

# **Tonalex LCF Fund**

Fund guidelines

# Fund guidelines

## About the Fund

This round will provide core funding to groups and projects who utilise the environment and outside green space to:

- improve mental health and wellbeing
- reduce loneliness
- support unemployed or low-skilled individuals gain new soft skills and develop their employment prospects (e.g. increased confidence and self-esteem)
- enable unemployed people directly gain employment

Priority will be given to groups who can document a recent and unexpected loss of funding.

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## Criteria

Grants of up to £10,000 are available. Examples of projects likely to be shortlisted are those that provide increased access to nature and outside space and:

- deliver therapeutic activities designed to support those with mental health needs
- build the soft skills of unemployed people to help them gain employment
- deliver training or access to qualifications that could help increase employment prospects
- provide paid job opportunities
- increase opportunities for people and communities to engage in protecting the environment

## What can I apply for?

Applications for core costs are strongly encouraged. You can apply for any cost related to your organisation, including for example; staff costs, volunteer expenses, staff salaries, operational costs, building running costs etc. We are unable to support capital appeals or building projects.

## Grant size

Grants of between £1,000 and £10,000 are available towards your core costs. Applications will be assessed on value for money.

## Who can apply?

Constituted community groups, registered charities, companies limited by guarantee, social enterprises or Community Interest Companies (CIC's) are all eligible to apply to the fund. Applicants will need to have the following in place in order to apply:

- a minimum of 3 un-related Management Committee members
- a governing document (e.g. a constitution or set of rules)
- a bank account in the name of the group, with at least 2 unrelated signatories
- a record of income and expenditure or set of accounts (or bank statement if you are a new group)
- a 'safeguarding policy' if you are working with children and/or vulnerable adults (please contact us if you need help with this)
- the relevant insurance in place, including public liability where required (you can include this in your budget as necessary)
- the relevant permissions in place – if you will be carrying out work or activities such as trading/selling to the public on council or private property you'll need permission to do this. We can help contact the relevant organisations to arrange this so please contact us if you need help with this.

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## What cannot be funded through this programme?

- statutory organisations, such as Local Authorities and schools (we can fund PTA's or "Friends of" groups)
- any party political activity
- purely commercial ventures (for profit)
- spending that has already taken place (i.e. retrospective funding)
- individuals or projects run by individuals as opposed to an organisation
- activities promoting religious beliefs
- activities where people are excluded on religious grounds, ethnicity, gender, sexuality etc.
- organisations with overdue or incomplete monitoring on a previous grant from The London Community Foundation from any of its programmes. Similarly, if a member of your organisation's management committee or trustees also has outstanding monitoring on a previous grant, this will preclude the organisation from applying unless this is resolved before an application is made. If you know you have outstanding monitoring on a previous grant, please contact The London Community Foundation to resolve this
- Capital appeals or building projects

## Monitoring and Evaluation

Groups in receipt of a grant will be required to complete an online monitoring form outlining how the grant was spent and highlighting the challenges and successes of the past twelve months. You will be provided with the link to the online form when you are awarded a grant, and must return your monitoring form within 6 weeks of your project ending.

The London Community Foundation may contact you mid-way through your grant period for an update and to see if we can assist with anything.

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 should also help you to 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. Further information and tips on monitoring your work can be found at the Charities Evaluation Services website: [www.ces-vol.org.uk](http://www.ces-vol.org.uk)

## Closing date for applications

Please submit your online application form and upload all your supporting documents by the deadline date of 12th May no later than 5pm. Late applications will not be considered.

Please note, we need to receive all of your uploaded supporting documents by the deadline in order for your application to be "Complete". We regret we are unable to consider incomplete applications.

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## What happens next?

### What happens after the Fund deadline?

Applications which best fit the themes and priority areas will be shortlisted. Shortlisted applications will be presented to a Fund Panel which will make recommendations on grant awards. Successful and unsuccessful applicants will be notified of the decision in writing by 23<sup>rd</sup> June 2017.

### Timetable for spending the grant

Successful applicants will have up to 12 months from the offer date to spend any grant awarded, and a further 6 weeks after this date to submit your final monitoring. Grants cannot cover activities taking place before any grant is awarded – please refer to the timetable above when planning your project start date. You will be asked for your project start and end dates in your application.

## How to apply

Applications for the Fund are submitted through an online application form including all supporting documents.

To apply for a grant please visit: <https://ukcf.secure.force.com/forms/LondonCF/Tonalex/Tonalex2017>  
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 email within a couple of minutes (please check your spam or junk folder). If you do not receive an email it may be that you have not entered your email correctly – please check the address before submitting.

To begin your application, please click on the link within the email that you have received from us. There are help notes available as you go through the online application form and you can save your application at any point and come back to it to complete it at any time before the closing date. You must remember to press the save button before closing down your application.

### **There are help notes throughout the application form, hover over/click the ⓘ symbol to see the help notes.**

At the end of the application you will be asked to upload the following supporting documents:

- Your governing document (e.g. your constitution or memorandum and articles)
- Annual accounts or record of income and expenditure (or bank statement if a new group)
- Safeguarding policy if you are working with children or vulnerable adults
- Names and addresses of your management committee members/trustees
- Quotes for any capital items or costs for installation (you do not need to send quotes for small equipment items eg. games equipment or clothing)

Please note we'll need all these documents when you submit your proposal in order to fully consider your application.

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Once you get to the end of the application form there will be a 'Submit' button. Please note the submit button is after you have verified your budget. Once you press this it will automatically send your application through to the Foundation and this will be accepted as a completed application. Please do make sure you submit everything before the deadline.

Please contact us to discuss any part of your application or proposal. We are able to meet with you or chat through details with you on the phone as needed, so please do get in touch in advance of the deadline.

## **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: [applications@londoncf.org.uk](mailto:applications@londoncf.org.uk) / 0207 582 5117

**The London  
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Foundation**

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