

VRU Seed Fund (Knife Crime) continuation

Updating your application online

Guidance Notes

Guidance notes

You have been invited to apply for a grant to continue your Community Seed Fund (Knife Crime) funded project. The Fund will not support new work but may support ongoing projects and completed projects, funded through the initial rounds, to be delivered again.

You should have received a link to your original online application. In order to apply, you must review this application online and amend your answers as needed.

You are not expected to change all your answers if they are still relevant. However please do review the questions and answers thoroughly to ensure they are up to date and appropriate.

If there are substantial changes to the project, based on learning from year one or in response to current need and priorities, you may change your project/proposal accordingly.

You will need to submit your continuation proposal by 9am on Wednesday 14th August.

We hope that this process makes applying less time consuming and more manageable. Please do provide positive or negative feedback on your experience. LCF will use your feedback to shape future application methods.

The following guidance should help you review and update your application.

Please call 0207 582 5117 if you need assistance to complete the form.

Section 1: About your organisation

Please review this section and update accordingly, such as annual income in the last financial year and number of staff/volunteers.

Section 2: About your grant application

Project start and end dates

Please note that grants cannot cover activities taking place before any grant is awarded and funded activities must be completed by September 2020.

What would you like to do with your grant? Please describe your activity, detailing who and how it will be delivered

Please update the planned activities for the coming year.

Please explain how you know that people you work with and the wider community need your work and what evidence you have to demonstrate this.

Please update the need for project continuation. The answer to this question should refer to evidence you gained during year one of the project.

Please outline the benefits and outcomes you expect to achieve as a result of the funding.

Please review and update the intended benefits and outcomes, as needed. Please also explain how these link to the Mayor's knife crime strategy.

Please explain how you will measure, collate and report the benefits

Please review and update your plans to measure the project outcomes and describe how you will evidence these.

How do you see this project/activity progressing after this funding comes to an end?

Please update your answer to this question to tell us if and how the work will continue following the second year of funding

***Which 1 or 2 insights from your experience over the past year do you believe would be valuable for the Violence Reduction Unit to know?**

Please **delete the entire previous answer** that is displayed in the text entry box and respond to this new question. This is your opportunity to share your unique insights or raise awareness of important local issues and approaches to tackling violence. Please feel free to share whatever you feel is most important.

*Please note that this question has replaced '*Please tell us about your organisation's aims and current activities and tell us about your track record / experience in relation to the project you have applied for.*' and therefore your previous answer **MUST** be deleted and a new answer written.

Section 3: Impact

In this section we are asking for the impact you think your project will have at the end of the funded period. The answers you'll be providing are your best estimate of how many people/hours etc. you will have reached at the end of the year.

Setting these numbers realistically at the beginning and gathering evidence throughout the life of the funded project, will enable you to clearly show the impact this project has had by the end of the year.

Please review and update the predicted numbers accordingly.

Section 4: Project budget

Please update this section in relation to your request for funds.

Please note that applicants can apply for one-year continuation grants only. Grants cannot cover activities taking place before any grant is awarded. Funded activities must be completed by September 2020.

You may apply for up to £50,000. Requests of a similar size to your previous grant received are expected, however some scaling up or down of activities based on current need, demand and learning from the previous year will be considered.

Requests of over 50% of your total income in the previous financial year are unlikely to be successful. If this is an issue please call 0207 582 5117 to discuss with the Programme Manager.

The London Community Foundation is a Living Wage Funder and as such, expects all applicants to pay workers at the London Living Wage or above.

Supporting Documents

Please click on the 'attachments' button at the bottom of the form to upload your supporting documents.

You will need to upload:

- A recent bank statement
- An income and expenditure forecast for the current year
- A copy of your most recent annual accounts or income/expenditure/unrestricted reserves figures and balance sheet
- A copy of your safeguarding policies if you will be working with children or vulnerable adults

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:

Publicity – please tick this box if you are happy for MOPAC, The Mayor's Violence Reduction Unit and 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 you found the application form to complete and any comments that you have on the application process.

Submitting your application

Please save your application regularly. Once you have completed the form click on the 'submit' button at the bottom of the page. Once your form is submitted you will no longer be able to access and edit it.

Once you have clicked submit do not navigate away from the page until you receive a confirmation of submission message. You should receive email confirmation within 2 hours.

If you attempt to submit an incomplete form the incomplete fields will be highlighted in red, once these are filled in you should be able to submit the form.

The London Community Foundation

T +44 (0)20 7582 5117

E applications@londoncf.org.uk

londoncf.org.uk