

Safer Stronger Communities Select Committee Agenda

Monday, 5 November 2018

7.00 pm

Civic Suite

London SE6 4RU

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This meeting is an open meeting and all items on the agenda may be audio recorded and/or filmed.

Part 1

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Safer Stronger Communities Select Committee Members

Members of the committee, listed below, are summoned to attend the meeting to be held on Monday, 5 November 2018.

Janet Senior, Acting Chief Executive
Thursday, 25 October 2018

Councillor Pauline Morrison (Chair)	
Councillor James Rathbone (Vice-Chair)	
Councillor Tauseef Anwar	
Councillor Sophie Davis	
Councillor Colin Elliott	
Councillor Alex Feis-Bryce	
Councillor Sue Hordijkenko	
Councillor Sakina Sheikh	
Councillor Bill Brown (ex-Officio)	
Councillor Juliet Campbell (ex-Officio)	

SAFER STRONGER COMMUNITIES SELECT COMMITTEE			
Report Title	Main grants programme 2019-22		
Contributors	Executive Director for Community Services		
Class	Part 1	Date	5 November 2015

Reasons for lateness and urgency

The report was subject to a late dispatch due the fact that the main grants consultation did not close until 11:59pm on Thursday 25 October and officers needed time to analyse the results and complete the report.

1. Purpose

- 1.1 This submission provides the Safer Stronger Communities Select Committee with a draft of the Mayor and Cabinet paper which is proposed for consider on 21st November 2018.
- 1.2 The paper sets out the background to the main grant programme, the results of the recent publication and the proposed approach for re-letting the programme through to 2022.
- 1.3 The Committee should note that this paper has yet to be subject to legal or financial review so some elements of it may change but it is not anticipated that any changes will be material.

2. Recommendation

- 2.1 Members of the Safer Stronger Communities Select Committee are recommended to review the paper and application guidance/form and make comments for amendments prior to submission for Mayor and Cabinet consideration.

If there are any queries about this report please contact James Lee, Head of Culture and Community Development on james.lee@lewisham.gov.uk, 020 8314 6548.

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MAYOR AND CABINET (CONTRACTS)			
Report Title	Main Grants Programme 2019-22		
Key Decision	Yes	Item No.	
Ward	All		
Contributors	Executive Director for Community Services, Executive Director for Resources and Regeneration, Head of Law		
Class	Part 1	Date:	21 November 2018

1. Purpose and summary of the report

- 1.1 Lewisham's main grant programme was last fully let in 2015 following a full public consultation on the revised framework which was agreed by Mayor and Cabinet (Contracts) on 12 November 2014.
- 1.2 These grants are due to expire at the end of March 2019 and the whole programme will need to be re-let. As part of the process of re-letting the programme the Council has proposed a number of changes to the assessment criteria. As such it has been necessary to run a three month consultation on these changes in order to allow for the sector, and the wider community, to give their views on the overall approach and to highlight any areas that they believe should be included in the programme.
- 1.3 This paper sets out the results of that consultation and seeks agreement for the process of re-letting the programme through to March 2022. The paper also seeks agreement to extend the current grants through to 31 July 2019 to allow for the application process to be completed and a full three months' notice given to all groups regarding the change of funding arrangements in line with the Voluntary Sector Compact. This extension is necessary to ensure decisions regarding the overall available budget for the programme are agreed in line with wider budget decisions across the council.
- 1.4 The overall re-letting of the programme will take place with an annual budget cut of £1,000,000.

2. Recommendations

- 2.1 It is recommended that the Mayor and Cabinet (Contracts):
- Note the outcome of the consultation on the main grants programme
 - Agree the recommended approach to the programme for 2019-2022 as set out in section 7
 - Agree the application form and guidance as attached as appendix 2
 - Agree to the timetable for letting the 2019-2022 programme as set out in section 8
 - Agree the recommendation to extend the funding of 60 voluntary and community sector groups, as outlined in section 8 and set out in appendix 3, for April-July 2019

- Agree the contribution to London Councils of a maximum of £229,056 for financial year 2019-20

3. Policy Context

- 3.1 Lewisham’s Sustainable Community Strategy 2008-2020, ‘Shaping our Future’, sets out the borough’s ambitions to encourage development, enable citizens to live healthy lives and to empower Lewisham’s communities to prosper. It has six strategic priorities, including a commitment to creating a borough that is “Empowered and Responsible: where people are actively involved in their local area and contribute to supportive communities”.
- 3.2 The empowered and responsible strand of the strategy highlights the importance of the community and voluntary sector in all areas of public life. It recognises that the sector plays a significant part in Lewisham’s ongoing success. This is reflected in Lewisham’s corporate priorities: “Community leadership and empowerment: developing opportunities for the active participation and engagement of people in the life of the community”.
- 3.3 Lewisham has a strong history of working with the voluntary and community sector and empowering residents and communities. Lewisham is fortunate to have a strong and thriving sector which ranges from very small organisations with no paid staff through to local branches of national charities. The sector includes charities, not for profit companies limited by guarantee, faith organisations, civic amenity societies as well as social enterprises. There are estimated to be around 800 community and voluntary sector organisations in the borough.
- 3.4 What all these organisations have in common is their ability to bring significant additional value to the work that they do through voluntary support and raising funds from sources not available to other sectors such as charitable trusts. In addition they often provide services that the Council cannot easily provide; create links between communities and people; and give people a voice.
- 3.5 As well as being directly involved in delivering services to citizens in the borough, third sector organisations also provide the essential infrastructure to allow the sector as a whole to develop and support individual citizens to be able to play an active role within their local communities.
- 3.6 Lewisham was the first London Borough to develop a Compact with the third sector in 2001. The compact seeks to support a positive relationship between the sector and key statutory partners. It includes expectations around the management of grant aid as well as broader partnership working principles. The compact was further developed in 2010 with the addition of guidelines for commissioning with the third sector in recognition of the important contribution that the third sector should play in identifying needs as well as potentially delivering service solutions.
- 3.7 Although the third sector’s role within the commissioning of local public services continues to grow the council recognises that there continues to be a need for grant aid investment for the following reasons:
- A recognition of the importance of maintaining an independent sector that can act as a critical friend to challenge public sector policy and delivery.
 - A recognition that the third sector is often better placed to understand local communities and develop innovative assets based programmes that avoid the

need for expensive, and sometimes unwelcome, statutory interventions at a later date.

- A recognition that some people may feel more able to access voluntary sector groups due to suspicion, or negative experiences, of statutory services.
- A recognition of the key role that the sector plays in building civic participation, providing a voice for seldom heard residents and providing community intelligence.
- A recognition of the great diversity of the sector and the need to engage with small and emerging groups as well as large established organisations.
- A recognition of the sector's potential to take risks and innovate which does not sit easily within commissioning frameworks.
- A recognition that third sector organisations have been key delivery partners within Lewisham, including for a wide range of targeted short term initiatives. Grant aid provides a level of security for organisations ensuring that there is a strong sector able to address local need, attract significant additional resources and be ready to work in partnership with us.

