The London Community Foundation

Wimbledon Foundation Community Fund

Online application form guidance

londoncf.org.uk

Wimbledon Foundation Community Fund – Online Application Form Guidelines

PLEASE PRINT THESE OFF and READ BEFORE STARTING YOUR APPLICATION

These are guidance notes to help you complete some of the key questions in the online application form for the Wimbledon Foundation Community Fund at The London Community Foundation.

Tips:

- You can also hover over the ⓘ symbol next to each question on the online form for help on how to respond.
- Each of the large text boxes will have a maximum word limit.
- Text boxes/fields marked with a red line need completing – without an answer you will not be able to submit your form.
- It is a good idea to draft your responses using a word processing programme such as Microsoft Word, so that you can check your spelling and word count as you go along. Please note: word and the application form treat word counts in different ways. For example Word counts B&YC as one word and the application form as three words.
- As you enter your information on the online form, remember to save your progress periodically by clicking on the 🖫 symbol on the right hand side, to prevent you from losing your work in case of internet issues.

Section 1: About Your Organisation

Organisation Name, Address and general contact information

Please provide details of your organisation as it appears on any governing documents. If you are known by another name, please tell us about this as well. (Please put in Name known as xxxx in the answer box). Please include details of your website and any social media accounts you use.

Main Contact Person

Please provide details for the main person who we should contact in relation to this application. If you are shortlisted we will contact you to arrange a phone call to discuss your application, so please ensure that we have correct contact details, preferably a mobile number and email. We will contact you within one month of the closing date. If there is a chance you might be away during this time, please attach a document with an alternative contact person and their details.

Using the selection buttons you can indicate where correspondence relating to the grant should be directed. If your organisation has an independent address but you wish correspondence to be directed to an alternative address, un-tick the option "Use organisations address" for correspondence and you will be presented with the opportunity to enter different/additional contact details.

Organisation start date

Please let us know the month and year that your group was set up or formally established.

What type of organisation are you?

You do not need to be a registered charity or company limited by guarantee to apply, but we do need to know more about the "status" of your organisation. Your organisation must be 'not-for-profit'.

Please select all types of organisation which apply. If you are a registered charity please supply your charity number, if you are a registered company please provide your company number. If you check 'other' please specify what type of organisation you are.

Income over the last accounting year

Please let us know your organisation's income over the last financial year. If you are a new organisation what is your actual income to date from your management accounts.

Expenditure over the last accounting year

Please let us know your organisation's expenditure over the last financial year. If you are a new organisation what is your actual expenditure to date from your management accounts.

Are you part of a larger regional or national organisation?

Please tell us if you are part of a larger regional or national organisation. If you are not please leave this blank.

If you are a sub-group or committee of a larger group, or a local branch of a national charity, we can only fund you if you can demonstrate that you operate independently. This usually means you have separate rules & regulations, an independent committee, a separate bank account and are responsible for generating your own income. Please explain this in the question on aims and objectives of your organisation.

Staffing and volunteers

Please let us know how many full and part time staff your organisation employs. If applicable let us know how many members and volunteers your organisation has. Your Management Committee may be known as your Trustee Board. (We recommend there is a minimum of 4 members)

What are the aims of your organisation, and what activities or services do you provide in Merton or Wandsworth? How is your organisation run and managed? How are decisions made?

Please tell us about your group's aims and objectives and give a short description of what activities you are currently running in Merton or Wandsworth. If you are part of a larger regional or national organisation please explain your relationship here.

Also, how is your organisation run and managed? How are key decisions made? Please explain your organisation's usual activity and management structure.

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.

Section 2: About Your Grant Application

Project name

If your project has a name please put it here, if it has no name please leave this box blank.

Project funding start / end

Please put the forecasted project start and end date. Please note that successful applicants will have a maximum period of 12 months from the offer letter date to spend the grant.

Funding decisions will be available by:
- Friday 9th November 2018 for 5th September 2018 applications
- Thursday 18th April 2019 for 13th February 2019 applications

You are advised to plan projects to start no earlier than mid-November 2018 (for 5th September 2018 deadline) or early May 2019 (for 13th February 2019 closing date).

Which local authority will the activity mainly take place in?

Please enter details of the local authority area where the activity will mainly take place. If the activity takes place across multiple boroughs please select the central one or the borough where your organisation is based. _Please note that this fund is only eligible for projects taking place in Merton and/or Wandsworth._

Please provide a postcode which represents the geographical area you will benefit.

