

**The London  
Community  
Foundation**

# Thamesmead Community Fund


Online application form guidance

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

## **Thamesmead Community Fund – Online Application Form Guidance** **(for Organisations and Individuals)**

These are guidance notes for both the ‘organisation’ and ‘individual’ applications to help you complete some of the key questions in the online form for the Thamesmead Community Fund at The London Community Foundation. The same answers are required for all sections, except Section 1 and Supporting Documents, where different information is required (see below).

### **Tips:**

- You can also hover over the ⓘ symbol next to each question on the online form for help on how to respond.
- Each of the large text boxes will have a maximum word limit.
- Text boxes/fields marked with a **red line** need completing – without an answer you will not be able to submit your form.
- It is a good idea to draft your responses using a word processing programme such as Microsoft Word, so that you can check your spelling and word count as you go along. Please note: word and the application form treat word counts in different ways. For example Word counts B&YC as one word and the application form as three words.
- As you enter your information on the online form, remember to save your progress periodically by clicking on the  symbol on the right hand side, to prevent you from losing your work in case of internet issues.

## **Section 1: About Your Organisation (for Organisations)**

### **Organisation Name, Address and general contact information**

Please provide details of your organisation as it appears on any governing documents. If you are known by another name, please tell us about this as well. (Please put in Name known as xxxx in the answer box). Please include details of your website and any social media accounts you use.

### **Main Contact Person**

Please provide details for the main person who we should contact in relation to this application.

Using the selection buttons you can indicate where correspondence relating to the grant should be directed. If your organisation has an independent address but you wish correspondence to be directed to an alternative address, un-tick the option “Use organisation’s address” for correspondence and you will be presented with the opportunity to enter different/additional contact details.

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### **Organisation start date**

Please let us know the month and year that your group was set up or formally established.

### **What type of organisation are you?**

You do not need to be a registered charity or company limited by guarantee to apply, but we do need to know more about the “status” of your organisation. Your organisation must be ‘not-for-profit’.

Please select all types of organisation which apply. If you are a registered charity, please supply your charity number. If you are a registered company limited by guarantee, please provide your company number. If you check ‘other’ please specify what type of organisation you are.

### **Income over the last accounting year**

Please let us know your organisation’s income over the last financial year. If you are a new organisation what is your actual income to date from your management accounts.

### **Expenditure over the last accounting year**

Please let us know your organisation’s expenditure over the last financial year. If you are a new organisation what is your actual expenditure to date from your management accounts.

### **Staffing and volunteers**

Please let us know how many full and part time staff your organisation employs. If applicable let us know how many members and volunteers your organisation has. Your Management Committee may be known as your Trustee Board. (We recommend there is a minimum of 3 members)

### **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? Do staff who lead on your activities have valid DBS checks?**

Please tell us about your organisation’s aims, and what activity/ies you usually deliver, for who and where? How is your organisation run and who manages it? How are key decisions made? Please explain your organisation’s usual activity and management structure. Do staff running activities for children under 16 or vulnerable adults have valid and up-to-date DBS checks?

### **Please provide the names and addresses of all authorised signatories on your bank account, please indicate if any signatories are related.**

Bank accounts should have at least two unrelated signatories and preferably three. Please highlight where any are related.

## **Section 1: About You (for Individuals)**

### **Your Name and Address**

Please provide details of your name and address.

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**Full Name, Phone and e-mail**

Please confirm your title, forename and surname, and provide at least one contact phone number. You must give an e-mail address where you can be contacted.

**Are you a Thamesmead resident?**

Please tick 'Yes' or 'No'. If Yes, you do not have to answer the next question.

**If No, where do you live?**

Please tick 'Yes' or 'No'. The priority for this Fund is to support Thamesmead residents' projects.

**Are you a current or past Peabody employee or volunteer, or are you related to any Peabody employees?**

Only answer this question if you do work or have worked for Peabody or are related to any Peabody employees.

**If Yes, please give brief details?**

A brief answer is required if you answer 'Yes', such as I worked for Peabody from 2010 to 2017.

**Section 2: About Your Project (for Organisations and Individuals)****Project name**

Please enter the project name here, such as Thamesmead Drama Club. If not, please enter the name of your organisation instead.

**Project funding start / end**

Please put the forecasted project start and end date. Please note that successful applicants will have a maximum period of 12 months from the offer letter date to spend the grant.

**Which local authority area will your activity take place in, Bexley or Greenwich?**

Please select which local authority area the activity will mainly take place in. If the activity takes place in Bexley *and* Greenwich, please choose the borough where most of the project will run in.

**Please provide a postcode which represents the geographical area you will benefit.**

Please provide the postcode where most of your beneficiaries reside, if there are multiple places please just pick one. If it is too difficult to distinguish please provide the postcode of the project venue or your group (for organisations).

**Please tell us about your project including WHEN, HOW OFTEN and WHERE the activities or club will run, WHAT you will do in them, and who will RUN the sessions and tell us about their expertise.**

Please tell us about your project idea, and the activities/services a grant would enable you to run? When and how often will sessions run, for how many people? Where - do you have permission to use a venue? Who will deliver the activities? Tell about us their expertise and experience.

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**(i) Have you discussed your project with a Peabody team member? (ii) How will you engage Thamesmead residents in the project? (iii) What are the main benefits you would like residents to achieve from the activities, and how will you record and share them?**

(i) Tell us if you've discussed proposed project with a local Peabody team member, and what their name and role is.