4. Background

- 4.1 Lewisham's main grant programme was last fully let in 2015 following a full public consultation on the revised framework which was agreed by Mayor and Cabinet (Contracts) on 12 November 2014.
- 4.2 The allocations for 2015-2018 were agreed by Mayor and Cabinet (Contracts) on 13 May 2015. Funding was provided over four themes:
- strong and cohesive communities
 - communities that care
 - access to advice services
 - widening access to arts and sports
- 4.3 Due to the overall financial position of the Council Mayor and Cabinet agreed to reduce the funding to the grants programme by £1m from 1 April 2017. This equated to around 25% of the overall main grants budget.
- 4.4 Following consultation with the sector, in July 2016 the Mayor and Cabinet (Contracts) agreed that a full re-letting of the current programme was not appropriate and that officers should seek to realise the saving from the existing funding allocations through the activity outlined below in order of precedence:
1. Remove funding from under-performing groups/those performing least well
 2. Negotiate reductions and seek alternative funding streams
 3. Work with groups to consider mergers or asset sharing
 4. Pro-rata reductions across all groups
- 4.5 In recognition of the fact that groups with funding agreements for three years faced reductions during that period it was agreed that the revised settlement would be extended for a further year through to 31 March 2019.
- 4.6 Following formal meetings with all funded groups, officers developed funding recommendations which were agreed by Mayor and Cabinet (Contracts) on 7 December 2016, following appeals. A total of 60 grants were recommended for funding, the majority with a pro-rata cut of 15.3%. Four organisations were de-funded.
- 4.7 These grants are due to expire at the end of March 2019 and the whole programme will need to be re-let. As part of the process of re-letting the programme the council has proposed a number of changes to the assessment criteria. As such it has been necessary to run a three month consultation on these changes in order to allow for the

sector, and the wider community, to give their views on the overall approach and to highlight any areas that they believe should be included in the programme.

- 4.8 This paper sets out the results of that consultation and seeks agreement for the process of re-letting the programme through to March 2022. The paper also seeks agreement to extend the current grants through to 31 July 2019 to allow for the application process to be completed and a full three months' notice given to all groups regarding the change of funding arrangements. This extension is necessary to ensure decisions regarding the overall available budget for the programme are agreed in line with wider budget decisions across the council.

5. Consultation overview

- 5.1 As set out above the council proposed a number of changes to the overall approach to the next round of the main grants programme. These proposals have been informed by general feedback from the sector and research into wider funding practice as well as specific pieces of work such as the Safer Stronger Communities Select Committee's 'Capacity in the Voluntary Sector' report and the review of Lewisham's funding of youth theatre and performing arts which was presented to Mayor and Cabinet in November 2017.
- 5.2 The draft consultation paper was also amended following feedback from the Safer Stronger Communities Select on 12 July 2018 and the Stronger Communities Partnership Board (chaired by the Cabinet Member for the Community Sector, Cllr Jonathan Slater) on 18 July 2018.
- 5.3 The online consultation ran for three months from 25 July to 25 October 2018 with two public meetings held on 17 September and 17 October (again chaired by Cllr Slater).
- 5.4 The consultation allowed for individuals/organisation to give general feedback and comments but also sought specific feedback on a number of assertions set out below:
- That the majority of the previous grants programme remains sound therefore it is sensible to maintain many aspects of the criteria and the themes
 - Given the financial position of the council funding collaboration and partnership working are more important than in 2015 and that these areas be afforded increased weighting as part of this assessment round.
 - That partnership bids from organisations working together to deliver single services would be expected and that funding would not be available different organisations separately to deliver a joint service
 - That partnership working and innovation would be promoted by reducing the number of sub-criteria with the themes in order to promote innovation and cross-organisational working e.g. Communities that Care would no longer be split into 5 strands but would focus on the overarching outcomes of the theme and seek innovative bids from the sector to meet these.
 - That while removing existing themes we may wish to target funding at areas of real need. This need could be defined in terms of the type of support needed by organisations, areas of the borough that are particularly lacking in provision or particular communities that are currently underserved by the programme.
 - That a different approach would be necessary under the Access to Advice theme due to the work already undertaken to develop the Advice Lewisham partnership with a more targeted approach taken to preserve the infrastructure developed to date.

- That the Widening Access to Arts and Sports theme is broadly fit for purpose but should also clearly state that applications should ‘provide opportunities for people of all ages to improve their health, wellbeing and resilience via participation’
- That core funding could potentially increase the ability of the sector to deliver effective services across the borough.

5.5 In order to test these assertions, and seek more general views, the consultation asked for specific feedback on a number of questions as set out below:

Overall

- a. The council wishes to retain a commitment to grant aid for the voluntary and community sector. Do you agree that grant aid is important? Is there anything missing from the rationale?
- b. How long do you think that grants should run for to allow for both organisation stability and new charities and projects to have the opportunity to bid for funding?
- c. Should funding be split to provide some long term grants and some smaller ‘development or innovation grants’ that run for a short period? If yes, do you feel the current Small and Faith grant fund should be included within this model?
- d. Which of the following do you think would deliver better outcomes for the residents of Lewisham:
 - i) Spreading funding across more organisations with each getting less
OR
 - ii) Funding fewer organisations to a higher level
- e. Should grants be provided to cover ‘core’ or project costs? If you feel that the grants should cover ‘core’ costs please tell us how you think the impact of this funding should be measured.
- f. Do you agree that the current funding themes are the correct ones? If not, please tell us what you feel is missing.
- g. Do you feel any of the themes should be considered a higher priority than the others? If so, why?
- h. Do you agree that the funding collaboration and partner profile criteria even more important than in 2015? If not, why not?
- i. Do you feel that the proposed changes would have a negative or positive impact on Lewisham residents on the basis of their race, gender, faith/religious belief, disability, age, sexual orientation, gender assignment or marital status? Please provide comments on the impact you feel the proposed changes could have, which groups you feel may be affected and any action you feel we could take to mitigate any potentially negative impact.
- j. Do you have any other comments on the overall proposals?

Strong and Cohesive Communities

- a. What particular infrastructure support needs exist in the sector in Lewisham? What other services are available to support groups?
- b. Should community development funding be targeted at areas of highest need – either geographically OR demographically?
- c. Should community development funding be targeted at areas that currently have relatively few services compared to the rest of the borough?
- d. What is the most effective way of targeting funding around equalities?

Communities that Care

- a. Do you support the removal the sub-themes under Communities that Care? If not, why not?
- b. Are there any specific areas that you feel we should be focusing on under this theme?

Access to Advice Services

- a. Do you support the proposed approach to advice services based on the work of the Advice Lewisham partnership? If not, why not?

Widening Access to Arts and Sports

- a. Do you agree that one of the aims of this theme should be ‘to provide opportunities for people of all ages to improve their health, wellbeing and resilience via participation’? If not, why not?
- b. Should funding under this theme be targeted at groups with traditionally lower rates of participant?
- c. Are there any other areas you would like to see included within this theme?

