



Covent Garden Market Authority

**The London
Community
Foundation**

Covent Garden Market Authority Community Fund

Application Guidelines 2012

About The Covent Garden Market Authority Community Fund

Covent Garden Market Authority (CGMA) is responsible for the ownership and operation of the New Covent Garden Market. We are delighted to announce that CGMA have established a fund at The London Community Foundation (LCF), in order to support voluntary and community activities in the immediate vicinity of the New Covent Garden Market, based near Vauxhall and the Vauxhall Nine Elms Battersea Opportunity Area. Please read the full guidelines and refer to the map to ensure your organisation is eligible to apply.

Whilst funding is available now, there will also be a further deadline for applications towards the end of this year. All of our grants available can be seen on our website:

<http://www.londoncf.org.uk/grants/available-grants/overview.aspx>

Fund Criteria

Grants of between £500 and £5,000 are available for projects being delivered in the immediate vicinity of the New Covent Garden Market and the Vauxhall Nine Elms Battersea Opportunity Area – please refer to the area map on our website <http://www.londoncf.org.uk/grants/available-grants/overview.aspx> which gives a rough indication of the area to be covered. Please note, the area covers part of both Lambeth and Wandsworth boroughs.

Applications must fall under one or more of the following themes:

1. Food and growing

For example: community schemes where residents can get involved in growing and cooking their own local produce. We are also interested in projects that are incorporating a healthy eating/ nutritional aspect to their work. We are particularly looking for projects that are resident-led under this theme, and those that involve residents of all ages.

2. Enterprising communities and supporting job creation

We are looking to support projects that will benefit individual residents who are unemployed, whilst also benefitting the wider community.

If you are providing training as part of the initiative, you must demonstrate that such training is not available elsewhere and is not covered by local statutory provision.

Projects may support the long-term unemployed, offer apprenticeship opportunities, or support young people who are not in education, employment or training (NEET). Again we are particularly looking for projects that actively target residents within the defined area of benefit, and encourage projects that are led by residents themselves.

3. Supporting young people at risk to find a positive future

We encourage applications from organisations seeking to reach out to and engage local young people who are at risk of involvement in anti-social, criminal activity or those who are vulnerable.

We are particularly encouraging applications that demonstrate organisations are able to reach children and young people who are not already being supported by other services, and that provide a person-centred approach to their work. We would also like to see projects that are youth-led.

4. Tackling elderly isolation and exclusion, and improving wellbeing

For example, providing regular opportunities for older people to socialise and gain support on issues that may affect them, such as health and nutrition. This may include people over the age of 65 who may be isolated due to lack of local community or family connections, those who are living alone, and those with language barriers, mobility difficulties, or mental health difficulties. We are particularly looking for projects that reach out to isolated older people who are currently not being supported by other services. We are also looking for intergenerational activities and projects where older people can also share the skills they have to offer with the rest of the community.

All applications must demonstrate:

- That the project will predominantly benefit residents in the defined geographic area detailed on the map.
Please note, if your activity is taking place just outside the geographic area eg. in an adjacent park, you are eligible to apply if you can demonstrate that the vast majority of beneficiaries will be residents living in the area defined on the map. In this instance, we strongly recommend you contact us to discuss your proposal prior to submitting an application.
- That they are reaching out to those who are most disadvantaged in the community.

Wherever possible, we encourage organisations to bring additional resources to the project through volunteers and in-kind support.

Who Can Apply?

Community groups, Registered Charities, Tenants Associations, Schools (for non statutory activity), Companies limited by guarantee, Social Enterprises or Community Interest Companies are all eligible to apply to the fund.

If you are a local community or resident group and you are not sure if you are eligible, please contact us (details below).

There is no income threshold for this fund, however, we are looking to support local community projects and priority will be given to locally based community and resident organisations. If your organisation has an income over £1m per annum, please call and speak to us before you make an application.

We can fund schools based in the defined area, for work that is clearly not a statutory responsibility. In such cases, we would encourage wider community engagement with the project wherever possible.

Applicants must:

- be locally based and supporting residents within the defined area (please see map)
- have a minimum of 3 un-related Management Committee members if you are a community organisation
- have a governing document (e.g. a set of rules or constitution)
- have a bank account in the name of the group, with at least 2 unrelated signatories
- have a record of income and expenditure for the last year, or bank statement if you are a new group
- have 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 all staff/ volunteers CRB checked if working with children aged 18 or under, or vulnerable adults

If you are unsure about any of the above or need help, please contact us before starting your application.

