

The London
Community
Foundation



The Young People's Fund

Fund guidelines 2019-20

Fund guidelines

About The Young People's Fund

This year, Peabody Community Foundation (PCF) are piloting a fund to support grassroots community groups who are putting youth voice at the centre of their work to tackle violence affecting young people.

Peabody have worked with young people aged 11-25 across London to develop a fund which is designed by, owned by and for the benefit of young people. These consultations led to the development of The Young People's Fund.

In this pilot year, Peabody will be awarding £100,000 to organisations working with young Peabody residents and the wider community to address the issue of violence affecting young people in the boroughs of Westminster, Southwark, Waltham Forest, Lambeth and Hackney. Young people must be meaningfully involved in the creation of the project and their voice will be heard throughout.

Peabody hope to use this fund to demonstrate the value and importance of having a strong youth voice at the centre of an organisation's work and as such have worked to make sure that this criteria is key to the fund. A panel consisting of young people from across London will make the final decisions about where the funding goes to ensure that their voice is also central to the fund itself.

Fund Criteria

Grants of between £3,000 - £10,000 are available to organisations working with young people (aged 11-25) in the following boroughs: Westminster, Southwark, Waltham Forest, Lambeth and Hackney.

Projects must be working to tackle violence affecting young people. They will be expected to take one or more of the following three approaches:

- Working with young people already affected by youth violence or criminal lifestyles
- Delivering preventative work
- Addressing the root causes which lead to young people being affected by violence

Organisations must demonstrate in their application that they:

- **Put youth voice at the centre of their work.** *e.g. consulting with young people to design the project they are applying for funding for.*
- **Are embedded in their community.** *e.g. engaging with local residents through the project.*
- **Are making a real impact in their community.** *e.g. can demonstrate how they make a real difference to the community they are working in.*

In addition to this, all organisations must demonstrate how they **ensure that their project is youth led.**

Peabody define 'youth led' in the following way:

Youth voice is at the centre of the project. This will be demonstrated by there being meaningful and regular engagement with young people and assurance that young people are leading the design and delivery of the project. This might take the form, for example, having young people acting in a decision making capacity on the project(s), surveying young people, or holding youth consultations.

We will be asking organisations to demonstrate that a strong youth voice is core to their ethos by involving young people in the application process. We will ask that up to three young people, along with a member of staff from your organisation, attends one of the two youth panels which make the final funding decisions. We will ask the young people to talk for five minutes on their involvement in the development and/or delivery of the project.

Projects must:

- Run for no more than one year from April 2020 – March 2021.
- Work with young people living on and around Peabody Estates. Of those you will support, at least:
 - 25% must be Peabody residents
 - 50% must be social housing residents (this can include Peabody and any other housing association)

Organisations delivering projects with the following outcomes will be prioritised:

- Developing the personal and professional skills of young people
- Contributing to community cohesion
- Improving mental and physical wellbeing

Priority will also be given to projects working with young people living on and around the following wards:

Hackney

- Hackney Central
- Hackney Downs
- Haggerston
- Homerton
- London Fields

Lambeth

- Clapham Common
- Coldharbour
- Oval
- Tulse Hill
- Thurlow Park

Waltham Forest

- Chingford Green
- Higham Hill
- Lea Bridge
- Leyton
- Leytonstone

Westminster

- Church Street
- Churchill
- Queens Park
- St James
- Tachbrook

Southwark

- Camberwell Green
- Faraday
- Newington
- North Walworth
- South Bermondsey

Please note that applicants who are already in receipt of a Peabody Community Fund grant are welcome to make an application to this fund.

What's on offer?

£100,000 is available for grants of between £3,000 - £10,000. £20,000 is specifically restricted to organisations working with residents living in Lambeth. The remaining £80,000 will be allocated across all the boroughs listed in Fund Criteria.

What's expected of successful applicants?

If successful, applicants will be expected to host a visit from Peabody members of staff once during the grant period so that they can learn more about the project and see the young people in action. In addition, applicants will have to attend a post-project event hosted by Peabody which is designed to explore the outcomes, capture feedback and evaluate the success of this pilot fund, in order to improve it for future rounds. Applicants will be reimbursed for their transportation costs for attending this. More information on this event can be found on page 9.

