

# Wimbledon Foundation Community Fund

Fund guidelines 2019

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CHARITY PARTNER

**The London  
Community  
Foundation**

# Fund guidelines

## About the fund

The London Community Foundation is pleased to manage the Wimbledon Foundation Community Fund (WFCF). This fund has been set up to benefit the community and provide support for local organisations to meet local needs in the boroughs of Merton and Wandsworth.

In its first five years, the WFCF has awarded £554,018 through 129\* grants, benefitting around 18,000 local people. In 2018/19, the Fund received 86 applications across the two funding rounds requesting £394,507. In total, 28 grants were awarded and £123,600 was allocated.

\*Please note that the majority of grants have been awarded to Merton or Wandsworth based organisations.

The Wimbledon Foundation is the charity of the All England Lawn Tennis Club and The Championships. Its mission is to help improve people's lives using the resources and heritage of Wimbledon. One of its principal objectives is to strengthen the local community by helping people in the boroughs of Merton and Wandsworth.

For more information please see [www.wimbledon.com/foundation](http://www.wimbledon.com/foundation).

These guidelines set out who may apply and the activities you may apply for. Please read the following carefully.

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## Eligibility

Organisations can apply for funding towards work that focuses on meeting local needs through addressing one or more of the following themes:

- Projects which improve mental and physical health and wellbeing
- Projects which address education, training and employability needs
- Projects which address poverty, disadvantage and isolation
- Projects which encourage community cohesion and improve inter-community relationships (including inter-generational activities)

In addition, priority will be given to organisations supporting the beneficiary groups below:

- Disability groups
- Young people
- BAME groups
- Older people
- Unemployed, those claiming out of work benefits

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

- Projects providing activities and/or support for people with learning or physical disabilities
- Projects which encourage isolated individuals or marginalised groups to engage with the wider community or with other groups
- Social groups for older people supported by young people
- Projects supporting those who are, or at risk of becoming, homeless or in temporary housing
- Healthy eating and nutrition, cooking projects
- Workshops supporting people with or raising awareness of mental health issues
- Advocacy, and projects improving residents' access to services
- Mentoring/counselling support such as vulnerable women's groups
- Food banks, addressing food poverty
- Projects addressing financial poverty
- Community gardening
- Employment and training opportunities
- Befriending services, classes and activities for older people

### Get Set, Get Active

Please note that for groups wanting to run a project for people of all ages and abilities to take part in **physical or sports activities** in their local community, then the Wimbledon Foundation's 'Get Set, Get Active Fund' (GSGA) is the more appropriate programme to apply to.

GSGA is likely to re-open in early 2020 and to find out more about the programme please visit: [www.wimbledon.com/foundation/getactive](http://www.wimbledon.com/foundation/getactive)

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Through their proposals, the Wimbledon Foundation Community Fund encourages organisations to show how they will:

- Interact with the community, and where possible, improve inter-community relationships and cohesion
- Engage individuals and groups with the greatest social needs
- Build connections across the two boroughs, Merton and Wandsworth
- Assist their beneficiaries to become active citizens in the community
- Sustain their project beyond any grant award from this Fund
- Provide potential progression routes for some or all of the project beneficiaries after the grant funding period has ended

**“Inner Strength Network** is an organisation that supports women and girls and their families to overcome difficult moments in their lives.

We are delighted that our Wimbledon Foundation Community Fund (WFCF) grant will allow the Girls Empowered to Lead Programme (GEL) to be extended to both Merton and Wandsworth girls where we aim to enhance the girls’ leadership skills, support their resilience on social issues and enable them to give back to their community in some way.”

Maureen Bailey, CEO of Inner Strength Network who received a WFCF grant in April 2019.

**“Wandsworth Foodbank** are so grateful to the Wimbledon Foundation Community Fund for awarding a grant to support our work with people who are in crisis across Wandsworth.