Please provide the postcode where most of your beneficiaries reside, if there are multiple places just pick one. If it is too difficult to distinguish please provide your organisation's postcode.

(i) What are the problems or issues that this project will address and how do you know? (ii) Please state which 1 of the fund's 4 themes your project will primarily address, and the priority group(s) the work will benefit.

(i) What can you tell us about the need for your work/issues you are addressing? Have you done surveys, had feedback? Is there a gap in provision/little else in the area? Is it in response to local demand?

(ii) Please tell us which one of the WFCF's four themes your project will primarily address, as well as any others if applicable. The beneficiaries should also ideally be people from one or more of the WFCF priority groups listed in the guidelines.

What would you like to do with the grant? Please describe the FORMAT of your project or activity, giving specific details on WHEN, HOW OFTEN and WHERE it will take place, as well as the EXPERTISE of the people delivering it, and whoever will manage the project.

This is where we ask you to tell us about what you need the money for. If you are applying for ongoing activities or new work, what is it that you would like to do i.e. describe the activities, giving project specifics; WHAT, WHEN, HOW OFTEN, WHERE, FORMAT & DELIVERY.

Please note that capital costs, core costs and one-off events or activities are NOT a priority for WFCF (please see Guidelines).

Is this new work?

Please tick this box if the work proposed is new for your organisation. If you are applying to continue existing work please leave this blank.

What would the benefits and outcomes be as a result of this project?

What are the benefits or outcomes of your project and for the beneficiaries? (N.B. An outcome describes the benefits or changes that will happen as a result of your work i.e. the impact your work is having. Quite often you are asked to describe your outputs, these are the actual products / services / activities that you will be providing). What difference will this project make? How is this directly related to the issues you have identified? List the benefits or changes that will directly result from this project.

How would you measure and report the benefits and impact this project is having?

How will you measure this? You might have informal discussions with users, do questionnaires, gather people together in one place. You need to tell us how you will monitor and report on this project through the life of the grant. We suggest, for instance, that you keep a log of users of your services, referrals made, participants on your courses, enquiries you deal with, etc. You should also use this section to tell us how you will know whether you are being successful or not in meeting your objectives.

(i) Which part/s (area, estate/s) of Merton and/or Wandsworth do most of the people who will benefit from the project come from? (ii) How will the proposed project/activity continue after this funding comes to an end?

(i) Please tell us which part/s of Merton and/or Wandsworth the proposed project will benefit - this may be a specific area or estate/s.

(ii) Some activities we fund will be one-off projects that don't ever take place again. You might be looking at running a pilot project that, if successful, you will organise again at a later date. You may be asking for funding to support work you have been doing for several years. All of these activities are eligible, just tell us more here. For a project you would like to continue delivering after a potential WFCF grant, will you apply to other funders, hold fundraising events, use more volunteers, etc.?

Please tell us about local networks or partnerships your group is involved in, and in particular if you are working in partnership with local Merton or Wandsworth organisations to deliver this particular project (formally or informally).

Tell us about your relationships with local groups in Merton or Wandsworth, how you work together, refer on to projects, etc. Also, please name any networks you are involved in, and if applicable, any partnerships that you are involved in - especially if they are part of the delivery of your project.

Section 3: Impact

You can help us to achieve our vision and mission by delivering projects that make a difference and – importantly – by gathering evidence to show how your project has made an impact. This information is essential if we are to encourage more donors to support our future work. To help you collect the kind of evidence we need, we have created a framework that measures the impact of our grants. There are six themes for this IMPACT framework:

- **Improve people's life skills, employability and enterprise -** We want to support a thriving city that creates opportunities for people to fulfil their potential, to become more self-sufficient and to build their confidence.

- **Maximise people's ability to strengthen community cohesion and build social capacity -** We want to strengthen and connect local organisations and improve local facilities so that people can live happier lives alongside each other.

- **Promote reduction of isolation and disadvantage and access to services -** We want people to be connected in their local communities and to their local services, so everyone has a chance to be included.

- **Advance people's physical and mental health, wellbeing and safety -** We want people to feel safe and connected in their communities, and to have more opportunities to improve their physical and mental health.

- **Connect people with the arts culture and heritage -** We want to create a city that values and takes pride in the excellence and diversity of arts and culture, where everyone feels encouraged to participate, and their efforts create a lasting legacy.

- **Transform people's access to, and engagement with, their environment -** We want to create a city that promotes and creates a safer, healthier, and more sustainable environment, where people in urban areas feel free and welcome to access community spaces.