Who can apply?

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

- Constituted community and resident groups
- Registered charities
- Companies limited by guarantee
- Community Interest Companies (CICs) limited by guarantee
- Charitable Incorporated Organisations (CIOs)

Applicants must

- Be supporting Peabody residents. At least 25% of those you support must be Peabody residents.
- Have an annual income of around £500,000 or under
- Have a minimum of 3 unrelated Management Committee members
- Have a signed Governing Document, i.e. a constitution or Memorandum & Articles
- Have a Bank Account in the name of the group, with at least 2 unrelated signatories – or provide details of another group who will be managing any grant awarded, with a copy of the partnership arrangement
- Have Annual Accounts, or for smaller groups, an Income and Expenditure Sheet for the most recent financial period. If a group is new with no previous income, they will need to provide an Income and Expenditure forecast and a recent bank statement
- Have proof of public liability insurance
- Have a Safeguarding Policy. Groups will also need to have a DBS checks policy in place

What can't be funded?

- Local Authorities
- Any party-political activity
- Purely commercial ventures (for profit)
- Spending that has already taken place (i.e. retrospective funding)
- Individual sponsorship
- 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) or ethnicity
- Organisations with overdue or incomplete monitoring on a previous grant from The London Community Foundation and/or Peabody
- Organisations with late submissions of their accounts to the Charity Commission or Companies House in 2 of the last 3 years
- Organisations with 2 years of consecutive net current liabilities in their financial statements
- Organisations with loans from any of their Directors
- CICs limited by shares and Companies limited by shares

Closing dates for applications

Friday 17th January 2020 at 12 noon.

Please ensure that your application form and all supporting documents are submitted by then. We are unable to consider applications which are submitted late.

What happens next

Applications which best fit The Young People's Fund programme themes and meet the Fund criteria will be shortlisted. Shortlisted applicants may be contacted by a Programme Manager from The London Community Foundation for an informal chat or to request additional information to find out more about the project.

In addition, the Programme Manager from LCF will contact you to arrange up to three nominated young people to attend one of the two panel meetings to present a five-minute presentation on their involvement in the project. Detailed guidance will be provided in February 2020 with more information on this. The dates for these meetings will be Saturday 21st March 2020 and Saturday 28th March 2020. They will only be required to attend one of the meetings. A staff member or Trustee of your organisation who is over 18 and has a full DBS check will also need to attend the meeting along with the young person to ensure they are fully supported and travel to and from the venue safely. Attendees will be reimbursed for their travel costs.

Shortlisted applications will be presented to the Peabody Panel which will be made up of young people and chaired by a senior Peabody staff member.

Successful and unsuccessful applicants will be notified of the decision in writing by **Friday 3rd April 2020**.

