



**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

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: 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/Email**

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

**Do you have a website?**

If you click 'yes' a field will appear for you to enter the website address. Otherwise, click 'no'.

**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.

### Section 2: About the Organisation

**Organisation Start Date**

Please enter the date when your organisation was formally established

**What type of organisation are you?**

Constituted community groups, registered charities, companies limited by guarantee, social enterprises or Community Interest Companies (CIC's) ARE all eligible to apply to the fund.

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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 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?

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 your current free reserves?

Free reserves is the money that is freely available for general purposes. 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.

### Staffing and volunteers

How many full time and part time staff does your organisation have? How many management committee (or board) members do you have? How many volunteers (excluding management committee)?

### Aims of organisation

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? Please explain your organisations' usual activity and management structure.

*E.g. We are a not-for-profit group set up by residents in response to local issues of isolation and*

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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. Our organisation is led by our CEO with 9 years' experience in community outreach, a team of 2 part time staff, 15 volunteers and a management team of 6 local residents with relevant experience. We have a monthly team meeting which feeds into the Management Board (of 6 elected representatives) who meet quarterly to approve decisions and manage budget.

### Local Network

We want to know about your existing networks, tell us how your project fits with and complements similar activity 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.

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

Please enter details of 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? 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.*

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### The plan.

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?

*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.*

### 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.**

Programme Outcomes:

- 1.) Build skills and confidence
- 2.) Improve health and well-being
- 3.) Build social networks for women and girls

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

Please tell us how many of the above themes your project will address.

### 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.

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### 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 able to scale out to a new area.

### 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.

## 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.

### Estimated number of volunteers benefiting

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.

### Age groups

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.

### 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.

### 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.

## Section 6: Project Budget

### 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.

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

Grants are offered at between £5,000-£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, how much have you raised already?

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

Please enter the amount you are requesting from us. Check the criteria to make sure your request is within the grant request limit.

## Living Wage

Have you budgeted all staff costs at the Living Wage? Please provide any comments on any difficulties or positive impact this will have on your organisation (please type N/A if this does not apply to you i.e. you are not applying for salary costs)

As outlined in the guidance we are piloting paying the Living Wage through the Local Communities programme. The Living Wage is £8.75 per hour outside London and £10.20 in London. We are asking groups to make their applications for any staff costs at the Living Wage rates, so please budget for this in the staff costs section below. We understand that for some groups paying a Living Wage can be difficult for a number of reasons, we would like to work with groups to see how we can support you to enable you to pay a Living Wage. Also if there are any general comments on what you think about us paying a Living Wage through our grants please put them in here!

## Budget breakdown

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

### Breakdown

Requested amount	280
Total amount	500

£10 per hour x 28 hours
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### Capital Costs (Equipment)

Requested amount	1,950
Total amount	5,000

### Breakdown

Outdoor play equipment (quotes attached)
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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 documents. You will need to upload:

- A copy of your governing document (e.g. constitution, memorandum & articles or set of rules)
- A copy of your most recent annual accounts or a spending plan and recent bank statement if you are a new group.
- A completed income and expenditure forecast (using our template unless you have the same information in another format already)
- 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). For guidance please see our website.
- A list of the names and addresses of your management committee.

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. 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

**Declaration** - For all applicants

Please read each statement carefully and check the box if you agree with the statement. Please confirm your name and role.

### 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



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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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