

## Lambeth Community Fund

### Small Events Fund

#### **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 main focus of the fund is worklessness and supporting groups who are helping residents back onto pathways into employment, training and education.

#### **About this programme – Small events fund**

This programme has been set up in conjunction with Lambeth Council to support community festivals and events in the borough. The fund has been established in recognition of the contribution made by community festivals and events to the local economy, creating a sense of identity and celebrating Lambeth's diversity.

Please note these guidelines are for [small events](#).

#### **Small events**

This fund is specifically for small scale outdoor events not covered by the main Festivals and Outdoor Events Fund. This can cover events such as street parties and localised fun days (for example on a specific estate), where the attendees are likely to be local residents.

Applications are welcome for between £100 - £500. If your event is on a larger scale then please refer to the Festivals and Outdoor Events Fund (applications for between £500 - £15,000).

## **Programme Outcomes**

The main outcome of the fund is to secure a sustainable approach for the delivery of community festivals in the London Borough of Lambeth by increasing:

- The number of Lambeth citizens volunteering in the planning, managing and delivery of community festivals and the arts and
- The number of Lambeth citizens participating in community festivals, particularly amongst those who do not currently participate

## **Programme Themes**

### ***Rich Culture, dynamic communities and promising prospects***

- Lambeth is one of the most diverse places in the country. We would be looking for applications that celebrate the diverse communities and culture of the borough and promote community cohesion.
- We would like to use this fund to show how our communities come together in a number of ways. An event is an excellent way to promote positive and strong relations for people from all backgrounds. We'll be looking for applications that can demonstrate their event/s meet this theme.

## **Who Can Apply?**

Community groups (for example tenants residents associations); registered charities; companies limited by guarantee; charitable incorporated organisations; social enterprises or Community Interest Companies are all eligible to apply to the fund.

*If your event generates any profit you must demonstrate that all profits will be invested back into community projects within the borough.*

### **Applicants must:**

- be locally based (i.e. In Lambeth or adjoining boroughs) and working to support Lambeth residents. Priority will be given to Lambeth based organisations . If an organisation supports residents in other boroughs also, they must demonstrate that the main beneficiaries for their proposed project are Lambeth residents
- have a minimum of 3 unrelated Management Committee members / trustees
- have a governing document (e.g. a constitution, memorandum of association, memorandum and articles)
- submit your most recent accounts (within the last financial year) or sound plans for managing your money if you are a new group
- 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)

## **What can the grant cover?**

All delivery specific costs e.g. hire costs; facilities, P.A systems; sanitary provisions; lighting; professional fees; artist fees; volunteers costs; publicity and marketing costs; licensing and statutory implications; security and safety measures.

### **What cannot be funded through this programme?**

- projects taking place outside of Lambeth
- projects primarily benefiting any non Lambeth residents
- statutory organisations, such as Local Authorities and schools (including nursery / play schools)
- any party political activity that could be seen as promoting a political party
- purely commercial ventures, trade or professional conferences / conventions
- major capital costs e.g. buildings
- spending that has already taken place (retrospective costs)
- an event where people have to take part in religious activities to benefit from the event or to promote a specific religious event or religious beliefs
- Any event acting primarily as a fundraising event for a charity
- Awards ceremonies
- Social events for an organisation
- Any events or festivals taking place after December 2012 and before mid-May 2012 (as the grants will not be awarded until then)

### **The application process**

The following guidance will help you through the application process. Please read through this carefully before starting your application.

#### **First stage of the process – plan your event**

Firstly before you apply you must ensure that you have secured all of the necessary permissions.

If you intend to hold a street party you will need to contact the Transport and Highways department for permission. They have lots of helpful tips and the application form available to download from:

<http://www.lambeth.gov.uk/Services/Business/LicencesStreetTrading/HowToOrganiseStreetPartyLambeth.htm>

Or call the Transport and Highways team on 020 7926 0330 for forms and guidance notes.