The funds will enable us to continue to employ a Warehouse Coordinator, who enables our volunteers to sort an average weekly donation of 1 tonne of food! We’re so grateful to the community for donating to help their neighbours; this funding helps to give us the capacity to ensure every household referred to us will receive a good quality, nutritionally-balanced food parcel from one of our five Foodbank Centres.”

Dan Frith, Manager of Wandsworth Foodbank, a charity also awarded WFCF funding in April 2019.

#### Costs which are not a priority for the fund:

- Core costs such as: salary costs; rent of office (rather than project venue); utilities; or non-project operational costs. If requesting core costs, organisations must demonstrate how these costs will help you deliver your project and meet your outcomes.
- Capital costs including equipment is not a major focus of the Fund. We are unable to fund maintenance or building related costs that do not demonstrate clear community impact or link to the Fund criteria. We are not able to fund or contribute towards capital appeals. Requests which are solely for equipment or items are not a priority for the fund.
- One-off events or activities. We are keen to support projects which encourage longer-term participation and benefits, therefore one-off events are not a priority for the Fund. If you are unsure whether your proposed project and/or the expenditure requested meets the aims of the Fund, please contact us prior to submitting your application.

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## Fund area

The Fund is open to organisations based in Merton or Wandsworth.

Please note that organisations that are located outside of the two boroughs are unlikely to be prioritised for funding. If applying, these groups must demonstrate previous experience of delivering work in either of the two boroughs, and have key local partnerships in place.

## Grant size

Organisations can apply for a grant between £500 and £5,000.

## Current Wimbledon Foundation grant-holders

The Wimbledon Foundation Community Fund (WFCF) supports broad activities across Merton and Wandsworth addressing social need, and therefore aims to prioritise those organisations who haven't been awarded a grant from the Wimbledon Foundation in the most recent funding rounds. Grantees are therefore only able to apply for further funding once they have submitted a satisfactory monitoring report.

Please note that current holders of Wimbledon Foundation multi-year grants, including the Health & Wellbeing Fund, Homelessness Fund, and Ticket Resale, are not eligible to apply to WFCF.

## Application deadlines

The next application deadline is:

- **Monday 23<sup>rd</sup> September 2019 @ 5pm** – For this deadline the Panel will meet in mid-November, and project activity should start from early December 2019, and not before.

Please ensure that your completed application and supporting documents are submitted no later than the deadlines given above. Please base your proposal on a 12 month (or less) time frame.

## Who may apply?

**Not-for-profit organisations** including Charities, Charitable Incorporated Organisations (CIOs), Community and Voluntary Organisations, Community Interest Companies (not CICs Limited by Shares) and Social Enterprises may apply. Your organisation will need to have the following elements in place prior to an application:

- A governing document, i.e. a constitution
- An active management committee of at least three people (who are not related)
- Annual Accounts or an Income & Expenditure (I&E) Sheet for your last financial period for smaller groups. For new groups with no income, please provide an I&E forecast, and a bank statement
- A bank account in the name of the group, with at least two unrelated signatories
- A safeguarding policy if working with children and/or vulnerable adults

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Although there is no income threshold imposed for the applicant organisation, the Fund may give priority to smaller, locally-based organisations within the two boroughs.

## Relevant exclusions

A grant cannot be used to fund:

- Statutory organisations, such as local authorities and schools
- Any party political activity
- Purely commercial ventures (for profit)
- CICs Limited by Shares
- Spending that has already taken place
- Individual sponsorship, or redistribution of a grant to individuals or other organisations
- Building/capital costs that do not demonstrate clear community impact nor link to the Fund criteria
- Any religious activities or promotion of religious beliefs
- Activities where people are excluded on the basis of religion, sexual orientation, gender, ethnicity, disability, etc. – unless the issue being dealt with is specific to disadvantaged groups with protected characteristics
- Organisations who have overdue or incomplete monitoring on a previous grant from The London Community Foundation and/or Wimbledon Foundation 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

## Monitoring and evaluating your work

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

- Acknowledge support from the Wimbledon Foundation and The London Community Foundation (LCF). If you are offered a grant, guidance on publicity and logo use will be provided
- Complete your spending within 12 months
- Complete and submit a project review form about the project within six 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, or visit by Wimbledon Foundation representatives

Monitoring and evaluating our grants enables both The London Community Foundation and the Wimbledon Foundation to better understand the impact of our grant making. It helps us all to understand community need, enables us to learn from our grant making and inform future strategies, and to show donors both the potential and existing impact of their funding.

