

**The London
Community
Foundation**

Wimbledon Foundation Community Fund

Fund guidelines issued July 2024

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CHARITY PARTNER

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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.

Since its launch in 2014, the WFCF has awarded over £1.7million through 287 grants, benefitting over 45,000 local people in Merton and Wandsworth.

In 2023/24, the Fund received **121 applications** across the two funding rounds **requesting £1,083,933**. In total, **40 grants** were **awarded** (a **success rate of 33%**) and **£358,054** was **allocated**.

In 2024/25's first round, it is envisaged there will be a budget of around £200,000 with approximately 22 grants to be awarded.

The Wimbledon Foundation is the charity of the All England Lawn Tennis Club and The Championships. Its mission is to use the collective strength of The Club and The Championships to make a positive difference to people's lives. One of its principal goals is to strengthen the local community by tackling social disadvantage in the boroughs of Merton and Wandsworth. For more information, please see www.wimbledon.com/foundation.

These guidelines set out the focus of the fund and the grants which are available. It also outlines who may apply and what activities you may apply for. Please read the following carefully.

The next four sub-sections outline The London Community Foundation's (LCF) **core eligibility criteria**, which is also contained in <https://londoncf.org.uk/apply/eligibility>. All applicants must meet this criteria before proceeding to read the Wimbledon Foundation Community Fund (WFCF) guidelines.

Core eligibility criteria

(i). Who can apply?

- **Eligible Legal Structures** – there must be a signed governing document in place appropriate to the legal structure which includes an asset lock (or equivalent clause), and the purpose of all funded activities must be charitable (not for profit):
 - Charitable Incorporated Organisation (CIO)
 - Company Limited by Guarantee (CLG) - may also be registered as a Charity or a Community Interest Company Limited by Guarantee (CICLG)
 - Trust
 - Unincorporated Association
 - Community Benefit Societies (CBS). Ideally, the CBS will also be registered as charitable with HMRC, however, this is not essential.

(ii) Applicants must have

- **Governance:** You must have **at least three unrelated members*** legally responsible for the governance of the organisation; Trustees/Directors/Management Committee as appropriate to your structure. *Please note that **this refers to the highest level of governance**, a Management Committee that sits below a board of Trustees (e.g. charities, CIOs) or Directors (CLG or CICLG) does not count towards this.
- **Bank account:** A bank account in the same name as the organisation applying with a minimum of two unrelated signatories must be in place by the start of the grant.
- **Safeguarding:** You must have a safeguarding policy in place that has been **reviewed in the last year** and is dated. The policy must also meet LCF's minimum requirements – please see <https://londoncf.org.uk/apply/lcfs-safeguarding-checklist>
- **Previous LCF funding:** You cannot have any outstanding monitoring due for any previous London Community Foundation grants at the time of application. You can still apply if you have an open grant with the London Community Foundation as long as you are not overdue for any reporting requirements. If you are unsure about your previous London Community Foundation grant status or monitoring requirements, please contact applications@londoncf.org.uk.
- **Registration:** If the income for charitable purposes is more than £5,000 at the point of application, organisations must have submitted an application to register to Charity Commission or the relevant regulator (e.g., Companies House, CIC regulator or Financial Conduct Authority). If the LCF grant will take the organisation over £5,000, please visit [this website](#) for guidance on setting up a charity, including information on legal structures.

(iii). Relevant exclusions

- The grant funds cannot be used for:
 - activities that promote religious or political views,
 - purely commercial ventures (for profit),
 - spending that has already taken place (i.e. retrospective funding),
 - individual sponsorship or redistribution of a grant to individuals or other organisations,

- activities where people are excluded on the basis of religion, sexual orientation, sex or ethnicity (unless the issue is group-specific).
- There must be no personal benefit attached to the grant.
- The organisation must not have two years of late submissions to the Charity Commission / Companies House within the last two completed financial years.
- The organisation must not have two years of net current liabilities within the two most recent completed financial years.
- Organisations where Trustees are paid are not eligible unless evidence of approval is provided from the Charity Commission and/or this arrangement is referenced in the governing document.
- 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.

(iv). Who is not eligible?

- The following types of organisation are not eligible:
 - Companies limited by Shares (including CIC limited by shares)
 - Statutory organisations, such as local authorities
 - NHS bodies
 - Co-operative Societies
 - Schools

Wimbledon Foundation Community Fund (WFCF) guidelines

If your organisation meets the core eligibility criteria, please read the WFCF guidelines below.

Location

The Fund is open to organisations delivering work 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 of up to £10,000.

When deciding on the amount you are applying for, please reflect on your organisation's income in the previous financial year or your forecast if a new group. As a part of our assessment, we will need to consider how you might manage your award, and this will be partly based on your financial history.

Fund themes and priorities

All organisations applying for funding should be seeking to deliver work **which tackles social needs and supports local people facing disadvantage.**

Applicant organisations should aim to achieve the above fund objective by addressing one or more of the following themes:

- Projects which improve mental health and wellbeing
- Projects which provide access to learning, training and employment skills
- Projects which improve access to advocacy, specialist support and advice for vulnerable groups
- Projects which encourage participation in the community

We welcome applications from organisations supporting any groups facing disadvantage including:

- Black, Asian and Minority Ethnic groups
- Disability groups
- LGBTQIA+ (lesbian, gay, bisexual, trans, queer, intersex, asexual, +)
- Young people
- People not in education, employment or training
- Older people

In this round, priority will again be given to new applicants to the fund *and* those who haven't received a past Wimbledon Foundation grant. We do also encourage applications from past WFCF grant recipients.

