

# VAWG Grassroots Fund Online Application Help Notes

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# Before you start

There is a two-stage process for applications. All applicants must answer a few short questions about their organisation and proposal to ensure they are eligible before being invited to complete a full application form.

Please [click here](#) to complete this short form to check your eligibility.

If eligible, you will receive a link to register for access to an online application form. Please click this link and then read the instructions carefully, tick to confirm 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 another e-mail with a link to your unique online application form. You should receive this email within a couple of minutes (please check your junk folder). To begin your application please click on the link within the email that you receive.

## Help notes

This pack provides the word counts and examples to some of the application questions. It also covers how each of the questions in the application form relate to the Fund's assessment framework. These notes are also available via the online form when you hover over the **i** symbol next to each question.

You can save your application at any point and come back to it to complete it at any time before the deadline. You must remember to press the save button before closing your application.

If you are not able to access the online form or require it in another format please contact the

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VAWG Fund Coordinator on VAWGGrassrootsFund@londoncf.org.uk / 020 3982 8803 to discuss alternative options for completing the form.

## Section 1: About your organisation

**\*Partnership Applications:** If you are completing this as the lead organisation of a partnership please fill in section 1 with the details of your organisation only. Section 2, 3 and 4 should relate to the work done by the whole partnership. There is a dedicated question (no.7) in Section 2 for providing details of other partners.

### Name of your Organisation

Provide the name of your organisation as it appears on any governing documents. If you are known by another name, please tell us as well.

### Address of your Organisation

This should be the address of the organisation. If the organisation doesn't have an independent location, you can use the contact details of the primary contact.

### Do you have a website?

If you click 'yes' a field will appear for you to enter the website address. Otherwise, click 'no'.

### Facebook/Twitter

Please include details of your social media sites if you have them.

### Telephone/Email

The telephone number and email address should be one at which the organisation is easily contacted, especially during office hours.

### Main Contact Person

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The contact person should be someone who has a good knowledge of the application as this is the person we will contact if we have any queries.

### **Organisation Start Date**

Please enter the date when your organisation was formally established.

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

We will accept applications from organisations with the following legal status:

- Constituted voluntary and community groups
- Registered charities
- Community Interest Companies (CIC) Limited by Guarantee
- Companies Limited by Guarantee without share capital
- Charitable Incorporated Organisations (CIO)

All types of organisation must that have a minimum of 3 unrelated members responsible for the governance of the organisation; trustees / directors / management committee, as appropriate to be eligible.

### **What was your organisation's income during your last financial year?**

Please let us know your organisation's income over the last year.

### **Staffing and volunteers**

How many full time and part time staff does your organisation have? How many management committee (or board) members do you have? How many volunteers (excluding management committee)?

### **Bank Account details**

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.

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**1. Track record: What are the aims of your organisation? How are you run and managed? What services do you provide, for who and where? Who are your partners and networks? What are the organisation's achievements?**

Please explain your organisations' aims, management structure, how decisions are made, your usual activity, key achievements, and how your services are shaped by people from the community you support. Please list any formal or informal partnerships you have or networks you are part of.

**Word limit: 250**

*\*This is an assessed question worth 20%*

*E.g. We are run by and for Asian women, providing refuge those with complex support needs fleeing domestic abuse in North East London. Our aims are to empower women to make informed choices. With 15 years' experience, we deliver a range of activities including specialist advice and 121 counselling, exercise classes, computer courses and outreach. Activities reach around 50 women each week and take place at the community centre on the ABC Estate every day from 10 am to 5pm. We supported 200 women last year and achieved measured improvements in wellbeing for 60% of our clients. We partner with North London Council social services departments and other relevant agencies such as BAME groups, mental health agencies and food banks. Our organisation is led by a CEO with 9 years' experience in the DV sector, a team of 2 part time staff, 15 volunteers and a management board of 6 with relevant experience including 2 previous service users, who meet quarterly to approve decisions. We feed into the borough's VAWG Strategic Partnership Group and attend the local MARAC. We work with the local Mosque and Solace on our Rise project. Our CEO is on the board of XYX. One of our volunteers received an award from Company A last year and we get regular support and recognition from local newspaper Z.*

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## Section 2: About your grant application

### 2. Project Title

If the project has a name, put it here. If not, please summarise your request in one sentence here: 'The funding is for....' Please ensure this summary is in line with the budget included in your proposal.

### Project Funding start date & end date

If your project is on-going, you should enter the start and finish dates of the funding period: 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2023.