6. Consultation results and conclusions

- 6.1 As set out in section 5 the online consultation was open for three months from 25 July to 25 October 2018 with two public meetings held on 17 September and 17 October.
- 6.2 There were 77 responses to the online consultation with a further 49 attending the two consultation meetings. Of the online responses 40 were made on behalf of an organisation (the 39 who self-identified are listed at appendix 1) with 36 individual responses and 1 respondent not specifying in either category. Overall feedback from the consultation meeting mirrored that provided via the online survey so the conclusions set out in section 7 take account of both avenues of feedback.

Rationale for grant funding

- 6.3 The first section of the consultation explored whether respondents felt that there was still a strong rationale for grant funding rather than taking a commissioning approach or using another way of delivering activity. The vast majority of respondents agreed that grant aid is important with 68 strongly agreeing, 6 agreeing and only 2 disagreeing

with 1 neither agreeing nor disagreeing. There were no respondents who strongly disagreed.

- 6.4 There were 33 responses to the question of whether there was there anything missing from the rationale for grant funding. However, 9 of these responses simply reiterated support for the existing criteria.
- 6.5 The most common theme in the remaining responses suggest that the grant criteria should reflect a focus on local need whilst also demonstrating the borough's endorsement of groups to other funders. This increases the ability within the sector to bring in significant amounts of additional resource to support Lewisham residents, representing a multiplier effect on investment.
- 6.6 Another point was that some people may feel more able to access voluntary sector groups due to suspicion, or negative experiences, of statutory services and therefore grant aid increases the ability of funding to reach those who may otherwise go unsupported. Officers feel that these are both well-made and uncontentious points so have updated the existing criteria at paragraph 3.7 and will use this list as the preamble to the full application process.
- 6.7 A number of respondents seemingly misunderstood this question and responded with criteria against which groups should be funded rather than overall criteria that support grant aid. Of these responses there was strong support that funding should be targeted at efficient, effective and well run organisations that are able to demonstrate the ability to attract other funding to the borough.
- 6.8 Typical responses included phrases such as "those funded should display excellence, accountability and best value for money" and "some organisations are wholly dependent on LBL funding and yet fail to prove efficacy and reach."
- 6.9 These are echoed in comments highlighted in paragraphs 6.39 and 6.40 – and are reflected in the proposed approach outlined in section 7 and in the application form and guidance attached as appendix 2.
- 6.10 The only caution against focusing on the most established and effective groups came from a number of respondents who noted that smaller, more local groups should not be overlooked and these concerns are address within the proposed approach outlined in section 7.

Length and types of funding

- 6.11 The next section of the consultation related to the length and type of funding that should be available.
- 6.12 On the length of grants there was a general consensus that the grants should be between 2 and 5 years with a slight preference for the longer period. Overall 37% of respondents thought the grants should be 2-3 years with just over 50% opting for 3-5 years. The idea of grants of 1 year or less attracted just 4% support while over 5 years was favoured by just under 8%.
- 6.13 However, alongside this there was strong support for splitting funding to provide some long term grants and some smaller 'development or innovation grants' that run for a shorter period with over 61% of respondents favouring this approach and less than 21% disagreeing with the proposal. Just over 18% of respondents were not sure which approach they supported.

- 6.14 The responses to whether all small grants should be rolled into the process was much more mixed with 27% of responses saying yes, 22% saying no, 30% being unsure and a final 21% not answering the question.
- 6.15 There was strong support for the grants to cover both 'core' and project costs with over 72% of respondents selecting this option. Core costs only was favoured by around 21% with less than 4% favouring project only grants with the remainder unsure.
- 6.16 However, there was also a significant level of narrative feedback related to this question with 51 respondents making further comments. The analysis of these responses has shown much greater support for core cost funding that might be assumed from the quantitative feedback with around a third of the free text submissions from those who opted for core and project funding extolling the virtues of core funding as the most effective method of promoting a vibrant voluntary sector.
- 6.17 A number of those who identified core funding as key, highlighted evidence to support their position including a report from the Philanthropy Institute (2017) which highlighted the benefits of core funding but the extent to which funders are reluctant to make grant to help with core costs, including overheads and day-to-day operations. In addition there was also reference to the House of Lords Select Committee report *Stronger Charities for Stronger Society* which reinforces how damaging project only funding can be to non-profits and those they serve. Also the Council's own Safer Stronger Communities Select Committee report, *Capacity in the Voluntary Sector*, which recommended 'providing the opportunity to fund core costs'.
- 6.18 For those who explained their support for both core and project costs directly there were a number of references to 'full cost recovery' whereby an element of core costs should be covered within any effective project funding. There was also a feeling that project costs be targeted at smaller groups.
- 6.19 Feedback on how core costs should be monitored provided a degree of consensus with those who addressed the questions directly, normally referring to the assessment of the 'added value' across the whole organisation and the extent to which core funding released the potential of an organisation to raise more funds from elsewhere.
- 6.20 The final element of this section related to the spread of funding which provided support for funding fewer organisations to a higher level (just over 62%) over spreading funding across more organisations with each getting less (just over 36%).
- 6.21 Taken together the responses to this section provided a clear steer on a number of points and a more nuanced position on others. The areas where there was clarity were:
- Grants should be between 2 and 5 years
 - There should be a split between longer and short funding periods
 - That core funding should form some part of the funding offer and this should be monitored at an organisational level
 - Project costs should be available for smaller groups
 - That fewer organisations should be funded at a higher level
- 6.22 Areas where there was less clarity related to the inclusion of other small grant funding within the process and the balance between core and project funding that should be available.

Funding themes and criteria

- 6.23 The next section of the consultation covered funding themes and criteria.

- 6.24 There was clear support for retaining the existing 4 themes with over 74% supporting their retention and less than 15% dissenting from this view. In summary these themes are:

Strong and Cohesive Communities – this theme seeks to develop and maintain strong communities and build a more inclusive and cohesive borough. With the reduction in statutory resources, residents and communities are being asked to do more for themselves. This theme seeks to ensure that there is an infrastructure across the borough that can encourage and capitalise on active citizenship, supporting grass roots activity. The theme also funds services that provide equalities support to ensure equal access to services.

Communities that Care – the overall intention of this theme is to fund a range of organisations that together provide support to vulnerable adults to assist them in accessing services, prevent their needs from escalating, reduce the burden on statutory services and provide links between statutory services, VCS and communities in relation to working together to support vulnerable adults. The activities funded through this theme form an important part of the borough’s preventative strategy.

Access to Advice Services – the advice sector provides an essential service to some of the borough’s most vulnerable residents. Advice organisations provide independent, high quality advice to individuals to ensure that they receive the benefits they are entitled to, are supported to manage debts, address financial exclusion and deal with housing issues. Statutory services work closely with the advice sector as addressing these issues are of mutual benefit.

Widening Access to Arts and Sports - this theme seeks to ensure that the rich and diverse contribution that the borough’s Arts and Sports organisations make to the quality of life of residents is maintained. The Arts and Sports sectors are adept at attracting resources from external funding, earned income and volunteers. However, the sectors still require a level of core funding to enable them to continue to attract these resources that would otherwise be lost to the borough. The focus of our support is on increasing participation particularly by those who are less able to participate due to disability, economic disadvantage and age.