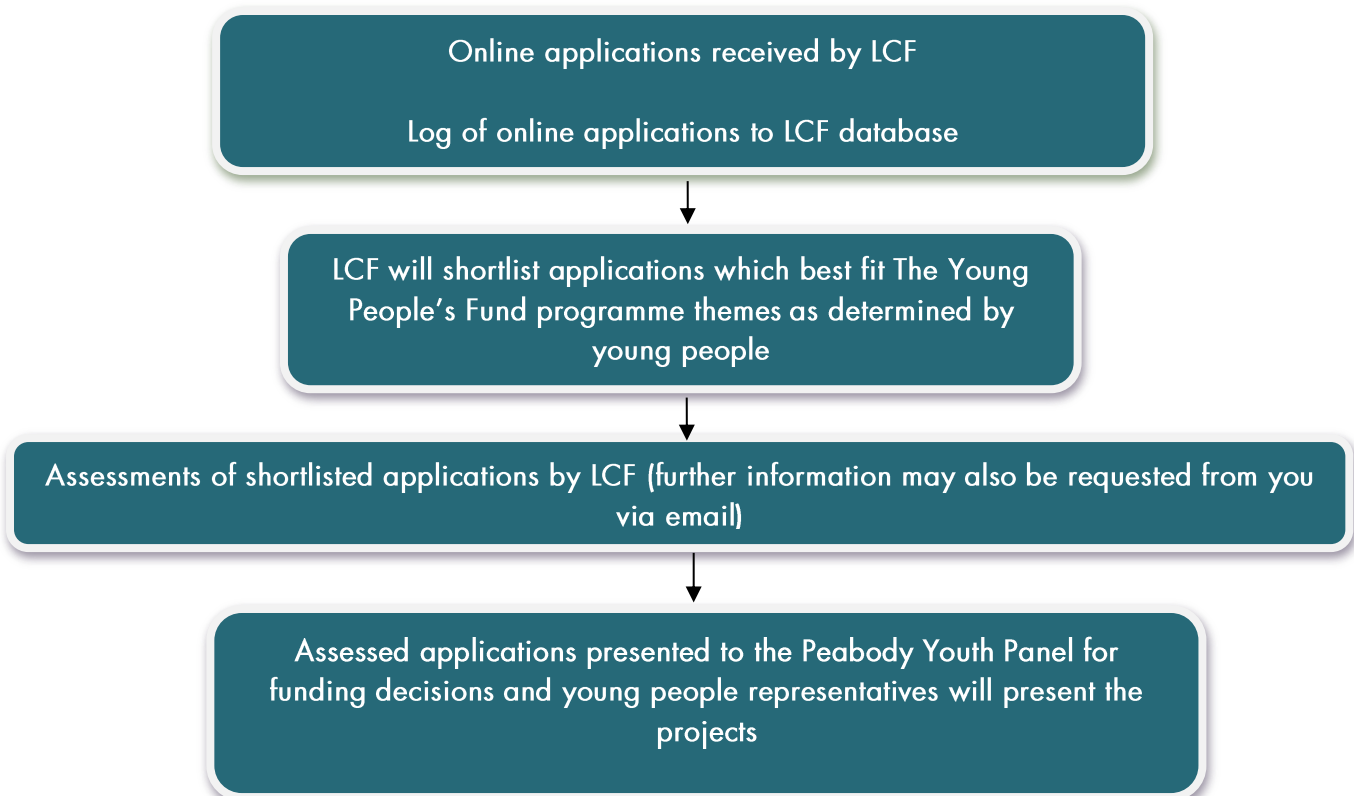
Monitoring and evaluation

Groups in receipt of a grant will be required to complete a short form outlining how the grant was spent and highlighting the benefits for young people. 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 your group and us to learn from your project and can also help you put together information that can help to inform future plans. It will also help us to evaluate the success of this pilot fund.

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/>

Funding Decision Process



How to apply

Please note this is an online application form.

To apply for a grant, please visit the 'Peabody The Young People's Fund' page under the 'Available Grants' section of LCF's website at www.londoncf.org.uk/grants/the-young-peoples-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.

The supporting documents you will need to provide are:

- Your signed 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
- Safeguarding Policies
- Public liability insurance

If you are having problems with the form, you can send your supporting documents via e-mail to: applications@londoncf.org.uk

Or post to: The London Community Foundation, Unit 1.04, Piano House, 9 Brighton Terrace, London, SW9 8DJ.

If you are e-mailing your documents, please state your organisation's name in the subject line along with the fund name, i.e. *Joe Blogs Foundation, The Young People's 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.

If you have received funding from The London Community Foundation within the last two years, you need only submit your most recent accounts (or income & expenditure information for smaller groups), unless any of your policies have been updated during this period.

Please contact us if you would like help.

Some top tips for 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)
- Be clear about how you propose to reach residents specified in the Fund Criteria
- 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

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 / 020 7582 5117

Peabody: The Young People's Services team will also be available to help organisations who need support developing their application. For support please contact: communitygrants@peabody.org.uk

Meet the Funder Event

Peabody will be holding a meet the funder event in cooperation with LCF. This is an opportunity for you to find out about:

- The Young People's Fund and violence affecting young people
- Why we are investing funding into tackling violence affecting young people
- Why we want projects to be youth led
- Successful youth led projects
- The application form and decision making process

Date: 09/12/2019

Time: 6.30pm – 8.00pm

Location: Pembury Community Centre, 1 Atkins Square, Dalston Ln, Lower Clapton, London E8 1FA

Unit 1.04 Piano House
9 Brighton Terrace
London SW9 8DJ
T +44 (0)20 7582 5117
F +44 (0)20 7582 4020
E info@londoncf.org.uk