

# Thamesmead Community Fund

Fund guidelines 2020 – Covid-19 Round

# Fund guidelines

## About the Thamesmead Community Fund

Many thanks for your interest in the Thamesmead Community Fund.

Last year, to celebrate Thamesmead's fiftieth anniversary Peabody awarded grants 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 another £50,000 to distribute to individuals and community groups across Thamesmead.

This is made possible in part by the location filming which happens in Thamesmead. Over the years Thamesmead has increasingly become a popular destination for filming activity with filmmakers using the iconic buildings and beautiful landscapes to film dramas, music videos and commercials. We understand that filming can sometimes be disruptive for local people, so all the filming fees paid by the production companies will be ring-fenced for the Thamesmead Community Fund to ensure that filming activity is directly benefitting the local community.

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.

## About The Thamesmead Community Fund (TMCF) – Special Covid-19 Grant Round

Due to Covid-19 and its impact on every-day life and business we want to introduce a special, one-off grant round to support community groups, local residents and artists to deliver projects over the next few months that are compliant with government guidelines and can be run safely with these guidelines in mind. You will be able to apply for grants of up to £2,000.

The Thamesmead Team will be hosting a TMCF Application Q&A to offer groups the chance to ask any questions about this funding round and your application on 4<sup>th</sup> August @ 4pm on Zoom. Please see details on the next page.

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## About The London Community Foundation

The London Community Foundation 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 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. The London Community Foundation have been working with Peabody for several years, and we have given away over £1,000,000 to groups providing activities and support for Peabody residents across the capital.

For all application eligibility and process queries you can contact The London Community Foundation (LCF). LCF may refer you to Peabody's Community 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 on the Special Covid Round

For this **Special Covid-19 Grant Round**, the Thamesmead Team will be hosting a **TMCF Application Q&A** to offer groups the chance to ask any questions about this funding round and your application. This will be held through Zoom on:

- **Tuesday 4<sup>th</sup> August 2020 at 4pm**

Please use the following details:

- Invite Link:  
<https://us02web.zoom.us/j/83450527640?pwd=Ti9BOVR5REV3SUFMR09GVkxmYVc0dz09>
- Meeting ID: 834 5052 7640
- Passcode: 665236

The Thamesmead Team will also offer help to groups who need support developing their application. For further support please contact:

- [Lisa.Drew@peabody.org.uk](mailto:Lisa.Drew@peabody.org.uk) (Arts and Culture)
- [Georgia.Mann@peabody.org.uk](mailto:Georgia.Mann@peabody.org.uk) (Communities)

## Fund Criteria

The Thamesmead Community Fund will provide grants for charities and community organisations, and Thamesmead residents aged 16+ who have an existing or new project. Applications must be for projects/activities that demonstrate benefits for the wider Thamesmead community, can be delivered in compliance with Covid-19 government guidelines and meet one or more of the following criteria:

1. Increases levels of arts and cultural activity
2. Supports households who may be struggling as a result of Covid-19
3. Tackles isolation

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4. Seeks to improve local health and wellbeing
  5. Encourages community use of local outdoor spaces safely within the Covid-19 government guidelines
  6. Supports activities to strengthen children and family relationships
  7. Help people develop new skills
  8. Provides local services or activities for older people

**Examples of projects delivering within Covid-19 government guidelines that might be funded include; however, this list is *not* exhaustive:**

- Digital engagement and cultural activities
- Alternatives ways to engage people such as
  - Befriending projects
  - Street activity on the doorstep
  - Creative ways of encouraging individuals and families into the green space (not in large groups)
  - Supporting people in your neighbourhood

## **Project costs**

### **Total project cost:**

Organisations can request the total cost of the project from the Thamesmead Community Fund (TCF). However, if the total project cost is higher than the amount requested from TCF, 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 costs:**

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

### **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 and project duration**

- Grants of up to £2,000 are available covering costs relating to your proposed project.

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

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## Who can apply?

The following **not-for-profit organisations** are eligible to apply:

- Constituted community and resident groups
- Registered charities
- Companies limited by guarantee
- Social enterprises
- Community Interest Companies (CICs) Limited by Guarantee – **not** CICs Limited by Shares
- Charitable Incorporated Organisations (CIOs)

All applicant organisations should have a minimum of 3 unrelated Trustees/Directors/Management Committee members.

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

Please note 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** are eligible to apply to run **not-for-profit projects**:

- Individual applicant 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
- Organisations who have any of the following:
  - Overdue or incomplete monitoring on a previous grant from The London Community Foundation and/or Peabody programmes
  - Late submissions of their accounts to the Charity Commission or Companies House in 2 of the last 3 years
  - Two years of consecutive net current liabilities in their financial statements
  - Loans from any of their Directors/Trustees
  - Trustees who are paid, unless evidence of approval is provided from the Charity Commission and/or this arrangement is referenced in the governing document

