

# The Wembley Park Community Fund

Fund guidelines

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## About the Fund

The Wembley Park Community Fund is led by Quintain in partnership with Wates, McLaren, John Sisk & Son, and McAleer & Rushe.

The Fund aims to make a real difference to Brent residents by encouraging community engagement, participation and place-making through funding a variety of community-led activities.

## Fund themes

Funding is available for projects delivered within the London Borough of Brent that help address local needs under the following themes:

1. **Good Health and Wellbeing** – projects aimed at improving the health and wellbeing of Brent residents
2. **Quality Education** – projects increasing educational attainment for all ages
3. **Gender Equality** – projects empowering women and girls, and addressing gender inequalities of all kinds
4. **Decent Work & Economic Growth** – employability and employment-focused projects
5. **Reduced Inequalities** – projects addressing current inequalities based on income, sex, age, disability, sexual orientation, race, class, ethnicity, religion and opportunity
6. **Sustainable Cities & Communities** – projects addressing a gap in communities such as community garden projects and bike schemes

7. **Climate Action** – projects enabling Brent residents to live greener lifestyles
8. **Peace, Justice & Strong Institutions** – projects addressing injustices such as employment/workplace injustice

The themes align with the UN's following Sustainable Development Goals:



Details on each of these goals can be found here: <https://sdgs.un.org/goals>

## Priority Areas

Within the themes, priority will be given to projects that:

1. Provide opportunities in the arts and culture
2. Create opportunities through sports
3. Reduce anti-social behaviour, the risk of harm and re-offending
4. Reduce violent crime, including gang and knife crime
5. Offer support for vulnerable adults, enabling them to remain independent and lead active lives

Projects delivered within Wembley Park would be desirable, but not a requirement.

## Who Can Apply?

Constituted community and voluntary groups, registered charities, companies limited by guarantee without share capital, Charitable Incorporated Organisations or Community Interest Companies limited by guarantee are all eligible to apply to the fund.

**Applicants must:**

- Be locally based in the London Borough of Brent or be working with Brent residents
- If you are a community organisation, you must have a minimum of 3 unrelated Trustees / Committee members
- Have a governing document (e.g. a constitution, or Memorandum and Articles)
- Recent accounts (unless the group is new) and robust plans for managing your finances and the project budget.

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- A bank account in the name of the group, with at least 2 unrelated signatories
  - A Safeguarding Policy if working with young people under the age of 18, or if you are working with vulnerable adults (please contact us if you need help with this)
  - Have an income of less than £500,000 per annum, taken from the last complete financial year or as an average over the last 3 financial years. This is with the exception of community centres or community hubs that offer a range of services/activities for the whole community applying for project funding. Priority will be given to organisations with an income of less than £100,000
  - 90% of all project beneficiaries must live in the London Borough of Brent

Previous recipients of a grant from The Wembley Park Community Fund are welcome to apply. Please note that if you are successful again, you will be required to complete satisfactory monitoring on your previous grant before we will release the new grant.

## Grant Size

Grants are available between £5,000 and £10,000 for a maximum of 12 months.

## What can the grant cover?

We expect grants will primarily fund core and activity costs, such as:

- Salaries or sessional tutor fees
- Associated overheads (rent, telephone, heat and light, materials, insurance)
- Delivery-specific costs (marketing, leaflets, stationery etc)
- Small capital items (such as equipment you may need to deliver your project – you must ensure you have included insurance costs, or are already covered for such items)

We encourage applicants to use full cost recovery (FCR) in their applications. Full cost recovery means securing funding for all the costs involved in the delivery of your work. For more details on using the full cost recovery model, visit <https://knowhow.ncvo.org.uk/organisation/financial-management/planning-and-budgeting/project-budgeting-and-full-cost-recovery>

## What cannot be funded through this programme?

- Profit-making organisations
- Individuals (individuals with a project idea can apply through a local organisation, which we can help to connect you to)
- Organisations promoting religious beliefs through their activities (we are able to support religious organisations, provided the promotion of religious beliefs does not take place during the funded activity)
- Political activities
- Financing or spending which has already taken place
- Organisations with an income of over £500,000 with the exception of Community Centres or community hubs
- Projects where less than 90% of the beneficiaries live in the London Borough of Brent

## Monitoring & evaluating your work

Monitoring and evaluating our grants enables us to better understand the impact of our grant making. It helps us to understand community need, enables us to learn from our grant making and inform future

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strategies, and also enables us to show donors the impact of their funding and hopefully encourage them to give more.

It should also help organisations to collect valuable information on how service users benefit from your work, what works and what doesn't, how you can make your services more effective, and also demonstrate to funders (and donors) the value of your work. Further information on the benefits of monitoring and evaluating your work can be found at the Charities Evaluation Services website, [www.ces-vol.org.uk](http://www.ces-vol.org.uk)

Monitoring and evaluation is therefore a key part of our work, and we ask all grantees to provide an update at the six-month point of their projects and submit an end of grant 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. Programme Managers may visit your organisation during the grant period to see your work in action and gather further feedback.

Full details on the information you will need to collect will be given to successful applicants at the time of grant award.

## How to use the online application form

To apply for a grant, click on the following link to take you to the online application form:

<https://ukcf.secure.force.com/forms/LondonCF/wembleypark20>

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).

## The application

To begin your application, please click on the link within the email that you have received from us. There are help notes available as you go through the online application form and you can save your application at any point and come back to it to complete it at any time before the closing date. Once you get to the end of the application form there will be a 'Submit' button. Please note the submit button is after you have verified your budget. Once you press this it will automatically send your application through to the Foundation and this will be accepted as a completed application form. You will also be emailed a copy of your completed form. We will not receive an application unless you have pressed the 'Submit' button.

For guidance on how to fill in the form see the Online Application Guidance Notes on our website: [Online Application Form Guidance Notes](#).

You also need to submit all of your supporting documents to The London Community Foundation by the deadline. We regret we are unable to consider incomplete or late applications.

**Supporting documents you need to submit are:**

- A copy of your signed governing document e.g. Memorandum and Articles of Association,

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Constitution etc.

- A copy of your most recent signed annual accounts
- A copy of your safeguarding policy if you will be working with children or vulnerable adults
- Names and addresses of your management committee members

You can upload your supporting documents with the application on the online portal.

## Deadline for applications

Please complete and submit your application by **midday on Monday 28<sup>th</sup> September 2020**.

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

**Here are some top tips for completing applications:**

- Always read through the guidance notes and application form and make any notes of things that need further explanation or you need further advice before completing the application form
- Write out your proposal before completing the form – you can use this to guide you through the application and it will ensure you do not leave any information out or lose your work if your internet connection fails
- Make sure you have answered all of the questions listed – bullet point or number your responses if this is easier
- Make sure your budget balances
- Give the application to someone to read before submitting – sometimes it is hard to see what is missing when you are close to a project
- If in doubt call us! (and/or pop along to meet us at the support session at The Yellow Pavilion)

## Awards announced

Decisions will be made in November 2020 and applicants will be notified shortly after this time.

**Funded activities should therefore be planned to begin no sooner than December 2020.**

For any further information or if you have any questions about this fund please contact Catherine Sorrell on [catherine.sorrell@londoncf.org.uk](mailto:catherine.sorrell@londoncf.org.uk) or 0207 582 5117.

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