

**The London  
Community  
Foundation**



# The Young People's Fund

Online application form guidance

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

## The Young People's Fund Online Application Form Guidelines

These are guidance notes to help you complete some of the key questions in the online application form for the Young People's Fund.

### 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

#### **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. If you are shortlisted we will contact you to request additional information or arrange a phone call to discuss your application, so please ensure that we have correct contact details, preferably a mobile number and e-mail. We will contact you within one month of the closing date. If there is a chance you might be away during this time, please attach a document with an alternative contact person and their details.

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 organisations address" for correspondence and you will be presented with the opportunity to enter different/additional contact details.

#### **Organisation start date**

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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 financial 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 financial 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.

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

Please tell us if you are part of a larger regional or national organisation. If you are not please leave this blank.

If you are a sub-group or committee of a larger group, or a local branch of a national charity, we can only fund you if you can demonstrate that you operate independently. This usually means you have separate rules & regulations, an independent committee, a separate bank account and are responsible for generating your own income. Please explain this in the question on aims and objectives of your organisation.

### **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 4 members)

### **What are the aims of your organisation and what activities or services do you provide? Is your organisation Led By people from a particular population group or community? How is your organisation run and managed? How are decisions made?**

What are your aims? What activities do you deliver, for who and where? Is your organisation Led By people from a particular identity or experience, e.g. Black and Minority Ethnic, women, people with disabilities, LGBT+? How is your organisation run? Management structure?

Note on Led By: We consider an organisation to be ‘led by’ if 75% or more of the governing body and 50% of senior staff come from a particular population group or community that the organisation is set up to support.

Example answer: We are a small, registered charity set up by residents to reduce isolation and improve community cohesion for older people living in disadvantaged circumstances in Stockwell. We are open daily 10am-5pm and our drop-in services at the ABC community centre provide

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activities and support for 50 local people each week and we run regular outreach services. We deliver exercise classes, 1-2-1 advice sessions, computer courses, befriending schemes, and outings. Our organisation is led by our CEO with 9 years' experience in community outreach, 2 part-time staff, 15 volunteers and 5 Trustees made up of local residents with relevant experience. We have monthly team meetings which feeds into the Trustee Board who meet quarterly to approve decisions and manage budget. 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.

**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 2: About Your Grant Application**

### **Project name**

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

### **Project funding start / end**

Please put the forecasted project start and end date. Please note that successful applicants will have a maximum period of 2 years from the offer letter date to spend the grant (depending on whether you are requesting a 1- or 2-year grant).

### **Which local authority will the activity mainly 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.

### **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. We will use this to identify which ward you will be working in. If it is too difficult to distinguish, please provide the postcode of your organisation.

### **Tell us about your project to tackle violence affecting young people. Is it a 1 or 2-year project?**

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 young people? When? How often? Where? Who will deliver the activity or services, and what is their experience?

*For example, we are requesting funding to support a Tuesday evening youth club from 6pm to 9pm for 12 months for young residents living on the (insert name) Peabody estate at the (insert name) centre. A range of activities are offered including sport, drama and art sessions, and on average, 25 young people drop-in each week. Funding will be used to cover the weekly sessional costs of the qualified youth worker for 52 weeks a year for 2 years, pay for the trained volunteers' expenses, and be used to sports equipment and purchase materials. The resources will be securely stored at the*

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centre. The youth worker has 5 years' experience of working with young people, and some of the volunteers used to attend the youth club. A grant would also be used to pay for the project co-ordinator's time and who helps promote the club to residents, facilitates the Youth Steering Group, and monitors the project.

