

Deptford Challenge Trust

Small Grants Programme 2012

Application Guidelines



About The Fund

The Trust continues to provide small grants of up to £5,000 for voluntary and community groups in a defined area of Deptford (please see map). All grants will be for charitable initiatives that make a significant impact in an area of special need prioritised by the Trustees.

Grants of between £500 and £5,000 will be available for activities, groups and organisations that help meet local need. We are particularly keen to help develop the capacity of local community groups and voluntary organisations working in this area.

Grants can be for new initiatives or the ongoing activities of the group. In either case, applicants must demonstrate the need that is to be addressed and how this is to be met.

Fund Themes

In particular, the Trust would encourage applications for projects that:

- Respond to local need and aspirations
- Address the most acute needs of our community
- Encourage the development and sustainability of the organisation
- Encourage networking and local partnerships

Previous Deptford Challenge Trust grantees are welcome to apply, but priority will be given to new applicants. Grants will not be available for the delivery of services that are the responsibility of statutory services e.g. proposals that cover schools' National Curriculum.

Priority will be given to applications that involve more than one organisation or group working together and involving more than one group of local people. In particular, the Trust is seeking to encourage projects between different cultural and age groups, which help build a sense of shared community.

Priority will also be given to small-medium size organisations. Please contact us to discuss your proposal prior to applying if you are a larger organisation (income over £500,000/year).

Core DCT Criteria

All applications for a grant must meet the following criteria:

- Proposed activities must benefit residents within the Deptford Challenge Trust area (please refer to the map);
- There must be some added value to the Trust's funding - grants will not be provided where statutory or other funding is available;

- Where activities are to benefit particular sections of the community, applicants must be able to demonstrate that they have the support, confidence and involvement of the people concerned;
- Proposals must fill a gap in meeting local need and/or help develop the capacity of local community groups and organisations;
- Locally based applicants will be given priority but organisations based outside of Deptford may apply if they can demonstrate that their proposal meets local need and helps build the capacity of local people and organisations. The majority of beneficiaries should come from the DCT area;
- Applicant groups and organisations must have a genuine commitment to equal opportunities;
- For continuing activities the applicant must be able to demonstrate a reasonable plan for future funding.

Who Can Apply?

Community groups, registered charities, companies limited by guarantee, social enterprises or CIC's are all eligible to apply to the fund.

Applicants must:

- have at least 3 trustees, directors or management committee members*
- submit their governing document (e.g. a constitution or Memorandum & Articles)
- submit recent accounts and sound plans for managing your money
- have a bank account in the name of the group, with at least 2 unrelated signatories
- 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)

*Registered charities and other bodies' governing documents may allow for less, in this instance please contact us prior to making an application.

Grant Size

Grants of between £500 and £5,000 are available.

What cannot be funded through this programme?

Grants will not be provided to:

- Individuals
- To meet expenditure already incurred
- To commercial or profit-making organisations or projects
- For activities that are primarily religious or political in nature
- To meet statutory responsibilities, or to statutory organisations (eg. schools) *
- To contribute to major capital or 'bricks and mortar' projects
- To organisations with any outstanding monitoring (overdue) for previous grants through the Deptford Challenge Trust or any other grants programme of The London Community Foundation.

* "Friends of" schools or Parent Teacher Associations may apply, however projects should be open to and be of benefit to the wider community, not just for children at the school. Please call and speak to the Programme Manager about your proposed project before applying if you fall into this category.

How do you apply for a grant?

To apply for a grant please visit:

<http://applications.communityfoundations.org.uk/Entry.aspx?DeliveryAgentID=194&FundName=DeptfordChallengeTrustSmallGrants&FormName=Large>

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).

Part A of the 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 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. You will also be emailed a copy of your completed application.

Part B of the application

As well as receiving the link to 'Part A' in the email you will also receive a 'Part B' of the application. Part B should be return to The London Community Foundation **by 5pm on the deadline date along with all your supporting documents**. We regret we are unable to consider incomplete or late applications.

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 the fund name.

eg. Friends of Bickley Playground Deptford Challenge Trust Small Grant 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:

eg. Friends of Bickley Playground Deptford Challenge Trust Small Grant Application, Email 1 of 2

Monitoring & evaluating your work

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 on the benefits of monitoring and evaluating your work can be found at the Charities Evaluation Services website. www.ces-vol.org.uk

Monitoring and evaluation is therefore a key part of our work, and we ask all grantees to submit regular reports detailing the benefits for your user group and for your organisation. We also ask you to feedback on The London Community Foundation's delivery of the fund.

Full details on the information you will need to collect will be given to successful applicants at the time of grant award. If you are already providing monitoring to other funders for the same work, we are happy to discuss how you can use your existing reporting format for any DCT grant.

How to Apply

Please complete all parts of the application and submit them with **all** supporting documents to the address below, to be received no later than **5pm on Friday 16th March 2012.** Please type your application form wherever possible.

We regret we are unable to consider incomplete or revised applications, so please make sure the application form is fully completed and all supporting documents are included before submission.

If you are sending your application by post and require receipt of its arrival, please include a stamped address envelope, which will be returned to you within 1 week of the deadline date. If you are emailing your application you will receive a confirmation email letting you know we have received it within 3 working days of submission.

Timetable for applications

Completed applications must be received by Friday 16th March. It is anticipated that awards will be made in mid May 2012, so that your proposed work, if successful, can start at the beginning of June 2012.

Please return your completed application form, along with your supporting documents to:

Deptford Challenge Trust
The London Community Foundation
357 Kennington Lane
London
SE11 5QY

Tel: 020 7582 5117 Email: applications@londoncf.org.uk Website: www.londoncf.org.uk