When applying you have to choose **two outcomes** to report on, one of which will need to be linked to the IMPACT theme you selected above. The second outcome can be any of the other outcomes listed. You will also have to choose up to **three indicators** per outcome to report on and set targets that you think you will achieve over the life of the project. The third and fourth outcomes are optional.

We have written a guide and helpful tool on how to choose the outcomes and indicators – Please see appendix A for details.

To complete the impact section on the form
1. Select the theme from the drop down list – this will give you the range of outcomes in the drop down list attached to the impact theme
2. Then select your 1st outcome from the drop down list
3. This will then open up the available indicators – select the indicators and fill in the anticipated numbers. **Please remember to tick the indicators that you have selected**
4. Then select your 2nd outcome from the drop down list
5. This will then open up the available indicators – select the indicators and fill in the anticipated numbers. **Please remember to tick the indicators that you have selected**
6. Then repeat for your 3rd and 4th outcome (optional) – these can be any of the others from the full list of outcomes across all themes
7. The indicators will show for your chosen 3rd and 4th outcome – select the indicators and fill in the anticipated numbers. **Please remember to tick the indicators that you have selected**

For an example see the picture below:

How many people will directly benefit from this grant?

Please estimate how many people will directly benefit from any changes to your organisation which are 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. This information is important and will be used to evaluate the project at the end of the grant period.

Other people benefiting

Tell us about other people who will benefit from your project or service. For example family members who are not taking part in the project.

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? They would not usually be paid for their activity but can typically receive expenses or reimbursement for travel.

Beneficiaries

From the **drop down list**, please click on the one group that best reflects **the majority** of the **beneficiaries** of your organisation, this will then be entered in the selection box. On doing this you will then be presented with a series of check boxes, 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 doesn't have to be 100% accurate, you're just giving an indication.

Ethnicity

From the **drop down list**, please select one **ethnic** group that best reflects **the majority** of the users of your organisation and enter it in the box provided. Then, using the check boxes, tick any other ethnic groups that will be affected. Please don't tick them all if they don't apply, just think about who the primary groups will be, and give an indication of the participating groups.

Issues addressed

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.

Age Group

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.

Section 4: Project Budget and Additional Information

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.

What is the total cost of the project?

If you are asking us to fund part of a staff salary, for instance, what is the total salary each year?

If you are asking us to contribute towards a project or activity, what are the total costs?

How much has been raised so far?

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 of funding you are requesting from us.

Are you seeking other funding towards this project?

Tell us here if you are applying to other funders for funding towards the work, if yes please provide details.

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? i.e. £1,000 awarded from XYZ Foundation and applied to ABC Trust for £1,500.
If not, enter N/A.

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.

Living Wage

As outlined in the Fund Guidelines we are now a Living Wage Friendly Funder. This scheme, run by the Living Wage Foundation means that The London Community Foundation will actively encourage and support applications from organisations willing to pay staff the Living Wage which is £10.20 per hour in London. We are asking groups to make their applications for any staff costs at the Living Wage rates, so please budget for this in the project's staff costs. We understand that for some groups paying a Living Wage can be difficult for a number of reasons, we would like to work with groups to see how we can support you to enable you to pay a Living Wage.

Budget breakdown

Here you itemise the costs that will be incurred in running your project. The headings (staff costs, 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 but there may be others that you need to include.

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 give us a full breakdown of the costs as shown in the example below.

Staff Costs   Breakdown

Requested amount	1,000
Total amount	1,000

2 workers @ £12.50 per hour x 2 hours per session x 20 weekly sessions

Volunteer Costs   Breakdown

Requested amount	280
Total amount	280

Travel expenses for 2 volunteers @ £7 per session each x 20 weekly sessions

Operations/Activity Costs   Breakdown

Requested amount	600
Total amount	600

Room hire @ £15 per hour x 2 hours per session x 20 weekly sessions

Capital Costs (Equipment)   Breakdown

Requested amount	1,950

Outdoor play equipment (quotes attached)

Total amount	3,450	

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.

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 copy of your governing document (e.g. constitution, memorandum & articles or set of rules)
- A copy of your most recent annual accounts or a spending plan and recent bank statement if you are a new group
- A copy of your safeguarding policies if you will be working with children and/or vulnerable adults (please contact us if you need help to develop one)
- A list of the names and addresses of your management committee
- A partnership agreement or terms and conditions (for partnership applications only)

If for any reason you are not able to provide one of the required documents please upload a Word document explaining why you do not have it.

