are two cost boxes, one for the total project cost for that type of cost and one for the amounts you are applying to us under that cost heading.

The cost breakdown also allows you to enter the details behind the cost summary. These details should only refer to the elements of the project that are covered by your grant from us. Please give us a full breakdown of the costs as shown in the example below.

#### Staff Costs

Requested amount	630
Total amount	1000

#### Breakdown

3 workers@ £7.50 an hour (14 weekly sessions of 2 hours)
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#### Volunteer Costs

Requested amount	280
Total amount	500

#### Breakdown

£10 per hour x 28 hours
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**Note for volunteer expenses** - Only out-of-pocket expenses can be paid to volunteers, who should submit receipts and/or proof of payment such as bus/rail tickets for your records. Volunteers should not be paid a flat rate as they will be classed as employees of your organisation.

## Section 7: Supporting Documents & Consent

Please click on the 'attachments' button at the bottom of the form to upload your supporting



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documents. You will need to upload:

- A copy of your most recent annual accounts (or a spending plan and recent bank statement if you are a new group.)
- A recent bank statement
- Your governing document
- A copy of your safeguarding policies if you will be working with children or vulnerable adults (please contact us if you need help to develop one, and for guidance please see our website <https://londoncf.org.uk/apply/resources>.)

Please clearly label each document with a name and a short description of what it is:

e.g. Name - The Music House – Safeguarding Policies

Description – Vulnerable Adult and Child Protection Policies for The Music House

If for any reason you are not able to provide one of the required documents, please upload a document explaining why you do not have it. If you have any issues uploading your documents please contact The London Community Foundation on 020 75825117 or email [applications@londoncf.org.uk](mailto:applications@londoncf.org.uk).

**Declaration** - For all applicants

Please read each statement carefully and check the box if you agree with the statement.

### **When you have completed your application**

Once you have completed the form please ensure that you save and then click on the 'submit' button at the bottom of the page to send the application through to us. Once you have clicked submit do not navigate away from the page until you receive a confirmation of submission message. You should also receive an email with a pdf version of your form after submitting your application. If this email does not arrive within 2 hours please call us.

If you have not completed all of the required fields (shown by a red line) you will not be able to submit your form. If you attempt to submit an incomplete form the incomplete fields will be highlighted in red, once these are filled you should be able to submit the form.

Once your form is submitted you will no longer be able to access and edit it. If you're still not sure about anything when completing the form, please contact The London Community Foundation on 020 75825117 or email [applications@londoncf.org.uk](mailto:applications@londoncf.org.uk).

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