

Wandsworth Community Fund

Application guidelines 2019/20

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**The London
Community
Foundation**

Application guidelines

About the Fund

We are delighted to announce the ninth year of the **Wandsworth Community Fund**. This Fund has been established with The London Community Foundation by Wandsworth Council.

The Fund awards grants to registered charities, voluntary or community groups, and other not-for-profit organisations that provide projects or services benefitting the community in the London Borough of Wandsworth. These guidelines set out who may apply and the activities you may request funding for. Please read the following carefully.

Fund Area

The Fund is for projects and services delivered within the London Borough of Wandsworth. The monies available for grant support is small, therefore the priority is to support **small Wandsworth based organisations, particularly those working in the most deprived wards**, with local initiatives that can show they will achieve a positive outcome for the residents of the borough. It is expected that only around five or six grants will be awarded.

Fund Criteria

The Wandsworth Community Fund can support projects that meet one of the following criteria:

1. Improve opportunities for children & young people from the most disadvantaged communities, with an emphasis on early intervention and preventative work or increasing the levels of educational attainment for children & young people.
2. Improve training and employment skills and opportunities for young people and adults.
3. Improve services available and access to these for vulnerable, isolated and marginalised groups, in particular for older people and BAME groups.
4. Build a prosperous, safe, healthy, sustainable and cohesive community encouraging community engagement.

A note on the Wandsworth Grant Fund:

As one of a number of local funding opportunities in the pipeline for Wandsworth this autumn, Wandsworth Council's Wandsworth Grant Fund (WGF) is particularly seeking more funding applications for the 'Achieving aspirations and potential' theme due to under allocation of these funds in their previous round. We therefore urge you to look at this Fund in the first instance if you are leaning towards a project and to speak to the relevant departmental officers whose details will be issued with their application pack for Round 13 which has an application deadline of 25th November 2019 to discuss your proposal.

Please do, however, bear in mind in your overall fundraising strategy that funding recommendations on Round 13 of WGF will not be made until mid-February 2020, and projects can start from 1st March 2020. More details on the Wandsworth Grant Fund can be found at: <http://www.wandsworth.gov.uk/wgf> and you can subscribe to their mailing list to receive updates.

Examples of projects that might be funded by the Wandsworth Community Fund in 2019/20 include:

- After school and youth club provision, especially in the borough's most deprived wards, where early intervention and prevention is a key focus
- Literacy and numeracy projects for children and young people
- Employment and training opportunities for young people and adults
- Advice and support for those who are vulnerable or marginalised
- Projects that promote community cohesion
- Activities that promote health and wellbeing for older people, i.e. exercise classes or befriending services
- Mentoring or counselling services
- Food banks, or projects that help to reduce poverty
- Projects which promote involvement in the local community, i.e. volunteering

You can apply for any costs relating to your project, and a portion of your request may include capacity building for your organisation, staff or volunteers, for example, training for volunteers or management committee members. However, we are unable to fund consultancy costs, capital appeals, or requests solely for equipment.

Grant Size

Grants of between £250 to £5,000 are available.

While the Fund will consider providing up to 100% of project costs, it would normally expect the applicant organisation to make a contribution, either from its own resources or from funds raised elsewhere. Successful applicants will have a maximum of 12 months to spend their grant.

It is likely that, based on the budget available, around 5 or 6 grants will be awarded.

Decisions on applications submitted to this round will be released in week ending 14th February 2020, and project activity must therefore not start before late February 2020 at the earliest.

Who may apply?

We are able to accept applications from **not-for-profit organisations** including: community groups, voluntary organisations, registered charities, Community Interest Companies (CICs) and companies limited by guarantee without share capital, Charitable Incorporated Organisations (CIOs) and Social Enterprises.

Your organisation will need to have the following elements in place prior to an application:

- A governing document (e.g. a constitution or memorandum and articles)
- An active management committee of at least three people (who are not related)
- Full and complete accounts or an income and expenditure statement for your last financial year
- A bank account in the name of the group, with at least two unrelated signatories
- A safeguarding policy

Income threshold

There is no income threshold imposed for the applicant organisation. However, the Fund will give priority to smaller, locally-based organisations within Wandsworth.

Relevant exclusions

A grant cannot be used to fund:

- Local authorities or statutory organisations such as the police or NHS
- Any party political activity
- Purely commercial ventures (for profit)
- CICs Limited by Shares
- Spending that has already taken place (i.e. retrospective funding)
- Individual sponsorship, or redistribution of a grant to individuals or other organisations
- Activities promoting religious beliefs
- Activities where people are excluded on religious grounds
- Activities where people are excluded on the basis of religion, sexual orientation, gender (unless the issue being dealt with is gender-specific), ethnicity
- Projects benefitting people who do not live in the London Borough of Wandsworth
- Capital appeals, or a request mainly for equipment
- Organisations with overdue or incomplete monitoring on a previous grant from The London Community Foundation and/or London Borough of Wandsworth programmes
- Organisations who have been late submitting their accounts to the Charity Commission or Companies House in 2 of the last 3 years
- Organisations who have 2 years of consecutive net current liabilities in their financial statements
- Organisations who are in receipt of loans from Directors/Trustees
- Organisations where Trustees are paid, unless evidence of approval is provided from the Charity Commission and/or this arrangement is referenced in the governing document

Living Wage Funder

The London Community Foundation (LCF) is now a Living Wage Funder. This scheme, run by the Living Wage Foundation means that LCF will actively encourage and support applications from organisations willing to pay staff the Living Wage (currently £10.55 in London), or higher. LCF have been a Living Wage Employer for a number of years, and have decided to become a Friendly Funder in recognition of the hard work and commitment that the employees of the organisations we fund undertake.

