

# **Together for London**

Programme Guidelines  
October - December 2022

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# Together for London Programme Guidelines

## About the programme

Communities which have barely taken a breath since the last lockdown now find themselves facing an even bigger struggle to make ends meet this autumn and winter as the cost of living in London soars.

Here at The London Community Foundation (LCF) we know that our communities will turn to the people they know and trust – their local community organisation, charity or support group. We are already seeing a rise in demand for these vital services, and yet the organisations providing them are facing increased costs themselves.

Knowing this, we carried out a survey of community-based organisations in London to better understand what they need to respond to this crisis and used that knowledge to develop the Together for London Programme. We took this to existing and new donor partners and we are delighted to have raised over £1 million in the space of 8 weeks, which means we can start getting money to those most in need. We will continue our fundraising efforts and will share any news on future funding windows or opportunities on social media on [Twitter](#) and [LinkedIn](#) or through our [newsletter which you can sign up to here](#).

The London Community Foundation's Together for London Programme will direct money raised by our Together for London Fund to provide funding of up to £10,000 for six months to community-based organisations across London. This funding is focused on supporting organisations to respond to the immediate impacts of the cost-of-living crisis in their communities.

## Geographical area

Applications are welcome from organisations based in **any London borough**, whose services are supporting Londoners.

## Grant size and type

- Grants of up to **£10,000**
- To be spent within **6 months**: the short timeline reflects the fact that this is emergency response funding
- **Flexible grants**: although grants will be restricted to address the cost-of-living crisis and your application needs to explain how you expect to spend the grant, you can change plans and

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redirect the funding as needed to respond to the crisis. You can do this without having to formally request changes or wait for approvals – time is of the essence, and we want to support you to use grants as needed locally. As long as it's focused on supporting your local communities and organisation with the current cost-of-living crisis (see 'Grant purpose' section below), we trust you to make any changes needed.

## What can we fund?

### Grant purpose

Organisations **must** be responding to the **immediate impacts of the cost-of-living crisis on the communities you support**, particularly communities hardest hit by the crisis. For example, supporting:

- food security
- essential items and bills
- mental health
- financial advice
- welfare advice

As well as funding your support to communities, part of the grant can be used to **support the resilience and sustainability of your community organisation**. This means funding for **core organisational costs**, including but not limited to:

- salaries
- rent and bills
- capacity to respond to the crisis

Please note we cannot fund applications for core organisational costs only. Grants must be contributing in part towards work with the community.

### Programme priorities

Based on what our current grantees have told us, our research and our own knowledge of London's most pressing needs in the face of the cost-of-living crisis, we will prioritise applications from organisations **supporting people on low incomes or those who are likely to be disproportionately impacted by the cost-of-living crisis** as a result of systemic inequality.

We will first prioritise the following groups of people, although we will also consider funding organisations whose work supports people outside these priority groups:

- People with disabilities
- Older people
- Black and Minoritised Ethnic (BME) communities
- Carers
- Homeless people or people at risk of homelessness

If we have a high volume of applications we will further prioritise organisations with an income of less than £300,000 or those who operate in areas with high levels of deprivation.

### Examples of organisations that might be funded include:

- *A local community centre providing welfare advice related to the cost of living for their local community and that is also struggling with its own increased rent and utilities costs.*
- *A food bank increasing the number of people it reaches with food and basic necessities during the crisis.*

- *A disability organisation that runs regular mental health sessions for people with disabilities in their local area and is seeing increasing demand in mental health needs due to stress and anxiety from the rising cost of living.*

## Eligibility criteria – who can apply and for what costs?

**Please note that organisations which do not meet these criteria, or which do not submit the required documentation at the time of application will not be considered for this fund.** These are crisis response grants which need to be distributed as quickly as possible to support organisations and communities, so we won't be able to spend extra time following up on information that isn't provided with applications. If you have any problems with your submission, please contact us at [applications@londoncf.org.uk](mailto:applications@londoncf.org.uk)

## Specific eligibility for this programme

- We will fund organisations with a total annual **income of up to £500,000 in the previous year**. This means organisations with an annual income of more than £500,000 cannot be funded through this programme.
- All posts (including staff members, sessional workers, part-time or full-time posts, freelance workers) funded by these grants must be paid at or above the **London Living Wage (currently £11.95/hour)**.
- This fund **will not give grants directly to individuals**, however, we can fund organisations planning to provide cash grants to individuals of up to £500 per individual, if you can demonstrate that you have a robust process for managing this.

## LCF's core eligibility criteria

- **Eligible legal structures** – there must be a signed governing document in place appropriate to the legal structure which includes an asset lock (or equivalent clause), and the purpose of all funded activities must be charitable (not for profit):
  - Charitable Incorporated Organisation (CIO)
  - Company Limited by Guarantee (CLG) – may also be registered as a Charity or a Community Interest Company Limited by Guarantee (CICLG)
  - Trust
  - Unincorporated Association
  - Community Benefit Societies (CBS). Ideally, the CBS will also be registered as charitable with HMRC, however this is not essential.
- **Governance**
  - You must have at least three unrelated members legally responsible for the governance of the organisation; trustees/directors/management committee as appropriate to your structure. Please note that this refers to the highest level of governance, a management committee that sits below a board of trustees (e.g. charities, CIOs) or directors (CLG or CICLG) does not count towards this.
  - The organisation must have submitted required financial information to the Charity Commission/Companies House for the last two completed financial years.
  - The organisation must not have two years of net current liabilities within the two most recent completed financial years.
- **Bank account:** a bank account in the same name as the organisation applying with a minimum of two unrelated signatories must be in place by the start of the grant.
- **Safeguarding:** you must have a safeguarding policy in place that has been reviewed in the last two years.