**Tell us which of the three fund approaches to tackling violence affecting young people your project takes.**

The three fund approaches for tackling violence affecting young people are: 1) working with young people already affected by youth violence 2) delivering preventative work 3) addressing the root causes which lead to young people being affected by violence

*Tell us about how you will do this and what you need the money for. For example, we take the second approach as we deliver preventative work through our late evening youth club which acts as diversionary youth provision for local young people aged 18-25 on the (insert name) estate.*

**Referring to the IAP2 Spectrum of Public Participation, please describe the level of involvement of young people in design of your project?**

Tell us which stage of the Public Participation Framework this project falls in. Explain why and how this project falls in this stage. Demonstrate and mention examples on how young people have been involved in the design and development of this project and whether they will be involved in the delivery of it.

*For example, We have collaborated with young people to design this programme. We held a series of workshop with young people and members of staff to understand priorities and experiences. As a group we identified that a priority was addressing violence affecting young people. We collectively identified that providing a safe space for young people to go would prevent violence as young people would be less accessible and vulnerable to negative influences. We made mood boards to understand how the space should look and feel and young people will work with the staff to identify suitable premises and to purchase wallpaper/paint and furniture.*

**Tell us about the need for your project.**

What can you tell us about the issues around violence affecting young people that the young people you support face? What is the need for your work and how do you know? Is there a gap in other local services/ provision?

*For example, the majority of the people we support are refugees and asylum seekers who have been separated from their families, are bereaved, have been imprisoned or 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*

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*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.*

**Tell us how you will ensure that you work with at least 25% Peabody residents and at least 50% social housing residents overall.**

(i) Name beneficiary estate/s (ii) Tell us how you discuss & plan projects with residents, and publicise them. If applicable, briefly outline past Peabody projects you've run.

(i) Please list the Peabody estate(s)/housing the project beneficiaries will come from.

(ii) What plans do you have to ensure that Peabody residents and other housing association residents will use your services, how do you plan to publicise what you are doing? Do you have any existing networks or connections in the area? Will you be running activities in a community venue in or around the estate? Are your current beneficiaries already Peabody residents? Please also tell us if you have developed the proposed project with any members of Peabody's Community, Young People Services or Local Teams, and name your contacts? If applicable, please tell us about your past track record of working with Peabody residents.

*For example, we will work with residents on the xxxx Peabody estate as well as young people from the neighbouring xxxx Clarion estate. We already engage with these young people so are confident that we will meet these targets. We also have a good working relationship with the Peabody Community Team and will be able to further advertise the project through them. We conduct outreach in the evenings to engage young people where they are. Lastly, we have found that word of mouth is an excellent referral technique and expect that many of the participants will find us in this way. Currently 45% of our participants come to us via word of mouth.*

**Tell us about the outcomes of the project.**

Which of the priority outcomes does your work fit with? What difference will this project make to young people? How is this directly related to the issues you have identified? List the benefits or changes that will directly result from this project.

*The priority outcomes are:*

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

*For example, the project will develop the personal and professional skills of young people. They will gain skills and confidence from leading on the implementation of the project. Young people have identified that they, and other young people affected by violence, have been labelled as the 'naughty' kid at school and are not trusted or given opportunities to develop and demonstrate their skills. By leading on the implementation of this project they will be trusted and will be able to tangibly demonstrate this to themselves and others. This will create changes in the way that young people*

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perceive themselves and will change how others perceive them too. It will help them demonstrate skills and gain jobs.

**Tell us how you would measure and report the benefits and impact of the project.**

How will you measure your activity? How will you record the changes and impact this activity has? You might do questionnaires, keep a log of services delivered, record number of cases, referrals made or quotes from discussion with service users.

*For example, at the beginning of the project we will gather baseline data about each participant to understand their situation. Throughout the project, we will record the number of participants at every session and track their progress throughout the course of the project through face to face interviews. We will conduct an anonymous survey half way through the project to gauge satisfaction and to make sure all beneficiaries are benefiting from every session. We will track referrals to partner organisations and will monitor progress of each participant through personalised record logs. At regular points in the project and at the end of the project, we will record progress back against the initial project plan to make sure every participant's journey and progress is evaluated. We will also gather testimonies and case studies throughout the project.*

**At this point in your financial year, how is your financial position in comparison to budgeted figures for your organisation, and are you on track to meet your unrestricted/restricted reserves targets at the end of the financial year?**

How financially stable do you expect your organisation to be, have you secured sufficient income compared to your expected expenditure? Will you meet your reserves (unrestricted/restricted) targets. Do you have any concerns about your financial position?