### 3. Which Local Authority will the activity take place in primarily?

Please enter details of the local authority area where the activity will mainly take place. If the activity takes place across multiple boroughs please list them under Question 5.

### 4. Postcode

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 your organisation.

### 5. Any other Local Authority areas your project will be delivered in.

Please list any other local authority areas your project will be delivered in.

### 6. Need/demand: What are the problems or issues that this proposal will address and how do you know?

Please tell us about the need for the work that you do. Have you done surveys, had feedback? Is there a gap in provision? Are there statistics demonstrating a particular issue has a higher frequency amongst the community in which you work? Is there nothing else in the area? Is it in response to local demand? Tell us who will benefit and why you are

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focusing on them. If using facts or statistics from external sources, please include links to these sources.

**Word limit: 250**

*\*This is an assessed question worth 25%*

*E.g. We support refugees and asylum seekers who have been separated from their families, are bereaved, have been imprisoned and 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 have been running a women-only group for 18 months. Through this, many have disclosed past and current abuse. We offer workshops on issues such as knowing your rights, practical skills and mental health, as decided by the group. We know from a recent survey 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 refugee and migrant centre in Harrow that provides a range of courses to improve the quality of life for migrants, refugees and asylum seekers.*

## **7. Plan: What would you do with the grant, where, why and when?**

Tell us about what you need the money for. What services/ activities will you deliver? Who for? How many? How often? Where? Who will deliver the activities or services? When? If you are working in partnership, who are the partners? What will they do?

**Word limit: 200**

*\*This is an assessed question worth 15%*

*E.g. We are requesting funding to support our ongoing counselling service for 75 victims of Domestic Violence (DV). Funding will be used to cover the salary of the counselling coordinator who is BACP qualified and has 15 years' experience of working with victims of DV. The coordinator provides training and supervision for 15 volunteer counsellors, each of which supports five people with weekly hour-long one-to-one sessions. Funding will also be*

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*used to introduce a new weekly peer support session for 20 victims of domestic violence with NRPF, this group will follow the model used for the existing women's peer support group but will be adapted for the specific needs of victims with NRPF and will run twice a week over the course of a year. Services will be delivered from our rented premises in Lewisham.*

## **8. Impact: What would the benefits and outcomes be for your service users and organisation as a result of this proposal?**

What difference will this work make? How is this related to the issues you have identified? It is likely you will have several benefits or changes that you're aiming for. Please list these and where possible, quantify how many or how much and how you will measure and record progress (successful applicants will be required to report on progress every six months). We also want to know about the benefits you hope to achieve for your organisation through engagement in the wider programme of capacity building, peer support and networking.

Word limit: 250

*\*This is an assessed question worth 25%*

*The funding will lead to increased awareness and understanding of the difficulties faced by unaccompanied refugees victims of FGM, related faith, cultural, language barriers among frontline professionals, foster parents/carers and support workers, leading to enhanced and coordinated support and prevention of further risk of abuse. We gather baseline data about every user to understand their situation and record the number of participants at every session. 140 girls and young women will experience improved physical, mental and emotional wellbeing measured through a quarterly short self-report questionnaire, practitioner observations and face to face interviews with 20%. Over 90% of beneficiaries will have increased confidence on rights, needs and choices measured through a before and after survey. We record the number of cases and referrals made. We will also track the number of young women independently accessing services relevant to their needs. We will gather testimonies and case studies. We will conduct an anonymous survey halfway through to gauge satisfaction. 20 volunteers will have increased skills and knowledge.*



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**9. Sustainability/resilience: How will this funding and the wider programme of capacity building, peer support and networking help you sustain this service and make your organisation more resilient?**

We want to know what happens after the funding ends. How will the programme affect the capacity of your organisation to deliver services for victims/survivors of VAWG in the future? How will you ensure staff and volunteers are supported to continue this work?

Word limit: 150

*\*This is an assessed question worth 5%*

*E.g. We want to make continue our service and develop our outreach to other women from our community who are not yet engaging with any services. This will involve creating several new partnerships in our neighboring borough, which we hope the programme will help facilitate. We need to diversify our income to be more resilient and hope that in two years we will have built our fundraising capacity through staff training and up-skilling volunteers. We aim to develop a pipeline of opportunities in year 1 and secure match funding for the grant in year 2. The grant will enable us to retain our five experienced and trusted staff members to ensure consistent provision for the community, providing them with clinical supervision and monthly group wellbeing activities.*

**10. PARTNERSHIPS APPLICATIONS ONLY: Please list the details and a brief summary of the main aims of each partner (maximum two) and their track record. What is the history of the partnership? How will the grant be broken down between partners?**

What is the organisation's legal name, income, contact details, aims and activities? Do they have a track record of supporting VAWG survivors/victims? What is the history of the partnership? What were the outcomes of previous joint work? What skills and experience do each partner bring? Who will lead which activities on this project? How will the grant be broken down between partners? What formal agreement exists between the partners e.g. Memorandum of Understanding or Service Level Agreement.

