

## Lambeth Community Fund Healthier for Longer Small Grants Fund 2016-18

### About the Lambeth Community Fund

The Lambeth Community Fund is a charitable venture set up to support the borough today and long into the future, responding over time to the changing needs of local people. This initiative is a collaborative approach to sustainable community development where the public, private and voluntary sectors work together to collectively apply our skills, talents and resources for benefit the local community. It was established in 2008 by the transfer of the trusteeship of the Pedlar's Acre endowment from Lambeth Council and has so far awarded over £1.7m in over 200 grants. We are proud to say that between April 2013 and December 2015 these grants supported almost 55,000 people, which represents one in six people resident in the borough!

Over the next four years the Lambeth Community Fund will focus on improving the **wellbeing and quality of life** of Lambeth residents. '*Wellbeing*' covers a broad range of components that an individual needs to live a full and well-rounded life. We will achieve this through four Themes:

1. **Stronger Together** – bringing together people from diverse parts of the community to celebrate what it is to be a Lambeth resident. This Theme encourages local organisations to share, learn and grow together to create a strong and vibrant voluntary and community sector.
2. **Feeling Fine** – focusing on the physical, mental and emotional wellbeing of residents of all ages and backgrounds, looking after the body, mind and soul. This Theme is about health and happiness for all, but will also support those who are particularly vulnerable or have specific needs.
3. **Learning for Life** – helping residents to reach their full potential through the development of skills, knowledge and experience. Whether this helps them to find a meaningful job in their chosen career, or learn more about something they are passionate about, this Theme is about keeping the mind active and challenged, whatever their age.
4. **On the Right Track** – helping those with negative and harmful lifestyles to reconnect with their communities. This Theme will provide targeted intervention to help individuals gain the confidence, skills and knowledge to challenge their own behaviours and create a pathway towards a positive future.

These Themes will be delivered through a number of grant programmes throughout the year which sit under the Lambeth Community Fund 'umbrella'. The Healthier for Longer Small Grants Fund is one of them. Each grant programme will contribute to one or more of these Themes in ways specific to the aims of the individual programme. Please see the Fund Guidelines for each grant programme for more detail.

### About the Healthier for Longer Small Grants Fund

We are delighted to announce that the Lambeth Healthier for Longer Small Grants Fund is open for 2016, thanks to a generous donation from our partners in Lambeth Council. The Fund aims to help

residents of Lambeth to live healthier and more fulfilled lives. Lambeth-based organisations are invited to apply for grants of up to £10,000 a year for up to two years for projects that will help people in their local area to feel happier, more connected with their communities and empowered to make positive changes in their lives.

This is a small grants fund aimed at small, grassroots organisations, and we are particularly interested in projects that are led and delivered by the communities who will benefit.

## Fund Themes and Criteria

Projects funded through the Healthier for Longer Small Grants Fund **must** support one of the following Lambeth Community Fund Themes:

### 1. Learning for Life:

Under the Healthier for Longer Small Grants Fund, this Theme specifically aims to:

- **Improve literacy amongst Lambeth residents of all ages and backgrounds** – with a particular focus on children from birth upwards, encouraging a lifelong love of the written word.

### 2. Feeling Fine:

Under the Healthier for Longer Small Grants Fund, this Theme specifically aims to:

- **Increase access to nature and the environment** - encouraging local people to take action to improve the physical environments of their neighbourhoods. Through participation in green projects, we aim to improve the physical, mental and emotional wellbeing of Lambeth residents, and bring together diverse communities within neighbourhoods.

## Applications must meet the following criteria:

- Projects must be of benefit to Lambeth residents;
- Projects must meet a locally identified need. You will need to demonstrate that the project is wanted and needed by the communities who will benefit, for example, through consultation or informal feedback;
- Applicants must demonstrate how the proposed work meets a gap in provision and complements existing services.

## Priority will be given to:

- Projects that work with the most disadvantaged members of the community, in particular, those who are not currently accessing services;
- Projects that reduce social isolation, encourage community cohesion and celebrate diversity;
- Applications that actively involve the communities who will benefit from the grant in planning the project and making it happen;
- Projects that will have a long-term impact on the community of Lambeth;
- Projects that have a sustainability plan for continuation beyond this funding period;
- Projects that engage local people as volunteers (outside of any management committee members);
- Applicants that are working in partnership with other organisations.



### NEED HELP?

***If you would like to discuss your project idea please call us on the number below. We can advise you on how to address the Fund priorities and criteria in your application.***

### Examples of projects that could be funded:

- A summer reading project where young people aged 13-18 read with primary-aged children in their local library.
- ESOL (English for Speakers of Other Languages) classes for women from migrant communities with a focus on increasing employability skills.
- An edible garden project that develops a disused communal space within a neighbourhood. Local volunteers are trained to run Saturday drop-in sessions which bring together residents of all ages, ethnicities and backgrounds to look after the garden and grow produce which is then cooked in healthy eating and community cooking sessions.