- 6.25 In response to the question regarding areas that are missing from the current themes there were 25 further responses with 2 mentioning education and training as a missing area and a number of others highlighting that social isolation should be more explicitly referenced.
- 6.26 However, the most common observation being that the themes are the correct ones but are potentially limiting and do not recognise that many service cut across the boundaries between the areas. This is an issue that was highlighted prior to the consultation and which prompted the inclusion of a proposal to remove the sub themes within Communities that Care. The response to this area supported the above feedback with over 51% either strong supporting or supporting the proposal and less than 17% opposing or strongly opposing.
- 6.27 Those that opposed the removal of the themes tended to do so for one of two reasons – either they provided a specific service that was covered by one of the sub-themes and/or they erroneously took it to mean that by removing the themes, these areas would no longer be considered for funding.
- 6.28 However, as well as strong support for the removal of the sub-themes within Communities that Care there were also 41 responses which highlighted areas that should be mentioned as a priority. The vast majority of these were areas that are covered in the general criteria e.g. support for vulnerable adults, transport, advocacy

etc. Social isolation was again mentioned here and there were several responses which called for services which sought to integrate communities to be given greater priority.

- 6.29 When considering whether any of the themes should be a higher priority than the others nearly 43% felt there should be some priority with 57% saying no or not sure (31 and 25% respectively). The analysis of the narrative responses to this question (41 in total) showed stronger support for Communities that Care (13 references with a further 2 making specific reference to advocacy service for adults with learning disabilities) followed by Access to Advice (8 references) and Stronger Cohesive Communities (7 references with the majority referring to empowering communities to help themselves). Widening Access to Arts and Sports was not as well supported with only 3 respondents highlighting this theme as a priority and 2 others stating that it should receive less funding as more alternative funding is available for these activities. However, these responses generally reflect the size of the current funding pots and are therefore not unexpected.
- 6.30 There was reasonably strong support for funding to protect the advice infrastructure developed through the work of the Advice Lewisham partnership with 54% of respondents in overall support with the following results returned: Strongly Support 16%, Support 38%, Neither support or oppose 21%, Oppose 14%, Strongly Oppose 2% and Not Answered 9%.
- 6.31 There were 27 further response to this element of the consultation with those who responded most often highlighting the waiting times on the current Adviceline, the limited availability of home visits and the lack of integration with other services such as libraries as reasons why they did not support the Advice Lewisham model.
- 6.32 With specific reference to the Strong and Cohesive Communities theme there was a mixed response to targeting resources geographically in terms of need (40% for, 42% against) but stronger (relative) support for targeting at areas that currently have relatively few services compared to the rest of the borough with 44% supporting this and only 18% opposing (the remainder were either unsure or did not answer). There was strong support for targeting these resources demographically with nearly 69% of respondents favouring targeting and just over 18% taking the opposite position. These responses will be picked up in the equalities section below (paragraphs 6.42 – 6.52).
- 6.33 Within this theme there were a significant number of narrative response relating to infrastructure needs for the sector in Lewisham with 56 written response to this question.
- 6.34 However, around half of the responses highlighted gaps in service provision, such as advice, advocacy, community development and support for specific groups, rather than in sector infrastructure. These comments were in line with feedback across other questions and so have been considered alongside them.
- 6.35 Where responses highlighted sector-wide infrastructure needs the most common was the need for information sharing and networking opportunities. Several of these responses called for the council to take a more active role in this sphere through the creation of document 'depositories' and through the provision of meeting spaces. The most common request beyond this was for specialist support relating to legal, financial and governance issues. Several respondents commented that overarching infrastructure support was a waste of money and this resource should be re-invested in direct service provision.
- 6.36 In terms of existing support available to the sector several respondents mentioned Voluntary Action Lewisham and there were several references to the Neighbourhood Community Development partnerships (run by Community Connections), Lewisham

Education Arts Network (LEAN) and local faith and church networks. Other groups that were mentioned once included the emerging 'London Hub', Lewisham Local and the New Cross Community Trust.

- 6.37 The final specific questions in this section related to the Widening Access to the Arts and Sport theme, regarding inclusion of 'providing opportunities for people of all ages to improve their health, wellbeing and resilience via participation' as a criteria and the targeting of the theme at groups with traditionally lower rates of participation?
- 6.38 These were both supported with 91% agreeing or strongly agreeing with the extra criteria while over 49% of respondents favoured the targeting of resources against only 22% who were against this. Narrative responses to this question highlighted specific groups who might be targeted including children in care or temporary accommodation, people with learning disabilities and those with long term health conditions.
- 6.39 Beyond the specific themes there was significant support for the assertion that the funding collaboration and partner profile criteria are even more important than in 2015 with 69% of respondents in agreement and only 14% disagreeing. Those that provided narrative feedback on this area (30) generally re-iterated their support for the principles of partnership working but there were some notes of caution that this not be seen as a panacea in a time of diminishing resources. A number of respondents made the point (similar to others elsewhere in the consultation) that funding efficient and quality organisations should be prioritised. This was explicitly stated, in this context, as preferable to providing funding to less effective groups and encouraging them to partner with stronger ones.
- 6.40 Respondents were then given a free text opportunity to provide overall comments on the proposals. There were 32 responses to this element of the consultation with a significant number of comments simply re-iterating overall support for the grants process. A number of comments related to issues outside the scope of the grants programme including police numbers, regeneration schemes and the councils role in lobbying for more resources with the final group of responses again echoing comments detailed in paragraphs 6.39 and 6.9 regarding the prioritisation of resources towards the most well managed and efficient organisations.
- 6.41 Overall the responses in this section provided clear preferences in a number of areas. These include:
- Support for the removal of the sub theme criteria on the understanding that it be re-enforced that this did not mean any services were being explicitly removed from the scope of funding
 - Linked to the above there was support for making it clear that services including transport and advocacy remained a priority as do those that serve to integrate communities and tackle social isolation
 - There was limited support for targeting funding simply geographically unless this related to a lack of existing provision in that area.
 - Demographic targeting was supported and this is addressed in the equalities section below.
 - The main infrastructure support needs (excluding equalities) identified were networking and partnership support and specialist legal, financial and governance support although there was no consensus on how these needs should best be met
 - There was support for a bespoke approach to Advice services based on the work of the Advice Lewisham partnership.
 - Within Widening Access to the Arts and Sport theme there was support for the inclusion of 'providing opportunities for people of all ages to improve their health,

wellbeing and resilience via participation' as a criteria and the targeting of the theme at groups with traditionally lower rates of participation.

- There was support for increased emphasis on funding collaboration and the partner profile.
- Overall there was a preference for targeting funding at groups with a strong track record of efficiency and effectiveness.

6.42 On a more general point some responses highlighted the need for services that were excluded from the criteria in 2015 as they were explicated, commissioned or delivered elsewhere. These included education and employment services and those explicitly for children and young people (except under the Widening Access to Arts and Sports theme). These exclusions remain in place and will be made explicit as part of the application process.