Please clearly label each document with a name and a short description of what it is:
e.g.   Name - The Music House – Safeguarding Policies
Description – Vulnerable Adult and Child Protection Policies for The Music House

Declaration

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

How did you find the application form?

Please let us know how challenging you found the application form to complete.

When you have completed your application

Once you have completed the form please ensure you click on the 'submit' button at the bottom of the page to send the application through to us. Once your form is submitted you will no longer be able to access and edit it.

If you have not completed all of the required fields 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.

If you're still not sure about anything when completing the form, please contact The London Community Foundation on 020 7582 5117 or email info@londoncf.org.uk

IMPACT ASSESSMENT

A guide on how to choose the outcomes and indicators for your application

The London Community Foundation's vision is of a strong and generous London where residents, business, government and civil society are inspired to act for the benefit of all who live in the city, leading the way in social action and philanthropic activity. **Our mission** is to make a difference to the lives of Londoners by connecting people who need help with those who are willing to give. We are dedicated to improving the lives of London's most disadvantaged. Child poverty, unemployment, isolation, homelessness, domestic violence and gang crime are just some of the issues we are tackling through our grant making.

You can help us to achieve our vision and mission by delivering projects that make a difference and – importantly – by gathering evidence to show how your project has made an impact. This information is essential if we are to encourage more donors to support our future work. To help you collect the kind of evidence we need, we have created a framework that measures the impact of our grants. There are six themes for this IMPACT framework:

- **Improve people's life skills, employability and enterprise -** We want to support a thriving city that creates opportunities for people to fulfil their potential, to become more self-sufficient and to build their confidence.

- **Maximise people's ability to strengthen community cohesion and build social capacity -** We want to strengthen and connect local organisations and improve local facilities so that people can live happier lives alongside each other.

- **Promote reduction of isolation and disadvantage and access to services -** We want people to be connected in their local communities and to their local services, so everyone has a chance to be included.

- **Advance people's physical and mental health, wellbeing and safety -** We want people to feel safe and connected in their communities, and to have more opportunities to improve their physical and mental health.

- **Connect people with the arts culture and heritage -** We want to create a city that values and takes pride in the excellence and diversity of arts and culture, where everyone feels encouraged to participate, and their efforts create a lasting legacy.

- **Transform people's access to, and engagement with, their environment -** We want to create a city that promotes and creates a safer, healthier, and more sustainable environment, where people in urban areas feel free and welcome to access community spaces.

There is a lot of information about impact assessment and the outcomes approach to project evaluation. You may find the following websites helpful:

https://www.ncvo.org.uk/practical-support/consultancy/ncvo-charities-evaluation-services

http://www.evaluation.org.uk/

http://mande.co.uk/

http://network.youthmusic.org.uk/learning/youth-music-evaluation-builder

There are a number outcomes – or changes – we want to measure for each theme, and a series of indicators to show evidence of change in a measurable way. When you apply for a grant you will need to choose the theme, outcomes and indicators that you will report against, once you have completed your project.

What do we mean by:
An **Outcome?**
Outcomes are the changes, benefits, learning and other effects that you can attribute to your projects activities they`re the difference your project makes (CES, 2005)

An **Indicator?**
Indicators are the evidence you collect to show your progress in achieving the outcomes of your work. They may be about the number of people who have achieved something or feel different.

Collecting evidence.
In order to provide the numbers etc. for your report it is best to plan before you start the project how you will collect the evidence. You could consider taking registers of people who attend for example a training course, carry out interviews, and provide questionnaires for people to complete.

Monitoring and Evaluation

When your funding comes to an end you will have to complete an online monitoring report in which you will have to tell us about how well you did in achieving your chosen outcomes and indicators. It`s therefore very important for you to plan how you will collect the evidence to support your report. If you are successful in getting your work funded we will send you details of the reporting requirements with the offer letter.

Why do we ask you to report?
Simply, we would like to know how the project has gone including what worked and what didn't. The report is both beneficial for you and us, The London Community Foundation.

What does The London Community Foundation use the information for?
We require monitoring for various reasons. Firstly we have a responsibility to ensure grants are used properly to deliver high-quality projects that achieve relevant outcomes.

The London Community Foundation takes pride in gathering evidence from the information reported that allows us to make informed decisions when developing future funding programmes. By deciphering results we obtain from your monitoring we have the ability to identify gaps in provision and develop our knowledge about different types of work and the impact they're capable of having, building our expertise as grant maker. We`re also able to tell the story of your work to other potential donors.