Current Wimbledon Foundation grant-holders

Please note that current holders* of a Wimbledon Foundation **grant** from any of their programmes (listed below) are not eligible to apply to this fund:

- Get Set, Get Active Fund
- Health & Wellbeing Fund
- Wimbledon Foundation Homelessness Fund
- Current Wimbledon Foundation Community Fund (WFCF) or WFCF+ recipients with live grants*

*Current holders/live grants means that you have had a previous grant which has not been reported on or that you have not submitted adequate reporting for the grant to be closed.

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 in your application form.

- Improve community cohesion
- Support vulnerable people
- Reduce isolation
- Aiding in Covid recovery
- Strengthening the resilience of your organisation
- Increase in beneficiaries' access to services
- Increase employability
- Increase in beneficiary qualifications and skills

- Increase opportunities for creativity
- Improve health and wellbeing
- Increase participation in life-long learning
- Improve economic wellbeing
- Improve access to volunteering
- Reduce crime, violence & anti-social behaviour

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
- Intergenerational projects, such as 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
- Creative arts workshops supporting people with mental health issues
- Advocacy, and projects improving residents' access to services
- Mentoring/counselling support such as vulnerable women's groups
- Projects addressing food and/or financial poverty
- Community gardening
- Employment and training opportunities
- Befriending services, classes and activities for older people
- Education support to help children catch up following disrupted education during the pandemic

Sports, dance or physical activity projects cannot be funded by WFCF:

The Wimbledon Foundation supports sporting, dance and physical activities through its '**Get Set, Get Active Fund**'. Please visit [the Wimbledon Foundation website](#) for details.

Projects which have physical activity as a small element of the work, such as youth groups, can apply for funding through WFCF as long as the costs applied for are **not** related to the delivery of the physical activity.

Through their proposals, the WFCF encourages organisations to show how they will:

- Engage individuals and groups with the greatest social needs
- Assist their beneficiaries to become active citizens in the community
- Interact with the community and improve inter-community relationships and cohesion
- Build connections across the two boroughs, Merton and Wandsworth
- 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

Project costs

Total project cost: Organisations can request the total cost of the project from the fund. However, the fund will look favourably on those applications for projects which have received matched funding, or a contribution has already been raised towards the total cost.

Costs which can be considered include: Staff/sessional* and volunteer costs, venue hire for project delivery, contribution to running costs apportioned to project, and materials/small resources.

*The Fund encourages all posts to be paid at or above the London Living Wage (see page 8).

The WFCF also encourages applicants to follow the principles of '**full cost recovery**' and include core costs within the project budget, i.e. including an appropriate portion of the organisation's rent, administrative costs and utility bills. For further information please see: www.culturehive.co.uk/wp-content/uploads/2014/05/Full-cost-recovery.pdf.

Costs which cannot be funded by WFCF:

- Capital costs including equipment will not be considered by this fund.
- One-off events or activities will not be considered by this fund as we are keen to support projects which encourage longer-term participation and benefits.

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 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
- Comply with all relevant legislation and all codes of best practice applicable to the grant activities (including but not limited to legislation and best practice relating to personal data and safeguarding of children, vulnerable adults, staff and volunteers)
- Be available for a potential LCF 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.

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/>

Application deadline

The next application deadline is:

- **Monday 9th September 2024 @ 12 noon** – The Panel will meet in late November and decisions will be released by 13th December 2024. Project activity should therefore start from January 2025 onwards, 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.

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 e-mail 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 address correctly.
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 ALL of the following supporting documents*:
 - Governing document, i.e. your constitution or memorandum and articles.
 - Names & addresses of your Trustees (for Charities/CIOs)/Directors (for Companies/CICs Limited by Guarantee) or Management Committee members (for unincorporated organisations).
 - Annual accounts OR actual or forecasted Income & Expenditure (I&E) if you are a new group. For new organisations with no income, please provide an I&E forecast, and a bank statement.
 - An Income & Expenditure forecast for the current financial year – you can provide your own document or download and complete the Excel template on the WFCF home page: <https://londoncf.org.uk/grants/wimbledon-foundation-community-fund>.
 - Your Safeguarding Policy which must have been reviewed within the last year, is dated and is reviewed annually. The policy must also meet LCF's minimum requirements – please see <https://londoncf.org.uk/apply/lcfs-safeguarding-checklist>.

*Please note that organisations **must** submit **ALL** of the required supporting documents, otherwise your application **cannot** be considered. If you experience any difficulties uploading your documents, please send them via e-mail before the application deadline, to: 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 three months 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.

Living Wage Funder

The London Community Foundation is 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 real Living Wage (currently £13.15 per hour in London), or higher.

If you are applying for funding of any staff costs (this could include existing staff members, sessional workers, part-time or full-time posts, freelance workers) you should budget these at the Living Wage or above. We are sensitive to circumstances where applicants feel that taking up the Living Wage could cause difficulties, in these instances, please explain the circumstances in the Living Wage section of the application form. 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. You can learn more about The Living Wage Funder Scheme at <https://www.livingwage.org.uk/living-wage-funders>

Some top tips for applications

- Draft your responses before completing the online form
- Make sure that every question has been answered in full (the online form will prompt you)
- Be clear about how you propose to meet the fund criteria and reach your target beneficiaries
- Ensure your budget section has a clear breakdown of all the costs associated with your project
- Get 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

Need help?

Please do not hesitate to contact The London Community Foundation Grants & Impact Team if you would like to discuss your proposal prior to making an application, and/or if you need help with completing the form or providing the supporting documents.

General enquiries: info@londoncf.org.uk

Specific application queries: applications@londoncf.org.uk

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