Equalities

6.43 The Equality Act 2012 (the Act) introduced a new public sector equality duty (the equality duty or the duty). It covers the following nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

6.44 In summary, the Council must, in the exercise of its functions, have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- advance equality of opportunity between people who share a protected characteristic and those who do not.
- foster good relations between people who share a protected characteristic and those who do not.

6.45 As such there were a number of questions within the consultation regarding how best the revised approach to the grants programme might support these aims.

6.46 Overall there was support for the idea that community development funding be targeted at areas of highest need in terms of demographics with nearly 69% of respondents agreeing with this approach and only 18% disagreeing.

6.47 However, there was less clarity of exactly which groups should be targeted and how. There were 51 respondents to the question relating to targeting funding around equalities but little or no consensus regarding an approach. There were a number of requests that the council make more data available to show which groups are most marginalised but these were countered by other responses which stated that only by funding local, user-led groups could there be a true understanding of needs and there was clear support for an assets-based approach in this regard. A number of respondents stated that all groups should have targets for engaging all groups, particularly those who do not naturally engage with the services.

6.48 On the overall impact the proposed changes may have across the protected characteristics there was a mixed response. It was clear from the narrative response that the vast majority of those who responded to these questions did so in reaction to proposed budget cuts rather than the approach to funding so to an extent these response are not pertinent as part of this consultation. However there were a number of responses which highlighted the need for advice service in additional languages to be maintained and, again, that advocacy service not be disadvantaged by the removal of

themes under Communities that Care. Other than this there was a general feeling from those that commented directly on the proposed changes that they represented a positive move. An example of this is reflected in the comment that 'the proposed changes appear in theory aimed at enhancing the impact of organisations in for those groups. However, a reduction of the total amount of funding available will impact negatively all groups, despite improved criteria for awarding the grants.'

- 6.49 Again, the majority of responses on the potential impact on the individual protected characteristics seem to relate to budget cuts rather than the proposed changes. As such it is not surprising there a significant percentage of respondents felt there would either be a negative or an extremely negative impact across the protected characteristics. While there is little to be gleaned from these responses over and above the points highlighted in paragraph 6.47 above it is interesting to note the differential in the responses across the groups. In descending order the consultation felt the most significant impacts would be on:
- Disability - 39% (combined negative/extremely negative impact responses)
 - Age - 36%
 - Race - 36%
 - Sex - 30%
 - Faith/ Religious belief - 29%
 - Sexual Orientation - 22%
 - Gender Reassignment - 20%
 - Pregnancy/Maternity - 17%
 - Marital Status - 14%
- 6.50 It seems reasonable to assume that this is a rough reflection of the concerns of respondents generally and it is important that the new application process is designed with this in mind.
- 6.51 Taking the equalities responses as a whole it is clear that there is general support for both specific funding for groups who represent and promote the interests of particular groups, particularly those taking an assets based approach, but also that all funded organisation should have to set out how they will engage Lewisham's diverse communities in their service offers.
- 6.52 There was a balance in opinions as to whether the identification of specific needs should be done by the council or be community/sector led. Notwithstanding this, the level of concerns regarding the impact of the re-letting of the programme on disability, age and race in particular are of note.
- 6.53 The overall approach to completing an Equality Assurance Assessments EEA for the programme is set out in section 13 below.

7. Overall conclusions and recommended response

- 7.1 The responses to the consultation have provided a clear steer on the proposed changes to the main grants programme and therefore it is recommended that the following changes are made:
- grants are split between 3 year grants that provide core funding and 2 year grants that fund direct project activity
 - fewer organisations will be funded at a higher level rather than spreading funding across a larger number of groups

- project funding be available for smaller or newer groups at a lower level but based on full cost recovery
- project funding be limited to £35,000 to target towards smaller groups (although smaller groups are also encouraged to consider core funding which has no overall limit)
- organisations and projects in areas with relatively little provision be given priority within the assessment process
- track record, efficiency and effectiveness will form a key part of the assessment criteria overall the assessment process
- core funding bids will be assessed and monitored at an organisational level while project funding be assessed against specific activity
- sub theme criteria be removed on the understanding that it be re-enforced that this did not mean any services were being explicitly removed from the scope of funding
- demographic targeting is supported with applications relating to addressing inequalities. Disability, age and race were highlighted as particular areas of concern in the consultation but the council welcomes application across all protected characteristics as well as other demographic groups.
- the council makes important demographic information available as part of the application process
- no commitment will be made to relative priorities between themes with all bids judged on their merits and how they contribute to an overall network of services
- assets based approaches are welcomed and supported
- networking and partnership building support across the sector be included as a requirement for all groups applying for core funding
- specialist legal, financial and governance support be the main focus of the sector infrastructure offer
- there is a bespoke approach to Advice services based on the work of the Advice Lewisham partnership with the clear expectation that this work continues to strive to improve access for all groups.
- within Widening Access to the Arts and Sport theme ‘providing opportunities for people of all ages to improve their health, wellbeing and resilience via participation’ is included as a criteria and the theme is targeted groups with traditionally lower rates of participant.
- there is increased focus and weighting towards funding collaboration and the partner profile within the assessment process (these will be considered alongside assessments of track record of delivery, efficiency and effectiveness outlined above)
- areas of provision excluded from the criteria in 2015, as they were commissioned or delivered elsewhere, remain so with this be made explicit as part of the application process¹.

7.2 The full application form with associated guidance is attached as appendix 2.

¹ The overall theme criteria were agreed by Mayor and Cabinet on 12 November 2014 with the subsequent grants being let at Mayor and Cabinet on 13 May 2015. It was agreed that employment and skills provision was to be provided through locally held Job Centre Plus budgets and related regional commissioning activity. The focus for youth activity within the main grants programme was confirmed as cultural provision as the Youth Service through both its direct and commissioned services provides for generic youth work.

8. Application timeline and budget cut

8.1 The timetable for the letting of the new grants is outlined below:

Date	Activity
3rd Dec 18	Open for applications
4th Feb 19	Application deadline
6 th -12 th Feb	Initial Officer Assessments
w/c 18 th Feb	Assessment panel meetings
w/c 4 March	Draft recommendations to organisations – with a letter confirming that this is 4.5 months notice of potential change of funding for groups already receiving grants. Information about appeals process.
12 March	Safer Stronger Communities Select Committee – draft allocations (Part 2)
w/c 1 April	Mayor and Cabinet - Appeals Meeting
18th April	Funding agreed at Mayor and Cabinet (Contracts)
w/c 22 nd April	Final allocation letters sent to grant recipients (subject to call-in) with official three month notice to existing grant recipients.
1st August 2019	New grants begin

8.2 The budget for the new main grants programme will be £1,000,000 lower than the current budget at £2,389,771.

9. Extension of current grants

- 9.1 In order to facilitate the timeline as set out above Mayor & Cabinet are asked to agree extend the funding to the 60 voluntary and community sector groups listed in appendix 3 for Main Grant funding between 1 April and 31 July 2019.
- 9.2 Officers continue to monitor all funded organisations in receipt of Main Grant funding. This is done in two ways. Firstly, at an organisational and strategic level, an annual monitoring exercise takes place using the Rocket Science assessment tool. This assesses leadership, finance, performance oversight and business development. Secondly, a quarterly monitoring report is submitted by each organisation outlining their performance against agreed outcomes and outputs. During 2018-19, to date, performance for all organisations has been satisfactory and in some cases organisations continue to protect and deliver front line service provision at previous funding levels despite their cut in funding.
- 9.3 There is an organisation that is recommended for extended funding currently experiencing financial difficulty but officers are working with them to address the situation. Should further action be required regarding the grant to this organisation but the end of July 2019 officers will return to Mayor and Cabinet with a further report.
- 9.4 The grant contribution by the Council to London Council will not be considered by the LC Grants Committee until 21st November to consider and make recommendations to Leaders' Committee so at this stage the required contribution is unknown. However, at this stage the recommendation is for Mayor and Cabinet to agree to a maximum contribution of £229,056 (the current amount) for the financial year 2019/20.