We use this **impact assessment framework** to collate relevant outcomes and indicators enabling us to evidence the positive difference the groups we have funded are making.

How will the report help you?
The report will allow for you to develop your practice from reflecting on work carried out. As an organisation your monitoring will act as evidence amplifying your ability to deliver a project effectively and efficiently for prospective funders, investors, etc. Your monitoring report has the ability to generally feed into the improvement of your organisation. It's down to you as to how much you put into your process of monitoring and evaluating and subsequently how much you benefit from it.

What is the difference between monitoring and evaluation?

Monitoring
- Monitoring is about collecting information that will help you answer questions about your project. It is important that this information is collected in a planned, organised and routine way. You can use the information you gather to report on your project and to help you evaluate' (Charities Evaluation Services).
- Monitoring is an on-going task that would have already started at the planning stages of a project. You would have collected key information on a variety of things relating to your project. Before you started the project you chose various outcomes and indicators to measure your work against – these are what you have to monitor your work against.
- Monitoring allows results, procedures and practices to be recorded and eventually acts as a catalyst to direct, develop and learn. The information obtained from monitoring is then used for evaluation purposes.

Evaluation
'Evaluation is about using monitoring and other information you collect to make judgements about your project. It is also about using the information to make changes and improvements' (Charities Evaluation Service).
A good evaluation should be an objective assessment. The evaluation is in essence an appraisal of your findings, looking into themes as such relevancy, effectiveness, efficiency, impact and sustainability.

Applying for Funding

When applying you will to have choose **four outcomes** to report on, two of which will need to be linked to **one of the IMPACT themes**. The others can be any of the other outcomes listed. You will also have to choose up to **three indicators** per outcome to report on and set targets that you think you will achieve over the life of the project.

In order to choose the theme that best fits your project we would advise that you read through the whole list first and pick the outcomes that best reflect what you are hoping to achieve. Once you have picked those outcomes, you can work upwards to find a theme and sideways to identify indicators. It is very possible that your project may fit into more than one theme, but choose the one with the best outcomes for the specific work funded by this grant. You will need to give us realistic target numbers for each of the indicators you have chosen. Please make these a best guess and do not overestimate the numbers you might achieve – be honest with us! High numbers will not help in the assessment process when we come back and question you on them. We need to believe that they are achievable.

Remember if you have any questions on this or need help with the application form please call us on 020 7582 5117 or email applications@londoncf.org.uk

To complete the impact section on the form
1. Select the theme from the drop down list – this will give you the range of outcomes in the drop down list attached to the impact theme.
2. Then select your 1st outcome from the drop down list
3. This will then open up the available indicators – select the indicators and fill in the anticipated numbers. **Please remember to tick the indicators that you have selected**
4. Then select your 2nd outcome from the drop down list
5. This will then open up the available indicators – select the indicators and fill in the anticipated numbers. **Please remember to tick the indicators that you have selected**
6. Then repeat for your 3rd and 4th outcome – these can be any of the others from the full list of outcomes across all themes.
7. The indicators will show for your chosen 3rd and 4th outcome – select the indicators and fill in the anticipated numbers. **Please remember to tick the indicators that you have selected**

Outcome	Choose	Indicator	Target No.	Choose
IMPACT THEME		**Improve people's life skills, employability and enterprise**		
Improve economic wellbeing	X	Number of new employment opportunities as a result of the project		
		Number of new volunteer opportunities as a result of the project		
		Number of people becoming self-employed as a result of the project		
		Number of people coming off work related benefits		
		Number of people who accessed benefits for the first time as a result of the project		
		Number of people who are able to remain in housing as a result of the project		
		Number of people who gained sustainable employment as a result of the project	X	5
		Number of people who reported a reduction in debt as a result of the project		
		Number of people who started on the path to employability as a result of the project	X	20
		Number of volunteer opportunities as a result of the project		
		Number of work placement/experience opportunities available as a result of the project	X	10
Increase employability		Number of people becoming self-employed as a result of the project		
		Number of people who attended training as part of the project		
		Number of people who gained accreditation as a result of the project		
		Number of people who gained sustainable employment as a result of the project		
		Number of people who started on the path to employability as a result of the project		
Increase enterprise		Number of new businesses started as a result of the project		
		Number of people becoming self-employed as a result of the project		
		Number of people on the pathway to becoming self employed as a result of the project		
		Number of social enterprises set up as a result of the project		
		Number of social entrepreneurs created from the project		
Increase in beneficiary training, education, accreditation and employment	X	Number of people coming off work related benefits		
		Number of people who attended training as part of the project	X	50
		Number of people who attended training for the first time as part of the project	X	10
		Number of people who gain new skills as part of the project		
		Number of people who gain new skills for the first time as part of the project		
		Number of people who gained accreditation as a result of the project	X	10
		Number of people who gained accreditation for the first time as a result of the project		
		Number of people who gained sustainable employment as a result of the project		
		Number of people who started on the path to employability as a result of the project		
Increase in leadership skills and voice		Number of people who feel they have increased voice or ability to influence		
		Number of people who have increased their participation in community decision making		
		Number of people with increased leadership skills		

