

Proudly supporting
youth social action



Department for
Digital, Culture
Media & Sport



**The London
Community
Foundation**

#iwill

Online Application Form Guidelines

londoncf.org.uk

Guidance notes

Please print these off and read before starting your online application

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

Please remember we cannot accept applications from the following Boroughs:
City of London, Hackney, Newham and Tower Hamlets.

Tips:

- You can also hover over the ⓘ symbol next to each question on the online form for help on how to respond.
- Each large text box has a maximum of 200 words.
- 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 two months 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.

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.

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.

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 income to date from your management accounts.

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)

Please describe briefly the overall aims and objectives of your organisations and the activities or services your organisation provides.

Please tell us about your group's aims and objectives and give a short description of what your organisation does at the moment (usually found in your governing documents). For example,

"We aim to give young people something positive to do and encourage them to develop new skills and interests. We are a youth club that meet every Tuesday night from 6pm – 9pm. We provide a number of free activities to local young people to meet and support their ideas and interests."

If you are part of a larger regional or national organisation please explain your relationship here.

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 note that projects must be delivered **within 12 months of the funding being awarded**. Funding decisions will be available by late December 2019 and so you are advised to plan projects to start no earlier than January 2020.

Project frequency

How frequently will your proposed activity take place? Choose the most appropriate option.

Average hours per participant

Please give a rough estimate of the average number of hours the participant will spend engaging with the project and/or volunteering/campaigning over the course of the project.

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 remember we cannot accept applications from the following Boroughs:
City of London, Hackney, Newham and Tower Hamlets.

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 please just pick one. If it is too difficult to distinguish please provide the postcode of your organisation.

Will participants travel from postcodes that are classified as deprived in deprivation index?

Choose yes if your participants travel from postcodes that are defined as an area of deprivation as defined by: imd-by-postcode.opendatacommunities.org

What are the needs and levels of disadvantage in the area in which your project is situated?

Please demonstrate the need and disadvantage your group is seeking to address. For example, "Our area is one of the most deprived authorities in the country, ranking 18 out of 326 English authorities. We are the only youth club in our village which is 20 miles from the nearest town. It is vital that our young folk have something positive and constructive to do and that is what we provide."

How will you spend this grant to address the need in your area? Tell us about your proposed social action project and the opportunities it will create.

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? For example:

"We are requesting £3,500 to support 15 young women to play, deliver and review intergeneration social community events and workshops. The young women have been experiencing various issues such as economic deprivation, social isolation, mental health issues, disadvantaged family background, housing and homelessness issues and a lack of educational attainment. The women will engage with older people through intergenerational events run with other partners. Events include afternoon teas, tea dances, art workshops and social activities for older people in the community. Anticipated benefits for the young women will include: Improved employability such as time keeping, communication skills, problem solving skills, teamwork, money handling, and skills such as food hygiene knowledge, design and promotion and awareness of working with older people. The young women will receive credits or gift vouchers for participation. The potential impact will effect the wider society through the young women's participation and consequent improved mental health and employability, which may also help reduce pressure on local services."

Activity Type/Delivery Setting/Cause/Youth-Led

Please choose the most appropriate options from the drop-down boxes.

How will you seek to increase participation? Please tell us how you will engage people, including those who might not usually participate in youth social action.

Please tell us what strategies you will use to enhance participation. How can you ensure that you are

reaching new people and not just those who would participate anyway? Please tell us whether you are using tried and tested methods of engagement or new methods. If you are using new methods - please explain why you think they will work.

Should you be successful, please note that in your monitoring form you will be asked how you have increased participation, including how many volunteers and service users were new to you as a result of this funding.

What positive changes would this grant make to the lives of people involved? Please put this in the context of the quality principles of great youth social action. (The principles can be found here <http://www.iwill.org.uk/aboutus/principles/>)

This is your opportunity to explain your expected outcomes - the benefits or changes for individuals and communities that will happen as a result of your work. What will change and for whom?

