

**The London
Community
Foundation**

Wimbledon Foundation Community Fund

Fund guidelines 2017/18

londoncf.org.uk

Fund guidelines

About the fund

The London Community Foundation is again 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 3 years the WFCF has awarded £304,018 in 70 grants, benefitting around 12,000 local people. Please note that 90% 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. The Foundation builds on the success of an extensive programme of community and charitable activities over a number of years. Its mission is to help improve people's lives using the resources and heritage of Wimbledon. One of its principal objectives is to make a real contribution to meeting social needs in the local community.

For more information please see www.wimbledon.com/foundation.

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

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, exercise classes and activities for older people

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 provide an excellent coaching service to women and girls within Merton and across surrounding boroughs. The Wimbledon Foundation Community Fund, through the London Community Foundation are funding the 1-2-1 coaching support for vulnerable women who have suffered domestic violence, particularly within the refuge. The coaching sessions will help to build the women’s resilience and confidence to live an abuse free lifestyle, informing them how to keep themselves and their families safe, and when appropriate, signpost them to training, volunteering, and also support them with getting their children back into school. We hope the women and girls are empowered, inspired and build inner strength.” Maureen Bailey, CEO”

Maureen Baily, CEO of group who received Wimbledon funding

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.
- One-off events or activities. 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.

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.

Continuation funding

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

Application deadlines

The Fund is open continuously with two application deadlines as follows:

- **Friday 1st September 2017 @ 5pm** – For this deadline the Panel will meet in late October, and project activity should start from mid-November 2017 at the earliest.
- **Friday 2nd March 2018 @ 5pm** – For this deadline the Panel will meet in late April, and project activity should start from mid-May 2018 at the earliest.

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, Community groups, Voluntary organisations, Community Interest Companies 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 organisations 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 2 unrelated signatories
- A safeguarding policy if working with children and/or vulnerable adults

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
- Any religious activities or promotion of religious beliefs
- Spending that has already taken place
- Building/capital costs that do not demonstrate clear community impact nor link to the Fund criteria
- Individual sponsorship

Monitoring and evaluation your work

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

- Credit support from the Wimbledon Foundation and The London Community Foundation. 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 6 weeks of completing your grant, and no later than 14 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.

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. 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 **'Please outline the benefits and outcomes you expect to achieve as a result of the funding'**. 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 well-being (physical, mental and emotional)
- Increase participation in life-long learning
- Improve economic well-being
- 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 email it may be that you have not entered your email correctly – please be careful and check the address before submitting.

2. When completing your application, please refer to the Application Form Guidelines 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 email before the application deadline, to: applications@londoncf.org.uk.

If you are emailing 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 emails below 2MB as if they are larger they may not be accepted by the email system. Where possible, please try to send all your attachments in one email 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 9 weeks of the closing date. Successful applicants will have a maximum period of 12 months to spend the grant, with the monitoring report due within 6 weeks after the project has been completed. Please do not hesitate to contact The London Community Foundation Programmes Team by email - 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 Friendly Funder

The London Community Foundation is 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 (currently £10.20 in London), or higher. The London Community Foundation have been a Living Wage Employer for a number of years, and have decided to become a Friendly Funder in recognition of the hard work and commitment that the employees of the organisations we fund undertake.

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

What does this mean for applicants?

If you are applying for funding 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 £8.75 per hour outside London and £10.20 in London. You can learn more about The Living Wage and The Living Wage Friendly Funder Scheme at 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 to the basic cost of living in the UK. The current Living Wage for the UK is £8.75 and the London Living Wage is £10.20.

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.

**The London
Community
Foundation**

Unit 1.04 Piano House
9 Brighton Terrace
London SW9 8DJ
T +44 (0)20 7582 5117
F +44 (0)20 7582 4020
E info@londoncf.org.uk

londoncf.org.uk

Registered Charity 1091263