If you are not applying in partnership, please leave this question blank.

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## 11. COVID-19: What impact has COVID-19 had on your organisation?

We know that the COVID-19 outbreak has significantly impacted grassroots community organisations. Have you needed to adapt the way you deliver your services? Have you observed changes in the needs of your service users?

*\*This question does not form part of the assessment but will help us understand the context in which your organisation is operating in.*

## Section 3: Demographics

### 12. Beneficiaries

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

Please estimate how many different people will benefit as a result of this funding, throughout the funding period. We realise that you cannot give exact figures but please estimate as accurately as possible. Your estimation will be reviewed against actual figures at the end of the grant period. Please note this is the total number of beneficiaries supported by your organisation's proposed funded project, and should not include staff or volunteers, unless volunteers are also beneficiaries.

#### 13. How many other people will benefit indirectly and as a result of this grant? e.g. family members

Tell us about other people who will benefit from your project or service, this could be the wider community, other residents, family members or school children for example.

#### 14. How many volunteers will help to deliver or take part in this project?

Will any volunteers be taking part in this project and if so, how many?

#### 15. Primary beneficiary – select a single option to represent the primary beneficiary group for this grant

From the drop-down list, please click on the one group that best reflects the majority of the beneficiaries of your organisation. On doing this you will then be presented with a series of

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check boxes, please 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 just gives an indication, you are not assessed on this information.

**16. Ethnicity – select a single option to represent the primary beneficiary group for this grant**

See drop down options. Please select one ethnic group that best reflects the majority of the users of this facility or service.

**17. Primary issue - select a single option to represent the primary issue that will be addressed by this grant.**

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.

**18. Please indicate the primary age group that will benefit from this grant.**

Finally, 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.

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## Section 4: Budget

### 19. 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.

*\*This is an assessed question worth 10%*

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

If you are asking us to fund some of your running costs, for instance, what is the total you need for running costs each year? If you are asking us to contribute towards a project or activity, what are the total costs? This must exclude any in-kind support – you can tell us about that in a later question.

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

You do not need to raise any match funding and you can ask for the full costs of delivering your project. However, if you are not asking us to fund the full costs, how much have you raised already?

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

Please enter the amount you are requesting from us. Check the criteria to make sure your request is within the grant request limit.

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

Click Yes or No to tell us if you are applying to other funders for funding towards the work.

#### **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? If not, enter N/A

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*e.g. £1000 from XYZ Foundation and £1500 from ABC Trust*

**Please tell us the value of any in-kind support you are receiving. This includes volunteer hours (valued at £13/hour), value of equipment, space, or publicity for example that you may be given free of charge.**

In-kind support is goods, time or commodities that are donated or given on a pro bono basis, instead of (or in addition to) a financial contribution. These are non-cash contributions, such as materials or services that are provided free of charge or at a reduced rate.

**If you have secured in-kind support, please describe these contributions here.**

If you have in-kind support, please list the type and nature of the support here. If you do not have any in-kind support, please enter N/A. In-kind support is goods, time or commodities that are donated or given on a pro bono basis, instead of (or in addition to) a financial contribution. These are non-cash contributions, such as materials or services that are provided free of charge or at a reduced rate.

## **20. Living Wage**

**Have you budgeted all staff costs at the Living Wage? Please provide any comments on any difficulties or positive impact this will have on your organisation (please type N/A if this does not apply to you i.e. you are not applying for salary costs)**

Word limit: 150

As outlined in the Fund Prospectus, the London Community Foundation is a Living Wage Funder. This scheme, run by the Living Wage Foundation, means that The London Community Foundation aims to pay all grant-funded staff posts at or above the real Living Wage (currently £10.85 per hour in London). We understand that for some groups paying a Living Wage can be difficult for several reasons, we would like to work with groups to see how we can support you to enable you to pay a Living Wage. If there are any general comments on what you think about us paying a Living Wage please put them in here.

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## 21. Budget breakdown

Here you itemise the costs that will be incurred in running your project. The headings (staff cost, 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.