Please put this in the context of youth social action principles. Consider, for example:

- Youth-led - What are the benefits of involvement of young people in decisions and in project delivery?
- Challenging - How will this project increase young people's skills, confidence and passion for social action?
- Socially Impactful - How do you help young people understand their impact?
- Reflective - How does the project help young people reflect on their lives and choices?
- Progressive and Embedded - What are the beneficial links to the wider community and other activities? How can this project lead on to next steps for young people and the community? How is the work enjoyable and how can your approach create a habit for life?

(It is not necessary to address every principle in your application.)

Please explain how you will measure and report on the positive changes made? Please also include any plans to involve young people in this.

Please explain how you plan to track and measure the change that you hope to achieve through your project. You might plan to have informal discussions with staff or participants, ask staff to complete questionnaires, or gather people together in one place to feedback on the project. Using a variety of methods will enable you to gather detailed and rich information that will help you to know how well your project is doing. All the information you collate should therefore enable you to report on your progress towards achieving your outcomes, so make sure that for everything you want to measure you have a method of gathering information as evidence. Monitoring and evaluation should be an ongoing process that you undertake regularly throughout the lifetime of the project, not just at the end. If you are successful in securing a grant you will be required to provide an end-of-grant monitoring report. We will give you a copy of this report at the beginning of the grant so that you know what information you need to collate.

You might have informal discussions with users, do questionnaires, gather people together in one place, conduct interviews and arrange focus groups. 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, participants on your courses, enquiries you deal with etc. Please also tell us about how young people might be involved in capturing and communicating project successes and impact. You should also use this section to tell us how you will know whether you are being successful or not in meeting your objectives.

Will the work continue beyond the life of this grant? If so, please indicate in what way and what funding you have secured or need to secure to deliver it.

Please explain how you will fund your project if it is to continue after this grant, and what steps you have

in place to make your work more sustainable (i.e. future funding application, income generation ideas, etc.). If you do intend to continue the work beyond the life of this grant we would like to see how you embed this into the planning stages of project.

Section 3: Impact & Beneficiaries

How many people will benefit from this funding?

Please estimate how many people will benefit from the funding. The primary beneficiaries are the young people recruited to your project to take part in youth social action. These young people may be involved in work that benefits secondary beneficiaries but we would ask you to focus on those young people who are volunteering through the work you are undertaking. 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.

Primary age group

Finally 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.

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 through other fund raising, secured grants and income generation?

How much money are you applying to us for?

Please enter the amount of funding you are requesting from us.

The presence of match funding will not affect our assessment of your application.

Budget breakdown

Here you itemise the costs that will be incurred in running your project. The headings (staff cost, 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.

Example

Staff Costs

Requested amount	630
Total amount	1000

Breakdown

3 workers@ £7.50 an hour (14 weekly sessions of 2 hours)

Volunteer Costs

Requested amount	280
Total amount	500

Breakdown

£10/volunteer x 28 volunteers

Operations/Activity Costs

Requested amount	56
Total amount	300

Breakdown

Venue hire £30/hour x 10 hours = £300

Capital Costs (Equipment)

Requested amount	1,950
Total amount	5,000

Breakdown

Outdoor play equipment (quotes attached)

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.

Declaration - For all applicants

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

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 or vulnerable adults (please contact us if you need help to develop one) For guidance please see our website.
- A list of the names and addresses of your management committee

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

If you have previously submitted an application using the new online system – you do not have to provide the supporting documents. Please attach a document explaining which programme you applied to. Please ensure that you always submit you latest accounts or any amended documents.

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

When you have completed your application

Once you have completed the form please ensure that you save and then click on the 'submit' button at the bottom of the page to send the application through to us. Once you have clicked submit **do not navigate away from the page** until you receive a confirmation of submission message. You should also receive an email with a pdf version of your form after submitting your application. If this email does not arrive within 2 hours please call us.

If you have not completed all of the required fields (shown by a red line) 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.

Once your form is submitted you will no longer be able to access and edit it.

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

If you have any issues with accessibility please contact us and we will discuss other options for completing the form.

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