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It is also recommended that organisations should 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. For 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/>

Monitoring and evaluation is therefore a key part of our work, and we ask all grantees to submit a short report detailing the benefits for your user group and for your organisation. We also ask you to feedback on LCF's delivery of the Fund. The Wimbledon Foundation is a supportive and active funder and so, both LCF and Wimbledon Foundation staff may visit your organisation during the grant period to see your work in action and gather further feedback.

## Project outcomes

We would like all projects for this Fund to contribute to **one or more** of the following outcomes. Please select one or more (as relevant) which are appropriate for your project and list them in your application form under **'What would the benefits and outcomes be as a result of the project'**. If there are additional outcomes not listed below that you feel it is important to measure, please list them under the same section.

- Increase in beneficiary qualifications and skills
- Increase employability
- Increase enterprise
- Improve health and wellbeing (physical, mental and emotional)
- Increase participation in life-long learning
- Improve economic wellbeing
- Improve access to volunteering
- Improve community cohesion
- Improve the community working together
- Reduce isolation
- Support vulnerable people
- Increase in beneficiaries' access to services
- Increase opportunities for creativity
- Reduce crime, violence & anti-social behavior
- Strengthen organisations

## How to apply

1. To apply for a grant please visit our online application portal: [Online Application Form](#)

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 folder). If you do not receive an e-mail it may be that you have not entered your e-mail correctly – please be careful and check the address before submitting.

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2. When completing your application, please refer to the Online Application Form Guidance which are available from our website.
  3. At the end of your application, you will be asked to upload the following supporting documents:
    - Governing document, i.e. your constitution or memorandum and articles
    - Annual accounts OR actual or forecasted Income & Expenditure if you are a new group
    - Safeguarding Policy (if your proposal includes work with under 18's or vulnerable adults)
    - Names and addresses of at least three Management Committee members
    - Names of your bank account signatories

If you have received funding from The London Community Foundation within the last two years, you will only need to submit your most recent accounts, management committee details and confirmation of bank signatories. You will only need to re-send your safeguarding policy if it has been updated since you last received funding. If you experience any difficulties uploading your documents, please send them via e-mail before the application deadline, to: [applications@londoncf.org.uk](mailto:applications@londoncf.org.uk).

If you are e-mailing your documents, please clearly state your organisation's name in the subject line along with the fund name. e.g. Wimbledon Foundation Community Fund application. Please try to keep all e-mails to below 2MB as if they are larger they may not be accepted by the e-mail system. Where possible, please try to send all your attachments in one e-mail by zipping your documents. Please contact us if you would like help or are unable to complete an application online.

## What happens next?

We aim to let you know the outcome of your application within around nine weeks of the closing date.

- Please note that the Wimbledon Foundation Community Fund Panel's decision is final.
- Successful applicants will have a maximum period of 12 months to spend the grant, with the monitoring report due around a month after the project has been completed.

Please do not hesitate to contact LCF's Programmes Team by e-mail - [applications@londoncf.org.uk](mailto:applications@londoncf.org.uk) - or by phone 020 7582 5117 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.

## Living Wage Funder

The London Community Foundation (LCF) is now a Living Wage Friendly 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.



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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 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. Currently the Living Wage is £9.00 per hour outside London and £10.55 in London. You can learn more about The Living Wage and The Living Wage Funder Scheme at [www.livingwage.org.uk](http://www.livingwage.org.uk).

Below are some FAQs about the scheme that you may find helpful, but if you have any questions then do contact us.

### **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.

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