We expect to see a balance of, and consideration for project/service delivery costs, core costs/full cost recovery and costs to cover engagement in the capacity building programme. The allocation to core costs should not exceed 50%. If requesting funding towards a new post, please consider recruitment time and costs.

There are two cost boxes, one for the total project cost for that type of cost and one for the amounts 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 are covered by your grant from us.

Please break down the costs for year 1 and year 2 in the description. Year 1 and 2 costs may be the same or different, for example to allow for inflation, or if alternative funding will replace some of the year 2 costs as part of your sustainability aims.

You should enter the total amount requested for both years in the 'total request' box. The maximum you can apply for in any one year is £50,000. Your Year 1 request must meet the criteria of being no more than 50% of your organisation's annual turnover.

The 'total cost' column can be used for either:

- a) the total two-year cost of running the service that you are requesting a proportion of funding towards; or
- b) the total budget for your entire organisation over two years.

Please indicate which you have chosen in the 'Other costs' description box (\*as in the

following example).

## Budget example

Item	Description	Total Requested	Total cost
Staff costs	<p><b>Year 1 - £16,567</b></p> <p>Deputy Director salary for 10.5 hours per week for 52 weeks to manage the project and participate in capacity building programme = £11,562 (inclusive of NI and pension contributions)</p> <p>Psychotherapist facilitator for 2 support groups x 40 sessions @ £45.50 x 2.5 hours = £4,550</p> <p>Clinical supervision of facilitator for 10 sessions @£45.50 x 1 hour = £455</p> <p><b>Year 2 - £16,567</b></p> <p>Same as year 1</p>	£33,134	£469,600
Volunteer costs	<p><b>Year 1 - £1,000</b></p> <p>4 volunteers trainee psychotherapists and 5 admin volunteers' expenses @£5 each a week for 40 weeks = £1,000</p> <p><b>Year 2 - £1,000</b></p> <p>Same as year 1</p>	£2,000	£3,000
Activity/ Operational Costs	<p><b>Year 1 - £400</b></p> <p>Refreshments for support group for 40 sessions @ £10 = £400</p> <p><b>Year 2 - £400</b></p> <p>Same as year 1</p>	£800	£800

Office, Overhead, Premises Costs (i.e. core costs)	<b>Year 1 - £2,775</b> Premises £1,950 Utilities £500 IT including broadband and telephone £200 Insurance £50 Photocopying and stationery £75 <b>Year 2 - £2,775</b> Same as year 1	£5,550	£116,154
Capital costs	None	£0	£0
Publicity Costs	<b>Year 1 - £1,500</b> Marketing tools such as leaflets, website information and newsletter to raise profile <b>Year 2 - £1,500</b> Same as year 1	£3,000	£3,000
Other costs	<b>Year 1 - £1,000</b> Capacity building in relation to HR policies, including staff contracts that require external HR expertise @ £250 per day x 4 = £1,000 <b>Year 2 - £1,000</b> Same as Year 1 <b>*The total cost shows our organisation's budget  over two years.</b>	£2,000	£6,200
	<b>TOTAL</b>	£46,484	£598,754

**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.



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## Supporting Documents

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

- Your governing document (e.g. your constitution or memorandum and articles)
- Annual accounts from the latest financial year available
- Safeguarding policies
- Financial projection table
- Partnership agreement or equivalent document (for organisations applying in partnership)
- A copy of your most recent management accounts

Please note that your application will not be considered complete without these.

### Declaration

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

### Contact details

Tick this box if you agree to LCF sharing the contact details of my group with other organisations and individuals with a legitimate interest in learning about our work.

### Publicity

Please tick this box if you are happy The London Community Foundation to use your project in their publicity work. They will contact you to clarify your permission before publication etc.

### How did you find the application form?

Please let us know how challenging you found the application form to complete and any comments that you have on the application process.

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## When you have completed your application

We recommend that you draft your responses before completing the online form and ask 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.

Once you get to the end of the application form there will be a 'Submit' button. Once you press this it will automatically send your application through to the Foundation and this will be accepted as a completed application.

We are unable to consider applications submitted after the deadline or those that do not have the supporting documents included.

Once you have clicked submit do not navigate away from the page until you receive a confirmation of submission message. You should also receive an email with a pdf version of your form after submitting your application. If this email does not arrive within 2 hours please call us.

If you have not completed all the required fields (shown by a red line) 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.

Once your form is submitted you will no longer be able to access and edit it. Please contact The London Community Foundation on 020 3982 8803 or email

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[applications@londoncf.org.uk](mailto:applications@londoncf.org.uk) if you need any support.

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