Increase lifelong learning and skills		Number of hours of education/training provided by the project		
		Number of people who attended training as part of the project		
		Number of people who gained accreditation as a result of the project		
		Number of people who remained in education, training or employment as a result of the project		
		Number of people who showed an increase in confidence as a result of the project		
Strengthen organisations		Number of employees/volunteers offered training and development		
		Number of existing partnerships developed/strengthened as a result of the project	X	5
		Number of hours spent on employee/volunteer training and skills		
		Number of hours spent on strategic development within organisations	X	50
		Number of new partnerships established as a result of the project	X	3
Improve the community working together		Number of new volunteers as a result of the project	X	10
		Number of people engaged in regular volunteering as part of the project		
		Number of people who participated in community activities as part of the project	X	10
		Number of people who participated in community activities for the first time as part of the project	X	20
		Number of people who report feeling more informed about what's happening in their area		

Section 3 - Impact

Which category best describes the impact your project will have?
Improve life skills, education, employability and enterprise

Select the primary outcome for your project or activity
Improve economic wellbeing

☑ Number of new employment opportunities as a result of the project — 20

☐ Number of new volunteer opportunities as a result of the project — 0

☐ Number of people becoming self-employed as a result of the project — 0

☑ Number of people coming off work related benefits — 2

☐ Number of people who accessed benefits for the first time as a result of the project — 0

☐ Number of people who are able to remain in housing as a result of the project — 0

☑ Number of people who gained sustainable employment as a result of the project — 5

☐ Number of people who reported a reduction in debt as a result of the project — 0

☐ Number of people who started on the path to employability as a result of the project — 0

☐ Number of volunteer opportunities as a result of the project — 0

☐ Number of work placement/experience opportunities available as a result of the project — 0

Select the second outcome for your project or activity
Increase in beneficiary training, education, accreditation and employment

☐ Number of people coming off work related benefits — 0

☑ Number of people who attended training as part of the project — 20

☐ Number of people who attended training for the first time as part of the project — 0

☐ Number of people who gain new skills as part of the project — 0

☐ Number of people who gain new skills for the first time as part of the project — 0

Section 1 - Organisation

Section 2 - About your grant application

Section 3 - Impact

Section 4 - Project Budget and Consent

Attachments

Save Application

Form to help you choose your indicators, outcomes and theme

Outcome	Choose	Indicator	Target Number	Choose
IMPACT THEME		**Improve people's life skills, employability and enterprise**		
Improve economic wellbeing		Number of new employment opportunities as a result of the project		
		Number of new volunteer opportunities as a result of the project		
		Number of people becoming self-employed as a result of the project		
		Number of people coming off work related benefits		
		Number of people who accessed benefits for the first time as a result of the project		
		Number of people who are able to remain in housing as a result of the project		
		Number of people who gained sustainable employment as a result of the project		
		Number of people who reported a reduction in debt as a result of the project		
		Number of people who started on the path to employability as a result of the project		
		Number of volunteer opportunities as a result of the project		
		Number of work placement/experience opportunities available as a result of the project		
Increase employability		Number of people becoming self-employed as a result of the project		
		Number of people who attended training as part of the project		
		Number of people who gained accreditation as a result of the project		
		Number of people who gained sustainable employment as a result of the project		
		Number of people who started on the path to employability as a result of the project		
Increase enterprise		Number of new businesses started as a result of the project		
		Number of people becoming self-employed as a result of the project		
		Number of people on the pathway to becoming self employed as a result of the project		
		Number of social enterprises set up as a result of the project		
		Number of social entrepreneurs created from the project		
Increase in beneficiary training, education, accreditation and employment		Number of people coming off work related benefits		
		Number of people who attended training as part of the project		
		Number of people who attended training for the first time as part of the project		
		Number of people who gain new skills as part of the project		
		Number of people who gain new skills for the first time as part of the project		
		Number of people who gained accreditation as a result of the project		
		Number of people who gained accreditation for the first time as a result of the project		
		Number of people who gained sustainable employment as a result of the project		
		Number of people who started on the path to employability as a result of the project		