Grant Size

Grants of between £500 and £5,000 are available, covering any costs relating to your proposed project, however we are not looking to fund projects where significant overheads or professional fees included. This is very much a small grants fund aimed at providing community groups and organisations with the resources needed to undertake voluntary activities with community benefit. Please think carefully about the costs included in your project and do not round up your costs to the full amount available! Please contact us if you are unsure about what to include.

What cannot be funded through this programme?

- projects aimed predominantly at residents outside of the defined area (please see map)
- work that is the responsibility of statutory agencies
- national organisations/charities
- any party political activity
- purely commercial ventures
- spending that has already taken place
- individual sponsorship
- work that includes the promotion of religion or religious beliefs
- projects that are not open to all of the community, regardless of faith, gender, religion, sexuality etc.

Monitoring & evaluating your work

Grantees will be required to complete a short form outlining how the grant was spent and highlighting the benefits for residents.

Monitoring and evaluating our grants enables us to better understand the impact of our grantmaking. It helps us to understand community need, enables us to learn from our grantmaking and inform future 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 can be found at the Charities Evaluation Services website, www.ces-vol.org.uk.

How to Apply

You will need to complete an online application form and send or email the following documents to us at The London Community Foundation by the deadline:

- Completed form B (this will be emailed to you once you have registered online)
- Governing document (e.g. your set of rules or constitution)

- Either your record of income and expenditure for the last 12 months OR annual accounts OR bank statement if you are a new group
- Safeguarding Policy (if your proposal includes work with under 18's or vulnerable adults)

Online application form:

First, please visit: <http://www.londoncf.org.uk/grants/available-grants/overview.aspx> and navigate to the Covent Garden Market Authority section. Click on the Online Application Portal link.

Please read the instructions carefully, tick to say if 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 please double check that your email was entered correctly – this is the most common reason for not receiving your link to the online application form.

☒ Part A of your application

To begin 'Part A' of 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 you submit it. You must click on the save icon before closing your application or the information will be lost.

Before you begin to fill in the application form we recommend that you read through all of the questions so you can plan your responses. Remember, you can save your application at any point and come back to it at any time before you submit it.

Budget breakdown

When filling in the budget section please list all income (name of funder and how much - you may include any support in kind). You must also provide a detailed breakdown of all expenditure –under each heading list the costs and exactly how you have calculated them.

For example:

Staff costs	Project manager (35 hours at £15 per hour) = £525
Activity costs	Clean-up costs (bin hire = £300; 4 cleaners @ £9 per hour x 2 hours = £72)

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 Community Foundation and this will be accepted as a completed application.

You will also be emailed a copy of your completed application for your records.

☒ Part B of your application

As well as receiving the link to 'Part A' in the email there will also be an attachment (a word document) with 'Part B' of your application. Part B should be returned to The London Community Foundation by the deadline date along with all your supporting documents.

You can send your Part B and supporting documents via email: applications@londoncf.org.uk
Or post to: The London Community Foundation, 357 Kennington Lane, London SE11 5QY

If you are emailing your documents, please clearly state your organisation's name in the subject line along with Covent Garden Market Authority name.

e.g. Friends of the park, CGMA application

Where possible, please try to send all your attachments in one email by zipping your documents.

However, if you need to send more than one email, please number them as follows:

e.g. Friends of the park, CGMA application, email 1 of 2

If you email your application and documents a confirmation email will be sent acknowledging receipt within two working days. If you submit your part B and supporting documents by post and require a receipt for your application, you must enclose a stamped addressed envelope if posting, or send your application by recorded delivery.

We regret we are unable to consider incomplete or late applications so please ensure you submit everything by the deadline.

Deadline for Applications

Please return your form and all supporting documents on email or by post, by **Friday 30th March 2012, before 5pm.**

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

Timetable for spending the grant

Applicants will be notified of the outcome of their application **at the beginning of June**. Therefore your project start date should not be before 1st July to give you time to prepare if you are successful. 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 return your form B, along with your supporting documents by post or by email to:

The London Community Foundation
357 Kennington Lane
London
SE11 5QY
Tel: 020 7582 5117

Email: applications@londoncf.org.uk

Website: www.londoncf.org.uk

Please do not hesitate to contact the Programmes team if you would like to discuss your proposal prior to making an application, or if you need help with completing the form or providing the supporting documents.