These projects and organisations are a vital pillar of London's vibrant communities. Without the dedication and commitment of their employees, London would not be the great city it is. We believe passionately that, where possible, organisations should pay their staff at a level that they can live on, to ensure that the fantastic work of the Capital's community groups, charities and social enterprises can continue into the future. We hope that, eventually, all funders will sign up to the scheme and together we can work towards ending low pay in the community and voluntary sector in the UK. While we are very proud of supporting the Living Wage, we do not want this to stop anyone applying for funding. If, for any reason, paying this level will not be possible for your organisation, please discuss with us before making an application.

What does this mean for applicants?

If you are applying for funding of any staff costs (this could include existing staff members, sessional workers, part or full-time posts, freelance workers) you should budget these at the Living Wage or above. We are sensitive to circumstances where organisations feel that taking up the Living Wage could cause difficulties, in these instances we suggest you call us on 020 7582 5117 to discuss your options before applying. This does not require employers to pay the Living Wage to apprentices or interns although we recommend it as best practice for employers who can afford to do so. Many accredited employers have chosen to extend the requirement to apprentices and interns.

You can learn more about The Living Wage at <http://www.livingwage.org.uk/whatliving-wage> and The Living Wage Funder Scheme at <https://www.livingwage.org.uk/living-wage-funders>

What is the Living Wage?

The Living Wage is an hourly rate which is set independently and updated in November each year by The Living Wage Foundation. It is calculated according the basic cost of living in the UK. The current Living Wage for the UK is £9.00 and the London Living Wage is £10.55.

How will paying the Living Wage affect posts?

Paying at least the Living Wage applies to all posts, including existing roles, new roles, sessional and freelance workers (it does not need to apply to apprentices but we encourage groups to pay a Living Wage) that are funded by one of our grants. If The London Community Foundation is part-funding posts, we will pay at least the Living Wage on the part we are funding. Further to this, if you feel you are unable to afford to pay a worker at Living Wage please do not hesitate to contact us to discuss the matter further.

Does an organisation have to pay The Living Wage or be an accredited Living Wage employer to apply?

You do **not** have to be an accredited Living Wage employer to apply for funding or pay a Living Wage to all of your staff to apply for this funding. We strongly encourage you to consider Living Wage Accreditation if you are in a position to do so. For more information about what this means, please call us, or speak directly to The Living Wage Foundation.

Monitoring and evaluating your work

Grantees will be required to complete a short form outlining how the grant was spent and highlighting the benefits for your users. Monitoring and evaluating our grants enables us to better understand the impact of our grant-making. It helps us to understand community need, inform future strategies, and provides vital information if we are considering future funding!

It should also help you to collect valuable information on how service users benefit from your work, what works and what doesn't, and also demonstrate to funders the value of your work. Further information and tips on monitoring your work, there are several useful websites, such as <https://knowhownonprofit.org/organisation/impact> and <http://www.evaluation.org.uk/>

How to apply

The online application form can be accessed by clicking on the 'Apply now' button at <https://londoncf.org.uk/grants/wandsworth-community-fund>

Please read the instructions carefully, tick to say if 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 e-mail within a couple of minutes (please check your junk mail folder).

You can also download from our website our 'Guidance notes' for details on completing the online form.

Application deadline

You will need to complete the online application form and submit along with the following documents to us at The London Community Foundation by **Monday 2nd December 2019 at 5pm:**

- Governing document (e.g. your set of rules or constitution)
- Details of the management committee
- Either your annual accounts OR a record of actual income and expenditure for the last 12 months OR a forecast of income and expenditure for your first 12 months if you are a new group with a copy of the first page of a recent bank statement
- Safeguarding Policy (if your project includes work with under 18s or vulnerable adults)

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

Some top tips for top applications:

- Draft your responses before completing the online form, and also save them in a Word document.
- Make sure that every question has been answered in full (the online form will prompt you).
- Ensure your budget section has a clear breakdown of all the costs associated with your project.
- 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.

What happens next?

We may contact organisations to discuss their applications in more detail or request additional information. A grants panel of representatives from Wandsworth Council will then discuss the applications and decide which projects to fund within the budget available. All applicants will receive a decision letter attached to an e-mail by 14th February 2020. (Project activity must not start before late February 2020 at the earliest).

If your application is successful, you will be required to:

- Credit support from the Wandsworth Community Fund and The London Community Foundation (LCF) on all materials related to the funded work using the correct logos (available on request).
- Complete your spending within 12 months, and a project review form about the project within four weeks of completing your grant, and no later than 13 months after receipt of grant.
- Maintain financial records for all grant spending and submit requested information to LCF.
- Be available for a potential monitoring visit by LCF or Wandsworth Council staff.

Further information

Please contact Richard Horsnell, Programme Manager richard.horsnell@londoncf.org.uk or any of the Programmes Team at The London Community Foundation, if you have any questions about the Fund or would like to discuss your proposal prior to making an application.

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