Increase in leadership skills and voice		Number of people who feel they have increased voice or ability to influence		
		Number of people who have increased their participation in community decision making		
		Number of people with increased leadership skills		
Increase lifelong learning and skills		Number of hours of education/training provided by the project		
		Number of people who attended training as part of the project		
		Number of people who gained accreditation as a result of the project		
		Number of people who remained in education, training or employment as a result of the project		
		Number of people who showed an increase in confidence as a result of the project		

IMPACT THEME		Maximise people's ability to strengthen community cohesion and build social capacity		
Improve community cohesion		Number of hours of community activity provided as part of the project		
		Number of people who participated in community activities for the first time as a result of the project		
		Number of people who participated in community activities as a result of the project		
Improve the community working together		Number of new volunteers as a result of the project		
		Number of people engaged in regular volunteering as part of the project		
		Number of people who participated in community activities as part of the project		
		Number of people who participated in community activities for the first time as part of the project		
		Number of people who report feeling more informed about what's happening in their area		
Improved community facilities		Number of people who have used the new/improved community facilities		
		Number of people who reported that the community facilities were improved as a result of the project		
Increase in leadership skills and voice		Number of people who feel they have increased voice or ability to influence		
		Number of people who have increased their participation in community decision making		
		Number of people with increased leadership skills		
Strengthen organisations		Number of employees/volunteers offered training and development		
		Number of existing partnerships developed/strengthened as a result of the project		
		Number of hours spent on employee/volunteer training and skills		
		Number of hours spent on strategic development within organisations		
		Number of new partnerships established as a result of the project		
Support vulnerable and disadvantaged people		Number of people accessing advice/guidance services		
		Number of people accessing advice/guidance services for the first time		
		Number of people accessing support services as a result of the project		
		Number of people accessing support services for the first time as a result of the project		
		Number of people achieving independent living/no longer requiring support as a result of the project		

IMPACT THEME		Promote reduction of isolation and disadvantage and access to services		
Improve economic wellbeing		Number of new employment opportunities as a result of the project		
		Number of new volunteer opportunities as a result of the project		
		Number of people becoming self-employed as a result of the project		
		Number of people coming off work related benefits		
		Number of people who accessed benefits for the first time as a result of the project		
		Number of people who are able to remain in housing as a result of the project		
		Number of people who gained sustainable employment as a result of the project		
		Number of people who reported a reduction in debt as a result of the project		
		Number of people who started on the path to employability as a result of the project		
		Number of volunteer opportunities as a result of the project		
		Number of work placement/experience opportunities available as a result of the project		
Improved community facilities		Number of people who have used the new/improved community facilities		
		Number of people who reported that the community facilities were improved as a result of the project		
Promote human rights and equality		Number of new people accessing support services following discrimination or unfair treatment		
		Number of people accessing advice and/or guidance services as a result of the project		
		Number of people accessing advice and/or guidance services for the first time as a result of the project		
		Number of people accessing support as a result of the project		
		Number of people accessing support for the first time as a result of the project		
		Number of people accessing support services following discrimination or unfair treatment		
		Number of people achieving independent living/no longer requiring support as a result of the project		
		Number of people who participated in community activities as part of the project		
		Number of people who participated in community activities for the first time as part of the project		
Reduce isolation		Number of people accessing support services as a result of the project		
		Number of people accessing support services for the first time as a result of the project		
		Number of people attending regular social activities as part of the project		
		Number of people who participated in community activities as part of the project		
		Number of people who participated in community activities for the first time as part of the project		
Support vulnerable and disadvantaged people		Number of people accessing advice/guidance services		
		Number of people accessing advice/guidance services for the first time		
		Number of people accessing support services as a result of the project		
		Number of people accessing support services for the first time as a result of the project		
		Number of people achieving independent living/no longer requiring support as a result of the project		

