

Lambeth Community Fund



Wates Giving – Small Community Grants

Application Guidelines 2011/12

About The Lambeth Community Fund

The Lambeth Community Fund (LCF) is an exciting charitable venture set up to support the borough now and long into the future – responding over time to the changing needs of local people. This initiative is a collaborative approach to community development and sustainability by uniting the public, private and voluntary sector to work together and collectively apply our skills, talents and resources to benefit the local community. The Fund is being managed by the London Community Foundation.

Please note, these guidelines are for the Wates Giving - Small Community Grants .

Wates Giving - Small Community Grants

Fund Criteria

Grants of between £250 and £2,000 are available for projects being delivered in areas of social housing, for the benefit of residents.

Projects must:

- Be resident-led and based in the community
- Be open to all or be of benefit to the wider community

Funding can be towards existing or new work, or community events. We are particularly looking to fund projects that help to bring diverse communities together and increase resident involvement. You must evidence within your application your link to the specific area of social housing. Applicants should have a track record of working in the locality. Applications from organisations that cannot evidence their work is resident led and specific to the area will not be considered.

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:

- be locally based(i.e. located in a particular area of social housing, estate or neighbourhood) and supporting Lambeth residents
- Have an annual income of less than £100,000
- Be able to demonstrate strong **existing** links within the local area
- have a minimum of 3 un-related management committee members / trustees
- have a governing document (e.g. a constitution)
- have a bank account in the name of the group, with at least 2 unrelated signatories
- have a record of income and expenditure, or bank statement if you are a new group and an account of your income and expenditure to date
- 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)

Grant Size

Grants of between £250 and £2,000 are available, covering any costs relating to your proposed project.

What cannot be funded through this programme?

- projects benefitting any non Lambeth residents
- work that is the responsibility of statutory agencies
- statutory organisations, such as Local Authorities and schools
- any party political activity
- any religious activities or activities promoting religion
- purely commercial ventures
- spending that has already taken place
- individual sponsorship

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

Please note this is an online application form.

In exceptional circumstances where you have no access to the internet you may contact us and outline why you cannot access the internet and if reasonable we will send you a paper application form. Please contact applications@londoncf.org.uk or call the office and ask to speak with the programme manager.

To apply for a grant please visit:

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

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.

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. You must remember to press the save button before closing down your application.

Please remember when completing your budget section to outline all of the individual costs and how you calculated them. Without this level of detail it is very hard to assess whether the costs are appropriate and it may jeopardise your application.

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 returned to The London Community Foundation by the deadline date along with all your supporting documents. We regret we are unable to consider incomplete or late applications.

The supporting documents you will need to provide are:

- Your governing document
- Your most recent accounts or income and expenditure statement signed by your treasurer
- Safeguarding policies if working with young people under 18 or vulnerable adults

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.

e.g. Joe Blogs Foundation, Wates Small Giving 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. Joe Blogs Foundation, Wates small giving application, Email 1 of 2

Please note if your email is too large it will not be accepted by our email system – try to keep all of your emails to below 2MB.

Deadline for Applications

Your application and supporting documents must be received by Friday 24th February 2012 5pm. Incomplete applications will not be considered.

Timetable for spending the grant

Applicants will be notified of the outcome of their application by mid-March. Successful applicants will have 12 months to spend the grant, with the monitoring report due 6 weeks after your project is complete.

Please return your form B along with your supporting documents to:

London Community Foundation

357 Kennington Lane

London

SE11 5QY

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

Emailed applications will be acknowledged within two working days. If you wish to confirm that we have received a postal application then you **must enclose a stamped addressed envelope** as we cannot confirm receipt over the telephone.

Please do not hesitate to contact the grants 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.

wates
giving

The London
Community
Foundation