If you intend to undertake any of the following activities you will need a Temporary Event Notice (TEN) from Lambeth Council:

- Performances of plays or dance or live music
- Exhibition of films
- Performances of live music / pre-recorded music
- Provision of entertainment similar to music or dancing
- Provision of facilities for making music, dancing, or similar
- Sale of late night refreshment (hot food or hot drinks sold between 11pm and 5am)
- Sale by retail of alcohol / supply of alcohol to members of a club

Temporary Event Notices (or TENs) can be used to allow licensable activities to be carried out on a one-off or occasional basis such as community events.

For more information please contact the Licensing Section at Lambeth Council on: 020 7926 6108 or email at: [licensing@lambeth.gov.uk](mailto:licensing@lambeth.gov.uk)

If you are holding an outdoor event in a public space i.e. a park or open space *owned by Lambeth Council* then you should apply to the main Festivals and Outdoor Events Fund (please refer to our website or call us for more information).

This is going to be a busy year for the borough with the upcoming Jubilee and Olympic Games and we understand that people may like to use this as an opportunity to celebrate these things. Please note that there are strict guidelines regarding the Olympics particularly around use of logos and wording. If your event is linked to this then you should look at the official website <http://www.london2012.com/get-involved/local-leaders/> and contact [local.leaders@london2012.com](mailto:local.leaders@london2012.com) to ensure your event complies with their requirements.

### **Second stage – complete the small events application form**

Before completing the application you should have:

- Secured permission to hold your event
- Checked your organisation is eligible to apply
- Ensure your project meets the fund themes

The application form can be downloaded at:

[www.londoncf.org.uk/grants](http://www.londoncf.org.uk/grants)

Or you can contact the office for an application pack – details are at the end of the guidance notes.

### **Completing the form**

Before you begin to fill in the form we recommend that you read through all of the questions so you can plan your response.

### *Budget*

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 – so under each heading list the costs and exactly how you have calculated them.

For example:

Staff costs	Project manager (80 hours at £15 per hour) = £1,200
Operational/ Activity costs	Clean up costs (bin hire = £300; 4 cleaners @ £9 per hour x 2 hours = £72)

### *Some top tips for top applications*

- Draft your responses before completing the form.
- Make sure that every question has been answered in full.
- Ensure your budget section has a clear breakdown of all the costs. If it isn't provided we cannot assess the application accurately and you are less likely to be successful!
- If there isn't enough space on the form then please use a separate sheet of paper or a detailed spreadsheet for your budget.
- Get somebody to read through the application before sending, preferably someone who knows nothing about the project. This is a great way to pick up on any mistakes or lack of information and rectify it before sending the form.

### **Supporting documents**

You must also include the following with your application – please note any applications that do not provide this supporting documentation will not be considered.

- Governing document
- Most recent annual accounts, or record of income and expenditure
- Safeguarding Policy (if your proposal includes work with under 18's or vulnerable adults)

### **Monitoring**

All successful applicants will have to complete a monitoring form. 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 LCF grant.

### **Deadline for Applications**

The deadline for applications will be **2<sup>nd</sup> March 2012 by 5pm**. Please note if you decide to submit a late application it is unlikely to be considered.

If you are emailing your application form you do not have to provide signatures. We can request these at a later stage.

*Please note if you require a receipt for your application you must enclose a stamped addressed envelope if posting, or send your application recorded delivery. If you email your application and documents a confirmation email will be sent acknowledging receipt.*

### **Timetable**

Grants are available for activities taking place in up to **December 2012**. Applicants will be informed of the outcome by mid May 2012 by letter. **Please ensure that you have considered the timing of your event – we cannot fund events that will have already take place!**

If you are successful you will have one month to return the acceptance form. Please note it normally takes 2 -3 weeks to process the payment. You should take this into account for your project planning.

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

### **The London Community Foundation**

**357 Kennington Lane**

**London**

**SE11 5QY**

**Tel: 020 7582 5117**

**Email: [applications@londoncf.org.uk](mailto:applications@londoncf.org.uk)**

**Website: [www.londoncf.org.uk](http://www.londoncf.org.uk)**

Please do not hesitate to contact us if you need any further guidance.

The Lambeth Community Fund is managed by the London Community Foundation, company limited by guarantee number 4383269 and registered charity number 1091263