*Financial year Dec 2022 will be a very difficult year due to covid and the cost-of-living crisis as we are not able to provide the Early intervention Alternative provision for our partner schools. As a result of school closures due to covid 19, we have lost 80% of our budgeted income. Without the support of charitable organisations and the continues support of our members, clients and the wider community stakeholders, we will not be financially stable by end of the month let alone the financial year. However, with the support of all the entities, we expect our financial situation to be stable, particularly if schools are re-opened for a full face to face teaching from September 2023 onwards. As a result of school closures due to covid19, we have lost 80% of our budgeted income. Therefore, we only have 20% income secured so far for the next financial year., The majority (80%) of our funding comes from schools buying our Alternative early intervention services, the remaining 10% comes from combinations of contribution from parents and fundings for specific projects by charities like Walcott Foundation and Lambeth council.*

**Which option (1, 2 or 3) do you think you will choose for the panel presentation? There are three options for the young people to present their experiences with the project.**

1. Present remotely via Zoom.

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2. Present in-person, assuming government and organisation restrictions allow this. Groups will be provided with travel compensation to make this a more viable option.
  3. Present via recorded video or written statement that can be read by others. This option may be more appropriate for particularly vulnerable young people who need a different way to take part.

### **Section 3: Impact**

You can help us to achieve our vision and mission by delivering projects that make a difference and – importantly – by gathering evidence to show how your project has made an impact. This information is essential if we are to encourage more donors to support our future work.

#### **How many people will directly benefit from this funding?**

Please estimate how many people will directly benefit from 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.

#### **How many of the young people benefiting will be Peabody residents?**

Please estimate the number of the project's beneficiaries who will be Peabody residents.

#### **How many of the young people benefiting will be social housing residents?**

Please estimate the number of the project's beneficiaries who will be social housing residents. (This can be from any housing association, for example Peabody, Clarion, L&Q Housing Group etc and should include the Peabody residents too).

#### **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.

#### **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 be affected. Please don't tick them all if they don't apply, just think about who the primary groups will be, and give an indication of the participating groups.

#### **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**



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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. Then, using the remaining check boxes indicate any other age groups that will benefit.

## Section 4 – Project Budget and Consent

### 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.

#### **What is the total cost of the project?**

You can ask for the full cost and do not have to provide match funding. If you are asking us to contribute towards an activity or larger project, what are the total costs of the whole project? The total cost here should not include in-kind costs, as these are calculated separately and on top of the total project cost.

#### **How much has been raised so far?**

If you are not asking us to fund the full costs, how much have you raised already? If none, please enter 0 in this box.

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

Please enter an amount up to £10,000 per year, maximum grant is £20,000.

#### **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. £1,000 awarded from XYZ Trust & £500 raised from a raffle. Applied to ABC Trust for £1,000. If not, enter N/A.

### **Living Wage**

As outlined in the Fund Guidelines we are now a Living Wage Friendly 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 £11.95 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.

### **Indirect Costs**

Since this is a project grant, we cannot provide general core funding through this grant. However, we are committed to covering the full costs of the project, including the indirect costs related to delivery. For example, while we cannot cover the full costs of a bookkeeper, we can cover an amount that is proportional to the activity taking place. This can be demonstrated in a manner similar to the

following: “Bookkeeper – 5% of annual cost to monitor project finances” or “Tablet - 5% of cost of a tablet to be used for project monitoring and evaluation.” We will also cover supporting costs that are directly related to the project, such as the cost of carrying out DBS checks on volunteers recruited for the project.