10. Financial Implications

10.1 TO BE COMPLETED FOR MAYOR AND CABINET

11. Legal Implications

11.1 TO BE COMPLETED FOR MAYOR AND CABINET

12. Crime & Disorder Implications

- 12.1 There are no direct crime and disorder implications arising from this report. Some of the recommended main grant organisations deliver services and projects which help to reduce the fear of crime.

13. Equalities Implications

- 13.1 A mini Equalities Analysis Assessment (EEA) was undertaken on each of the recommendations made to Mayor & Cabinet (Contracts) in May 2015. In addition an overall EEA was undertaken.
- 13.2 The overall assessment of the EEA was that the spread of services recommended for funding under the main grants programme was considered to be fair and equitable and did not disproportionately affect any one particular group. The awarding of grants to a wide variety of organisations that work with and support Lewisham's diverse communities will help to promote equal opportunities.
- 13.3 The £1m reduction to the grants programme from 1 April 2017 was analysed in terms of equalities impact, and whilst the method used to take the saving sought to minimise direct impact on service delivery; individual assessments of the protected characteristics most affected by each funding recommendation showed that the highest impact was against age (primarily older people), along with disability and ethnicity. Officers worked with individual groups to mitigate specific impact of funding reductions and sought to mitigate the impact on older people through the protection of funding to Community Connections.
- 13.4 It is not possible to undertake a meaningful EEA ahead of this date due to uncertainty regarding what new provision will be recommended as part of the next round.
- 13.5 The findings of the original EEA of 2015 and subsequent assessments for 2017-18 funding will be the starting point for a full EEA of the proposals regarding the new grants in April 2019 and the both the individuals proposals and the full programme will be assessed against the provision it is replacing and demographic baselines.
- 13.6 The response to the consultation outlined in this report, the proposed response and the application form and process are all designed to ensure the new grants programme has a positive impact across the protected characteristic and the impacts of budget reductions are kept to a minimum.

14. Environmental Implications

- 14.1 There are no environmental implications arising from this report.

15. Conclusion

- 15.1 The Council recognises the important part that the voluntary and community sector plays in the lives of our residents and the main grants programmes seeks to support this provision.

- 15.2 The continued awarding of main grant funding will enable these organisations to continue to deliver much needed services across the borough.
- 15.3 This paper sets out the process for letting the programme for 2019-22 with officers to return to Mayor and Cabinet in April 2019 with recommendations for the allocation of funding.

If there are any queries on this report please contact James Lee, Head of Culture and Community Development - james.lee@lewisham.gov.uk, 020 8314 6548.

Appendices

Appendix 1 – List of organisations recommended for main grant funding for 2018-19

Appendix 2 – Application form and guidance

Appendix 3 - List of organisations recommended for main grant funding between April and July 2019

Appendix 1 - Organisations who responded to the on-line consultation

- 170 Community Project
- Action for refugees in Lewisham
- Advice Lewisham
- Age Exchange
- AGE UK LEWISHAM AND SOUTHWARK
- BLG Mind
- Bromley, Lewisham and Greenwich Mind
- Citizens Advice Lewisham
- Contact (formerly Contact-a-Family)
- Deptford Reach Centre
- Entelechy Arts
- Evelyn 190 Community Trust
- Heart N Soul
- HUELLAS
- Lee Green Lives
- Lewisham Churches Care
- Lewisham Community Transport
- Lewisham Education Arts Network
- Lewisham Local (collaborative of local organisations)
- Lewisham Multilingual Advice Service
- Lewisham People's Parliament for Learning Disabilities
- Lewisham Speaking Up
- Lewisham Youth Theatre
- METRO Charity (The Metro Centre Ltd)
- Montage Theatre Arts
- NEET Hustle
- Noah's Ark Children's Venture
- Pepys Community Forum
- Phoenix Community Housing Association
- Rushey Green Time Bank
- St Barnabas Church
- St Luke's and St Mark's Downham and The Front Room Club
- Stanstead Lodge Senior Club Ltd (formerly Lewisham Elders Resource Centre Ltd.)
- Sydenham Garden
- Teatro Vivo
- Telegraph Hill Community Network
- Trinity Laban Conservatoire of Music and Dance
- Voluntary Services Lewisham
- WHEELS FOR WELLBEING

Appendix 3: List of organisations recommended for main grant funding between April and July 2019

Organisation Name	2018-19 allocation	April-July 2019 allocation
170 Community Project	£110,727	£27,606
999 Club	£8,474	£2,113
Ackroyd Community Association	£41,523	£10,352
Advice Lewisham bid - Lewisham CAB	£44,234	£11,028
Age Exchange	£27,541	£6,866
Age UK Lewisham & Southwark (Advice)	£81,350	£20,282
Ageing Well in Lewisham	£25,637	£6,392
Albany	£267,290	£66,639
Bellingham Community Project Ltd	£27,032	£6,739
Bromley & Lewisham Mind	£29,579	£7,374
Contact a Family	£60,606	£15,110
Corbett Estate Neighbourhood Forum	£20,338	£5,071
Deptford Mission – Disabled People’s Contact	£6,144	£1,532
Deptford Reach	£16,948	£4,225
Deptford X	£8,474	£2,113
Eco Communities	£33,896	£8,451
Entelechy Arts	£33,896	£8,451
Evelyn 190 Centre	£175,129	£43,662
Goldsmiths Community Association	£20,338	£5,071
Greenwich & Lewisham Young People’s Theatre	£68,530	£17,086
Grove Centre, The	£16,524	£4,120
Heart n Soul	£58,472	£14,578
IRIE! (WATAS)	£21,105	£5,262
Lewisham Citizens Advice Bureau	£424,486	£105,831
Lewisham Community Transport Scheme	£40,675	£10,141
Lewisham Disability Coalition	£87,565	£21,831
Lewisham Education Arts Network	£32,201	£8,028
Lewisham Elders Resource Centre (Seniors)	£38,669	£9,641
Lewisham Multilingual Advice Service	£34,743	£8,662
Lewisham Pensioners Forum	£33,896	£8,451
Lewisham Refugee and Migrant Network	£74,503	£18,575
Lewisham Speaking Up	£73,441	£18,310
Lewisham Youth Theatre	£36,559	£9,115
London FA on behalf of Lewisham Football Network	£21,185	£5,282
London Thunder - Lewisham	£21,185	£5,282
METRO (The Metro Centre Ltd)	£28,247	£7,042
Midi Music Company, The	£44,092	£10,993
Montage Theatre Arts	£8,474	£2,113
Noah’s Ark Children’s Venture	£36,156	£9,014