### Who Can Apply?

Community groups, registered charities, tenants and residents associations (TRAs), companies limited by guarantee, social enterprises or community interest companies (CICs) are all eligible to apply to the fund.

Your organisation will need to have the following elements in place prior to an application:

- A governing document (e.g. a constitution)
- An active management committee of at least three people who are not related\*
- A bank account in the name of the group, with at least two unrelated signatories
- Recent financial accounts (unless the group is new) and sound plans for managing your money
- A safeguarding policy for working with children and young people (under 18) and/or vulnerable adults, if relevant

\*CICs and other bodies' governing documents may allow for fewer. In this instance, please contact us prior to making an application.

Applicants **must** have an annual income of £250,000 or less.



#### NEED HELP?

*If you are unsure whether you are eligible to apply please call us on the number below.*

### Grant Size

Grants of between £500 and £10,000 are available for projects of up to two years. We will fund both new and existing projects. Only a small number of two-year awards will be made in year one to *exceptional* projects. Please talk to us first before applying if you are considering applying for a two-year grant.

### Funding available

The total amount of funding available under each Theme is as follows:

Learning for Life	£90,000 per year
Feeling Fine	£30,000 per year

This means that there will be greater competition for funds under Feeling Fine.

We encourage applicants to follow the principles of ‘full cost recovery’ and include core costs within the budget, for example, including an appropriate portion of the organisation’s rent, administrative costs etc. Please visit [www.ncvo-vol.org.uk](http://www.ncvo-vol.org.uk) for further information.

## Relevant Exclusions

Grants will not be provided to:

- Projects primarily benefiting people who do not live, work or study in Lambeth;
- Activities based primarily outside Lambeth;
- Statutory organisations, such as Local Authorities, NHS organisations and schools\*;
- Individuals ;
- Meet expenditure already incurred;
- Commercial or profit-making organisations or projects;
- Activities that are primarily religious or political in nature;
- Contribute to major capital or ‘bricks and mortar’ projects;
- Organisations with any outstanding (overdue) monitoring for previous grants through The London Community Foundation.

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

## Monitoring & Evaluating Your Work

Monitoring and evaluating our grants enables us to better understand the impact of our grant-making. It helps us to understand community need, enables us to learn from our grant-making 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](http://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 our 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 awarded a grant from this fund you will need to attend a training session which will help you to monitor and evaluate the impact of your work on your beneficiaries’ wellbeing, using the Five Ways. There is a monitoring and evaluation framework that we would like you to use, and you will be given support to introduce it into your work.

## How to Apply

Applications are submitted through an online application form including all supporting documents. If you have no access to the internet please call the office and ask to speak with the Programme Manager for the Lambeth Community Fund.

To apply for a grant please visit: <https://ukcf.secure.force.com/forms/LondonCF/LambethH4L>

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 check the address before submitting.

To begin 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.

When completing the budget section please outline all of the individual costs and how you calculated them. Without this level of detail it is difficult to assess whether the costs are appropriate and it may jeopardise your application.

At the end of the application you will be asked to upload the following supporting documents by clicking on the ‘Attachments’ button at the bottom of the page:

- Your governing document (e.g. your constitution or memorandum and articles)
- Annual accounts OR bank statement if you are a new group
- Safeguarding policies if working with young people under 18 or vulnerable adults
- Names and addresses of your management committee

**Please note that your application will not be considered complete without these. Please do not send your supporting documents to us by email.**

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.

Please contact us if you would like help completing an application online or if you are unable to upload your supporting documents.

**Please make sure you click on the ‘*Submit*’ button, as we will not receive your application unless you do so.**

## **Application Deadline**

The deadline for completed applications, including all supporting documents is **12pm on 30<sup>th</sup> September 2016.**

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

Due to volume of applications we receive, we cannot confirm receipt of applications over the telephone.

### **Some top tips for top applications:**

- Draft your responses before completing the online form
- Make sure that every question has been answered in full (the online form will prompt you)

- Ensure your budget section has a clear breakdown of all the costs associated with your project
- Ask 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 submitting.

## What Happens Next?

We may contact you to discuss your project. This will usually be a phone call to clarify information or ask additional questions about your project. The Lambeth Community Fund Grant Committee will then meet to discuss and agree projects for funding. We aim to let you know the outcome of your application within 12 weeks of the closing date. Successful applicants will have a maximum period of 12 months from 12<sup>th</sup> December 2016 to spend the grant.

We regret that we are unable to consider incomplete applications, so please make sure the application form is fully completed and all supporting documents are included before submission. Organisations with outstanding monitoring across any of LCF's programmes are ineligible for further funding; so please ensure all monitoring is up-to-date before submitting your application.



### Need Help?

Please do not hesitate to contact us:

- if you have any queries about your proposal prior to making an application
- if you need help with completing the form or
- if you have problems with providing the supporting documents

You can also download resource packs on what to include in your governing document and safeguarding policy from The London Community Foundation's website at:

<http://www.londoncf.org.uk/grants/training-and-resources.aspx>

## Contact Us

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