- **Previous LCF funding:** all conditions from any previous The London Community Foundation grants must have been met, and any monitoring that is past its due date must have been submitted on time at the point of application. This means that we cannot fund an organisation that has overdue monitoring, but we can fund organisations with future monitoring due on other grants with us.
- **Registration:** if the income for charitable purposes is more than £5,000 at the point of application, organisations must have submitted an application to register with the Charity Commission or the relevant regulator (e.g., Companies House, CIC regulator or Financial Conduct Authority). If the LCF grant will take the organisation over £5,000, please visit [this website](#) for guidance on setting up a charity, including information on legal structures.

## Who and what are not eligible

- The following types of organisation are not eligible:
  - Companies limited by shares (including CIC limited by shares)
  - Statutory organisations, such as local authorities
  - NHS bodies
  - Co-operative societies
- Grants cannot be used for:
  - activities that promote religious or political views
  - purely commercial ventures (for profit)
  - spending that has already taken place (i.e. retrospective funding)
  - activities where people are excluded on the basis of religion, sexual orientation, gender or ethnicity (unless the issue is group-specific)
- There must be no [personal benefit](#) attached to the grant.
- Organisations where trustees are paid are not eligible unless evidence of approval is provided from the Charity Commission and/or this arrangement is referenced in the governing document.

## Monitoring and evaluating your work

As this is an emergency response fund, we aim to keep reporting requirements to a minimum. However, we also need to understand the impact of the fund and community need so that what we can use this information to try to raise more funding, learn and improve our future programmes, and provide information to those who have donated to the programme. Questions are likely to include:

- What did you use the funds for? (groups do not need to report against an agreed budget, it's fine to have changed from the original plan)
- What impact did the funds have on the community you work with over the 6-month grant period?
- Who did the funding support? The organisation, staff, volunteers, older people, younger people, BME, disabilities, etc. Where the funding supported people in the community/service users please tell us how many?
- What impact did the funding have on your organisation?
- Can you share one story or case study relating to how the funds were used?
- What are your biggest ongoing needs as an organisation to be resilient, sustainable and to keep supporting your community? (types of funding, organisational development, training, learning, networking, specific topics etc). This will help us think about our future funding programmes.

## How to apply

We aim to make the application process for this emergency programme as quick and easy as possible. The online application form can be accessed by clicking on the 'Apply now' button on the webpage:

<https://londoncf.org.uk/grants/together-for-london>

1. Please read the instructions carefully.
2. Tick to confirm you agree and have understood them.
3. Enter your e-mail address.
4. Click on the "Send e-mail and continue" box.
5. Once you have done this you will automatically 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 junk mail folder).

## Application deadlines

So that we can get grants out as quickly as possible, this programme will have a short application window, however we hope to be able to open a second round of funding in the new year:

Programme Timeline	
<b>Open for applications</b>	Thursday 27 <sup>th</sup> October: 12 noon
<b>Application deadline</b>	Thursday 17 <sup>th</sup> November: 12 noon
<b>All grant decisions communicated by</b>	Monday 19 <sup>th</sup> December 2022

**Please make sure you have submitted all three of the required supporting documents:**

1. Organisation's governing document
2. Up to date safeguarding policy (must have been reviewed within the last 2 years)
3. Annual accounts for the last completed financial year

**Please note we are unable to consider applications submitted after the deadline or which do not have the relevant, up-to-date supporting documents included.**

## Online Q&A

We will be holding two online Q&A sessions to answer your questions about the programme, the application form, the eligibility criteria, priorities, decision-making process and anything else that comes up. The details of the two sessions are below and these will be recorded and posted to our programme page after the event.

Online Q&A 1

**Date:** Monday 7<sup>th</sup> November

**Time:** 12:30-1:30pm

**Register here:** <https://www.eventbrite.co.uk/e/450425754557>

Online Q&A 2

**Date:** Tuesday 8<sup>th</sup> November

**Time:** 4-5pm

**Register here:** <https://www.eventbrite.co.uk/e/450439886827>

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### **Some top tips for applications:**

- Draft responses before completing the online form and save them in a Word document.
- Make sure that every question has been answered in full (the form will prompt you).
- Ask somebody to read through the application before sending, preferably someone who knows nothing about the organisation. This is a great way to pick up on any mistakes or lack of information and rectify it before submitting.

### **Decision-making process**

After the deadline, all applications will be checked to ensure they are eligible and then shortlisted based on the priorities in this document. Shortlisted applications will be assessed in detail before the final funding decisions are made, based on the total budget available. Decisions will then be communicated to applicants in line with the timetables given above.

### **Further information**

Please contact [applications@londoncf.org.uk](mailto:applications@londoncf.org.uk) or call us on 020 7582 5117 if you have any questions about the programme.