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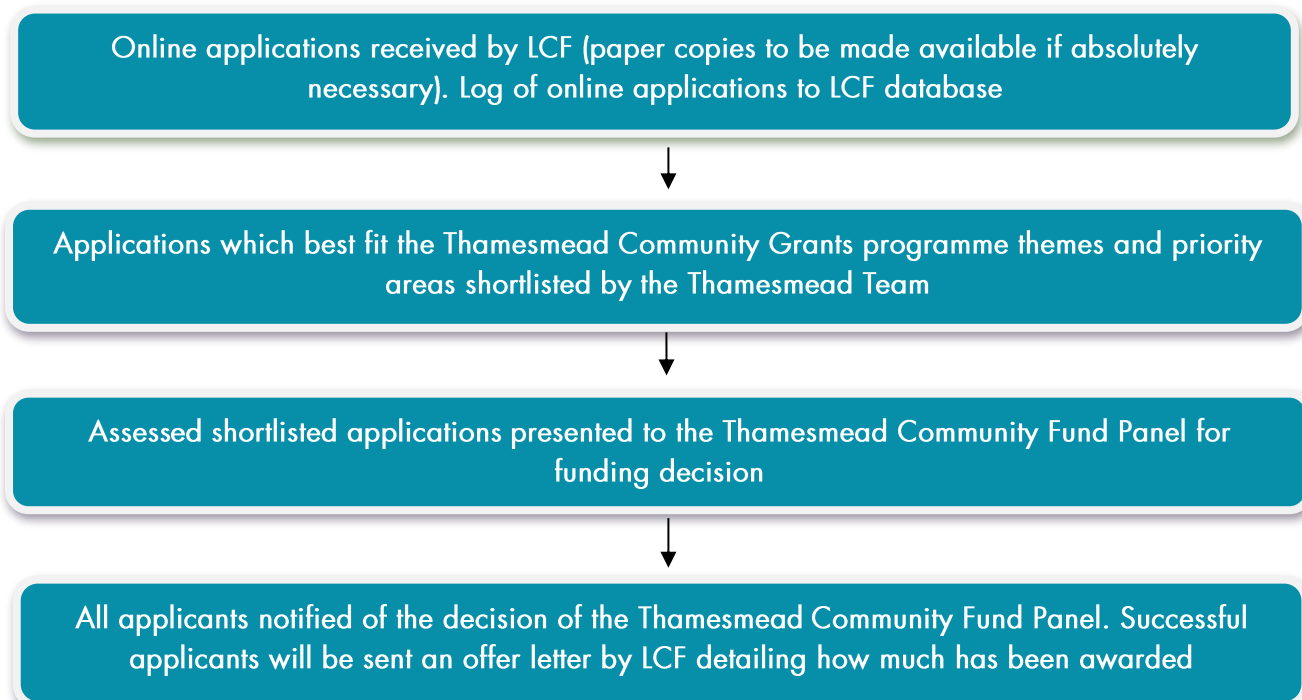
If you have any questions or queries about your eligibility to apply please e-mail the Thamesmead team at: [communitygrants@peabody.org.uk](mailto:communitygrants@peabody.org.uk)

## Priorities for funding

- ALL activities MUST demonstrate that project/activity is delivered within current government guidelines and run safely with these guidelines 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 also benefit other people in the community will score highly.
- You can only receive 1 grant from Peabody within any 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.



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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 dates for applications

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

Closing date:	Projects can start from:	When you will hear the outcome by:
Thursday 13 <sup>th</sup> August @ 12noon	September 2020	w/c 1 <sup>st</sup> September 2020

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 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.

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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

(ii) For individuals, the 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 your Public Liability Insurance
- A copy of the Risk Assessment completed for the required activity

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 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 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.



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## 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 five 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 (LCF) is now a Living Wage Funder. This scheme, run by the Living Wage Foundation means that LCF will actively encourage and support applications from organisations willing to pay staff the Living Wage (currently £10.75 in London), or higher. LCF have been a Living Wage Employer for a number of years, and have decided to become a Friendly Funder in recognition of the hard work and commitment that the employees of the organisations we fund undertake.

These projects and organisations are a vital pillar of London's vibrant communities. Without the dedication and commitment of their employees, London would not be the great city it is. We believe passionately that, where possible, organisations should pay their staff at a level that they can live on, to ensure that the fantastic work of the Capital's community groups, charities and social enterprises can continue into the future. We hope that, eventually, all funders will sign up to the scheme and together we can work towards ending low pay in the community and voluntary sector in the UK.

While we are very proud of supporting the Living Wage, we do not want this to stop anyone applying for funding. If, for any reason, paying this level will not be possible for your organisation, please call and discuss the situation with us before making an application.

## What does this mean for applicants?

If you are applying for funding any staff costs (including 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 organisations feel that taking up the Living Wage could cause difficulties, in these instances we suggest you call us on 020 7582 5117 to discuss your options before applying.

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. Many accredited employers have chosen to extend the requirement to apprentices and interns.

You can learn more about The Living Wage at <http://www.livingwage.org.uk/what-living-wage>, and 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 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

For this Special Covid-19 Grant Round, **The Thamesmead Team** will also offer help to groups and individuals who need support developing their application, especially around ensuring projects can be delivered within the Covid-19 government guidelines. For further support please contact:

- [Lisa.Drew@peabody.org.uk](mailto:Lisa.Drew@peabody.org.uk) (Arts and Culture)
- [Georgia.Mann@peabody.org.uk](mailto:Georgia.Mann@peabody.org.uk) (Communities)

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