Parent Support Group (PSG)	£4,271	£1,065
Rushey Green Time Bank	£76,266	£19,014
Second Wave Centre for Youth Arts	£45,017	£11,223
Somerville Youth & Play Provision (neighbourhood)	£20,338	£5,071
South East London Tennis (Tennis Lewisham)	£25,140	£6,268
Stephen Lawrence Charitable Trust	£34,586	£8,623
Sydenham Arts Ltd	£8,474	£2,113
Sydenham Garden	£33,147	£8,264
Teatro Vivo	£29,377	£7,324
Trinity Laban Conservatoire of Music and Dance	£76,831	£19,155
Voluntary Service Association (Access Lewisham)	£83,215	£20,747
Voluntary Services Lewisham	£78,259	£19,511
Wheels for Wellbeing	£28,925	£7,211
Community Connections Consortium (Age UK)*	£336,000	£83,770
Lee Green Lives	£15,600	£3,889
Lewisham Mencap	£30,000	£7,479
Voluntary Action Lewisham	£210,000	£52,356
Saxon Crown Swimming Club	£6,667	£1,662
Somerville Youth & Play Provision	£40,000	£9,973
Boxing Allocation	£15,000	£3,740
London Councils Contribution	£229,056	£229,056
TOTAL	£3,699,836	

* - The overall cost for this provision includes £250,000 being paid through the Better Care Fund.



London Borough of Lewisham

Main grants programme August 2019 to March 2022 criteria and guidance.

December 2018

Cultural and Community Development Service
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Lewisham Main Grants Programme

Section 1 – Overview

1. Purpose

- 1.1 Lewisham is fortunate to have a diverse third sector which ranges from very small organisations with no paid staff through to local branches of national charities. As well as being directly involved in delivering services to citizens in the borough, third sector organisations also provide the essential infrastructure to allow civil society as a whole to develop and to support individual citizens to be able to play an active role within their local communities.
- 1.2 Although the third sectors role within the commissioning of local public services has grown, the Council recognises that there continues to be a need for grant aid investment for the following reasons:
 - A recognition of the importance of maintaining an independent sector that can act as a critical friend to challenge public sector policy and delivery.
 - A recognition that the third sector is often better placed to understand local communities and develop innovative assets based programmes that avoid the need for expensive, and sometimes unwelcome, statutory interventions at a later date.
 - A recognition that some people may feel more able to access voluntary sector groups due to suspicion, or negative experiences, of statutory services.
 - A recognition of the key role that the sector plays in building civic participation, providing a voice for seldom heard residents and providing community intelligence.
 - A recognition of the great diversity of the sector and the need to engage with small and emerging groups as well as large established organisations.
 - A recognition of the sector's potential to take risks and innovate which does not sit easily within commissioning frameworks.
 - A recognition that third sector organisations have been key delivery partners within Lewisham, including for a wide range of targeted short term initiatives. Grant aid provides a level of security for organisations ensuring that there is a strong sector able to address local need, attract significant additional resources and be ready to work in partnership with us.
- 1.3 In line with these principles, and informed by our recent consultation on the programme, this round of applications will place increased emphasis on the strengths of the third sector. This will mean a much more open and less prescriptive application process that seeks to empower the sector to identify gaps in provision, emerging needs and to harness local assets to design programmes and deliver services.

Core and project funding

- 1.4 In order to fully realise the potential of the sector the council will be providing core funding to support key partners to realise their ambitions in the borough.
- 1.5 In January 2017 the Safer Stronger Communities Select Committee produced its 'Capacity in the Voluntary Sector' report which recommended *providing the opportunity to fund core costs in some circumstances* recognising the importance of these funds to support organisations to both delivery quality services and lever in significant extra funding from other sources.
- 1.6 This call for core funding was echoed in our recent consultation with a significant number of responses calling for the Council to be a key anchor funder to liberate organisations to fully realise their potential.
- 1.7 This means that funding will be made available for 'back office' functions such as administration, fundraising, central management and office costs that others funders are reluctant to finance. This then allows other funding bids to concentrate on project delivery offering better value for money and increasing the success rates of bids and therefore the overall income for the organisation and the borough.
- 1.8 For this funding we will seek to evaluate the magnitude of the step change that the core funding will realise across the whole organisation so applicants need to be aware that applying for this funding will mean they have de facto agreed to the council considering their whole output as part of the grant making process.
- 1.9 In addition to working in partnership with the Council wish to support organisations that are committed to working with each other and us to ensure the best possible outcomes for Lewisham's residents with our shared resources. We are not just looking to fund organisations but to enlist active partners who are as passionate about Lewisham as we are and have the drive and capacity to make a difference to people's lives.
- 1.10 However, we are also conscious that not all groups are seeking core funding and this may not be appropriate given their size or the nature of their service provision. As such, project funding will be made available and will this be available for full cost recovery. This means that the overall cost of the project, including overheads, will be eligible for funding. However, applicants should still be aware that value for money will also be a consideration in the application process and therefore the level of 'frontline' service should be maximised in all applications.

Length and size of grants

- 1.11 Feedback from the recent consultation on the approach to grant funding showed a strong preference for grants of varying lengths to allow for regular innovation and development. As core funding is likely to be for more established groups these grants will be for three years grants while there 2 year grants that fund direct project activity.
- 1.12 There is no upper or lower limit for core funding but project funding is limited to £35,000 per annum.

SECTION 2 – Funding criteria

2.1 In assessing applications to the grants programme we will be looking at organisation's readiness to work with us as active partners and what they can bring to such a partnership. We will be considering:

- **Local Intelligence**

The level of understanding you have of local issues. Who are your users? Do you serve a geographical area or a community of interest? How do you recognise and record need? What do you know about people who do not use your services but may benefit from them?

- **Assets based approaches**

What assets will you harness in the design and delivery of your services? This could be physical, human or financial but will demonstrate how you are embedded in your local community and able to work with the strengths of it to coproduce priorities and actions.

- **Innovation and enterprise**

We will assess how your application uses your local knowledge of both communities and assets to develop collaborative and innovative services. How does your service differ from those that are already delivered or commissioned by the council?

- **Your track record**

We will assess this across a range of different areas:

- Partnerships. How well connected are you to other organisations delivering similar services? What opportunities do you see for increased partnership work and what benefit could this bring to your users?
- Resources. What is your record of attracting resources both financial and volunteer time. What resources does your organisation bring to the borough? What are your plans for resourcing your work over the next 3 years?