All application budgets will be reviewed for appropriateness so do not have a firm minimum or maximum for overhead costs. However, typically we will expect indirect costs to be capped at 20% of the overall budget.

### 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 on the next page.

#### Staff Costs

Requested amount	4,260
Total amount	4,260

#### Breakdown

Youth worker @ £14 per hour x 3 hours per session x 40 weekly sessions = £1,680.  
2 x young people helping to deliver sessions @ £10.75 per hour x 3 hours per session x 40 weekly sessions = £2,580

#### Volunteer Costs\*

Requested amount	560
Total amount	560

#### Breakdown

Travel expenses for 2 volunteers estimated @ £7 per session each x 40 weekly sessions = £560.

#### Operations/Activity Costs

Requested amount	0
Total amount	500

#### Breakdown

Room hire – provided in kind by xxxx.

#### Office, overhead, premises costs

Requested amount	1,015
Total amount	1,015

#### Breakdown

20% overheads (contribution to utility bills, DBS checks and staff costs – CEO, bookkeeper - indirectly supporting the project)

### Capital Costs (Equipment)

Requested amount	250
Total amount	250

### Breakdown

Football nets £100, Art materials £150
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**\*Note for Volunteer Costs** - 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

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.

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 - The Music House – Safeguarding Policies

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

### Declaration

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.

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If you have not completed all of the required fields 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.

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 [applications@londoncf.org.uk](mailto:applications@londoncf.org.uk)

### **Monitoring and Evaluation**

When your funding comes to an end you will have to complete an online monitoring report in which you will have to tell us about how well you did. It's therefore very important for you to plan how you will collect the evidence to support your report. If you are successful in getting your work funded, we will send you details of the reporting requirements with the offer letter. There is more information and an example of a standard monitoring report on our website under 'Measuring Impact' <https://londoncf.org.uk/apply/resources>

#### **Why do we ask you to report?**

Simply, we would like to know how the project has gone including what worked and what didn't. The report is both beneficial for you and us, The London Community Foundation.

#### **What does The London Community Foundation use the information for?**

We require monitoring for various reasons. Firstly, we have a responsibility to ensure grants are used properly to deliver high-quality projects that achieve relevant outcomes.

The London Community Foundation takes pride in gathering evidence from the information reported that allows us to make informed decisions when developing future funding programmes. By deciphering results, we obtain from your monitoring we have the ability to identify gaps in provision and develop our knowledge about different types of work and the impact they're capable of having, building our expertise as grant maker. We're also able to tell the story of your work to other potential donors.

#### **How will the report help you?**

The report will allow for you to develop your practice from reflecting on work carried out. As an organisation your monitoring will act as evidence amplifying your ability to deliver a project effectively and efficiently for prospective funders, investors, etc. Your monitoring report has the ability to generally feed into the improvement of your organisation. It's down to you as to how much you put into your process of monitoring and evaluating and subsequently how much you benefit from it.

### **What is the difference between monitoring and evaluation?**

#### **Monitoring**

- Monitoring is about collecting information that will help you answer questions about your project. It is important that this information is collected in a planned, organised and routine way. You can use the information you gather to report on your project and to help you evaluate' (Charities Evaluation Services).
- Monitoring is an on-going task that would have already started at the planning stages of a project. You would have collected key information on a variety of things relating to your project. Before you started the project you chose various outcomes and indicators to measure your work against – these are what you have to monitor your work against.

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- Monitoring allows results, procedures and practices to be recorded and eventually acts as a catalyst to direct, develop and learn. The information obtained from monitoring is then used for evaluation purposes.

## Evaluation

'Evaluation is about using monitoring and other information you collect to make judgements about your project. It is also about using the information to make changes and improvements' (Charities Evaluation Service). A good evaluation should be an objective assessment. The evaluation is in essence an appraisal of your findings, looking into themes as such relevancy, effectiveness, efficiency, impact and sustainability.