IMPACT THEME		Advance people's physical and mental health, wellbeing and safety.		
Improve health (physical/mental/ emotional)		Number of activities promoting healthy lifestyles (e.g. healthy eating, smoking cessation etc.)		
		Number of additional hours of sport, exercise and leisure activities currently provided by the project		
		Number of hours of sport, exercise and leisure activities currently provided by the project		
		Number of people who participated in sport, exercise and leisure activities		
		Number of people who reported an engagement or re-engagement with education, training or employment as a result of the project		
		Number of people who reported an engagement or re-engagement with social networks, support groups as a result of the project		
		Number of people who reported improved physical/ mental/ emotional health		
Increase access to sport, exercise and leisure activities		Number of additional hours of sport, exercise & leisure activities currently provided by the project		
		Number of existing activities available as part of the project		
		Number of groups providing health related activities		
		Number of hours of sport, exercise & leisure activities currently provided by the project		
		Number of new activities available as part of the project		
		Number of new people taking part in sport, exercise and leisure activities as part of the project		
		Number of people taking part in sport, exercise and leisure activities as part of the project		
Promote safer communities		Number of new people who reported that they felt safer in their communities as a result of the project		
		Number of people who reported that they felt safer in their communities as a result of the project		
		Number of people being supported as victims of anti-social behaviour or crime as a result of the project		
Reduce crime, violence and anti-social behaviour		Number of addicts in treatment as a result of the project		
		Number of ex-offenders taking part in a project/programme designed to divert them away from criminal behaviour		
		Number of new recorded addicts as a result of the project		
		Number of people taking part in a project/programme designed to divert them away from anti-social behaviour		
		Number of people who took part in a project/programme and had not re-offended within a period of 3 months		
		Number of perpetrators of domestic abuse taking part in a project/programme designed to divert them away from abusive behaviour		
		Number of young people who took part in a project/programme and had not re-offended within a period of 3 months		
Reduce substance misuse and addictions		Number of addicts in treatment as a result of the project		
		Number of new recorded addicts as a result of the project		
		Number of people accessing support services for addiction		

IMPACT THEME		Connect people with the arts culture and heritage		
Increase opportunities for public to engage with culture and heritage		Number of memberships of local heritage organisations		
		Number of people visiting a local heritage site		
		Number of people volunteering to maintain a local heritage site		
		Number of projects that promote engagement with culture and heritage		
		Numbers in audiences		
Preserve local heritage		Number of buildings saved		
		Number of memberships of local heritage organisations		
		Number of oral history recordings made		
		Number of people visiting a local heritage site		
		Number of people volunteering to maintain a local heritage site		
		Number of preservation and heritage projects completed		
Promote opportunities for creativity		Number of projects that promote creativity		
		Number of new people participating in projects that promotes creativity as part of the project		
		Number of people participating in projects that promotes creativity as part of the project		
		Number of people taking part in arts activities as part of the project		
		Number of people taking part in arts activities for the first time as part of the project		
		Number of people with disabilities who accessed arts activities		
		Number of people with disabilities who accessed arts activities for the first time as a result of the project		
		Number of people working in arts, culture and heritage for the first time		
		Number of young people who accessed arts activities		
		Number of young people who accessed arts activities for the first time as a result of the project		

IMPACT THEME		**Transform people's access to, and engagement with their environment.**		
Improve quality of local environment and public space		Number of allotments		
		Number of environmental improved schemes or services created		
		Number of new allotments		
		Number of new community facilities created		
		Number of new people engaged with gardening		
		Number of new people using public/community transport		
		Number of new volunteers taking care of local public spaces as part of the project		
		Number of people engaged with gardening		
		Number of people using local public space as a result of the project		
		Number of people using local public space for the first time as a result of the project		
		Number of people using public/community transport		
		Number of people with an increased understanding of the environment		
		Number of volunteers taking care of local public spaces as part of the project		
Increase biodiversity		Number of local wildlife protection schemes		
		Number of new habitats created		
		Number of orchard and green space schemes		
		Number of people engaged with regular volunteering as part of the project		
		Number of new people engaged with regular volunteering as part of the project		
		Number of trees planted		
Reduce carbon footprint (i.e. waste, emissions, energy		Number of car journeys eliminated		
		Number of composting schemes		
		Number of groups/projects campaigning on environmental issues		
		Number of households participating in environmental projects		
		Number of increased services and facilities accessible by public transport, walking or cycling		
		Number of new composting schemes		
		Number of new households participating in environmental projects		
		Number of new low energy community facilities		
		Number of new people using public/community transport		
		Number of people reporting a reduction in car use		
		Number of people using public/community transport		
		Number of tonnes of waste diverted from landfill		
		Number of units of energy saved		
		Number of groups/projects operating environmental policies		