(ii) Please tell us if local residents have requested the proposed activities or did you run a survey? Have you discussed the project with them? Which residents are you targeting, and what type of taster/engagement activities will you provide? Will any partner organisations be involved?

(iii) What positive change would you like the project to make, i.e. will residents learn new skills, increase their confidence, make new friends and be less socially isolated. How will you record these benefits/changes, i.e. will you ask residents to complete a short questionnaire at the start and end of the project? Will you also collect quotes from participants about the benefits of the activity, and share them on your website/social media, with their permission?

**Which of the Fund themes will your proposed project aim to meet?**

Please select at least 1 of the 8 Fund themes (see Guidelines for list) your project will best fit, i.e. Our drama club will 'increase levels of arts and cultural activity' amongst local children as well as 'help people develop new skills'.

### **Section 3: Project Beneficiaries (for Organisations and Individuals)**

**How many people will directly benefit from this grant?**

Please estimate the total number of people who will participate in / benefit from the proposed project. We realise that you may not be able to 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.

**How many of these people will be adults?**

Please tell us the estimated number of adults who will take part in/benefit from the project. N.B. The number of adults given in this answer and the number of children (to be answered in the next question) should equal the total number of people you estimate will benefit from the project.

**How many of these people be children under 18?**

Please tell us the estimated number of children who will take part in/benefit from the project. N.B. The number of children given in this answer and the number of adults (answered in the last question) should equal the total number of people you estimate will benefit from the project.

**Beneficiaries**

From the **drop-down list**, please click on the one group that best reflects **the majority** of the **beneficiaries** of your organisation, this will then be entered in the selection box. On doing this you will then be presented with a series of check boxes, 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 doesn't have to be 100% accurate, you're just giving an indication.

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## Ethnicity

From the **drop-down list**, please select one **ethnic** group that best reflects **the majority** of the users of your organisation and enter it in the box provided. Then, using the check boxes, tick any other ethnic groups that will benefit. Please only tick the groups who will benefit.

## Issues addressed

We are interested in the **issues** that will be addressed by this grant. From the **drop-down list the primary** issue that will be addressed by this grant. Then, using the check boxes indicate any other issues that will be addressed.

## Age Group

We would be interested in knowing which **age groups** would benefit from this grant. Please enter in the drop-down the age group that represents **most** of the beneficiaries of your organisation. Then, using the remaining check boxes indicate any other age groups that will benefit.

## Section 4 – Project Budget and Consent (for Organisations and Individuals)

### 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 the Thamesmead Community Fund for?**

The maximum you can ask for is £2,000, and you can request the full cost. Project costs are the priority for this Fund (i.e. sessional and activity costs), although some running costs can be requested. The total cost here should not include in-kind costs, such a free venue hire.

### **How much will your project/activity cost in total?**

Where a project costs more than the amount you are requesting, please give the total cost here.

### **Are you seeking other funding towards this project?**

Tell us here if you are applying to other funders for funding towards the work. If yes, please provide details.

### **If Yes, what other funders or sources of funds are you applying to and are they secured or not?**

What funding sources have you applied to, to match against this project? Are they secured or not? i.e. £250 awarded from XYZ Foundation and applied for £250 from ABC Trust.

### **Living Wage**

As outlined in the Fund Guidelines we are now 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 Living Wage which is £10.55 per hour 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 project's staff costs. 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.

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## Budget breakdown

Here you itemise the costs that will be incurred in running your project only. The headings; staff costs, 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 **amount 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 would be covered by a grant from us. Please give us a full breakdown of the costs as shown in the example below.

### Staff Costs

Requested amount	1,280
Total amount	1,280

### Breakdown

Drama tutor @ £16 per hour x 2 hours per session x 40 weekly sessions = £1,280
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### Volunteer Expenses

Requested amount	480
Total amount	480

### Breakdown

2 volunteers @ £6 per session each (travel and refreshments) x 40 weekly sessions = £480
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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.

## Supporting Documents (for Organisations)

Bank account signatories - Please provide the names and addresses of all authorised signatories on your bank account, please indicate if any signatories are related. Bank accounts should have at least two unrelated signatories and preferably three.

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 an income and expenditure sheet for your last financial period for smaller groups. For new groups please provide a forecast for your income and expenditure for your first financial period, and a copy of a recent bank statement.
- 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).
- A list of the names and addresses of your management committee.

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- A copy of your Public Liability Insurance.
  - A copy of the Risk Assessment completed for the required activity.

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 of organisation and a short description of what it is: i.e. The Music House – Safeguarding Policies

### **Supporting Documents (for Individuals)**

Please click on the 'attachments' button at the bottom of the form to upload your supporting documents. You will need to upload:

- Proof of address, e.g. a copy of a utility bill with your name and address on it.
- Photo ID, e.g. a copy of a driving licence or passport.
- A copy of a bank statement with your account details of where to pay funds, if your application is successful.

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:  
i.e. Name of Applicant – Copy of Gas Bill

### **Declaration (for Organisations and Individuals)**

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

#### **How did you find the application form?**

Please let us know how challenging you found the application form to complete.

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

Once you have completed the form please ensure you click on the 'submit' button at the bottom of the page to send the application through to us. Once your form is submitted you will no longer be able to access and edit it. If you have not completed all of the required fields with a **red line** (to the right of the answer box) 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 in you should be able to submit the form.

If you're still not sure about anything when completing the form, please contact The London Community Foundation on 020 7582 5117 or e-mail [info@londoncf.org.uk](mailto:info@londoncf.org.uk)

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