How do you ensure that your organisation is financially viable. What is your reserve policy and current reserves status as a percentage of your turnover? NB for those with less than 10% of their turnover in reserve we will require specific explanation.

- Delivery – what have you achieved over the last few years and how will you build on this with our support.

- **Shared Values**

your commitment to London Living Wage, equalities and environmental sustainability. How can you demonstrate your commitment in these areas? What plans do you have to improve on this?

Programme Themes

- 2.2 On 12 November 2014 Mayor and Cabinet agreed the four overarching programme themes for the previous main grants programme which was subsequently let in 2015 and is currently running.
- 2.3 The programme themes are:
 1. Strong and Cohesive Communities
 2. Communities that Care
 3. Access to Advice
 4. Widening access to Arts and Sports
- 2.4 These themes differed from previous rounds in two main areas with the agreement that employment and skills provision was to be provided through locally held Job Centre Plus budgets and related regional commissioning activity. The focus for youth activity within the main grants programme was confirmed as cultural provision as the Youth Service through both its direct and commissioned services provides for generic youth work.
- 2.5 Despite the changes in the funding landscape since 2014 our recent consultation confirmed that the current themes remain the correct ones so these areas remain excluded from the programme.
- 2.6 Details of what we are seeking to fund in each theme are provided below with advice on what you will need to cover in your application.

THEME CRITERIA

Theme 1: Strong and Cohesive Communities

This theme is around developing and maintaining strong communities and building a more inclusive and cohesive borough through the provision of VCS infrastructure and equalities support.

We wish to fund a group of organisations that will adopt a strong collaborative approach, sharing resources and minimising duplication to achieve the following:

- I. Build a more inclusive and cohesive borough, promoting understanding across different communities and reducing marginalisation.
- II. Develop and coordinate equalities networks and collaborations and provide effective representation at appropriate levels
- III. Identify and work in partnership to address issues that lead to particular communities experiencing difficulties accessing services
- IV. Identify disproportionate representation of particular communities within services and work with partners to address this
- V. Give voice to, and build on assets of, local communities who may face barriers to traditional engagement
- VI. Facilitate the involvement of residents in the issues which affect their lives; and supporting collective action to deliver change including the giving of time and resources
- VII. Provide specialist legal, financial and governance support across the Voluntary and Community Sector
- VIII. Promote and broker partnerships to maximise access to and cost-effective use of both statutory and non-statutory funding
- IX. Promote volunteering and provide support for community organisations to access volunteers.

Theme 2: Communities that Care

The overall intention of the Communities that Care theme is to fund a range of organisations that together provide support to vulnerable adults to assist them in accessing services, prevent their needs from escalating, reduce the burden on statutory services and provide links between statutory services, the Voluntary and Community Sector (VCS) and communities in relation to working together to support vulnerable adults or families with disabled children.

We are purposely keeping the guidance on this theme to a minimum to encourage the VCS in Lewisham to use the knowledge of the local communities they are part of and the issues they face to develop innovative and asset based solutions and services.

This lack of guidance is not intended to signal the exclusion or downgrading of provision areas that have previously been funded and we continue to welcome submissions aimed at providing advocacy for vulnerable groups or reducing social isolation for vulnerable adults either through community provision and/or transport to existing services.

As with all themes we expect applicants to be clear why their service is needed and how it complements and works in partnership with other provision and the local community as well as creating new networks of sector-wide support.

Theme 3. Access to Advice Services

Background

In May 2015, the current grants were set by Mayor and Cabinet on the condition that the advice agencies be subject to a review of their provision as there was concern that the pattern of provision was inequitable and presented barriers to access.

The subsequent review found that although the individual agencies were providing valuable services and meeting the needs who were able to access the provision overall the model had a number of flaws including:

- the fixed geographical nature of the services which meant that certain areas of the borough were underserved
- the lack of coordination of the service offer which meant that all providers could be operating at the same time with other times completely uncovered which presented barriers to access for those not available during those periods
- the lack of coordination meant that there was no joint work and sharing of resources which could lead to queues at one service while another was relatively quiet
- a lack of any triage based on need and a first come first served service that had to be queued for on the day meant those unwilling or unable to present early or stand for long periods missed out on service regardless of the seriousness of their needs
- no overarching data collection was undertaken to give an indication of what needs were being seen at different services and at what scale – this presented a major barrier to the effective development of services
- this lack of data meant that the staff skill mix required was impossible to determine
- there was a lack of clear information available to the public about what was available, and where, and the majority of people who accessed services did so due to the proximity of the service to their home

Key Elements of Current Service

In response to the review the current grant funded members of the Advice Lewisham partnership developed a new service offer which began delivery in 2017 differed from the previous approach in a number of respects, including:

- The introduction of a freephone advice line as the principal point of access to the service
- Telephone-based triage of calls by assessors
- Provision for face to face appointments for individuals whose first language is not English
- A centralised appointment booking system, intended to book people into appointments with a specialist adviser most relevant to their need

- A limited number of home visits for advice appointments especially for the elderly or disabled
- A drop-in service at three hubs
- A referral service from professionals, including social workers and GPs
- A limited case work provision for more complex cases requiring representation and/or appeals
- Referral arrangements for individuals requiring debt and money advice

As a result of the implementation of this service model, the number of individuals accessing services has demonstrably increased since 2017.

As such we are seeking applications from organisations who will work in partnership to maintain and develop the current service model to ensure it continues to meet the needs of the most vulnerable while continuing to develop closer links to meet current service challenges.

Although significant progress has been made, there are still a number of areas which require further development. These include:

- Better coordination of the extensive range of community organisations involved in providing support to local residents
- Better coordination of Advice Lewisham's services with those offered by statutory providers, including the developing service offering a single point of access to care and health
- Potential to further develop the service with other voluntary sector provision which provides advice and support to vulnerable residents

The over-arching challenge for the service is to provide solutions for individuals which significantly reduce their potential for requiring further support in the future. This will be most effectively achieved through enabling the majority of people to source and identify their own solutions rather than seeking them through a third party.

Delivery Requirements

Organisations bidding under this theme will need to demonstrate how they will work together to deliver advice services to up to 30,000 individuals per year across the borough using a range of approaches to ensure full accessibility.

These include:

- Telephone
- Face-to-face
- E-mail
- Professional referrals
- Web-based
- Social media based

Services will be offered via the following routes:

- Telephone advice and triage line

- One-to-one advice consultations
- Ongoing casework for complex cases and for particularly vulnerable individuals
- Home visits, where required, for complex cases and for particularly vulnerable individuals
- Face-to-face delivery to individuals accessing hub-based services, including advice provided by volunteer advisers

It is important that organisations and partnerships applying under this theme are able to deliver effective advice and information services to vulnerable residents, such as older people, disabled people, newly arrived communities and those who do not speak English as their first language to ensure that all individuals, regardless of their barriers, access services and are supported to live fulfilled and independent lives.

Organisations and partnerships should be constantly reviewing their data to ensure that the focus and level of the provision is appropriate to presenting need and that the service model is able to continually adapt to ensure the most efficient use of resources.

Organisations applying under this theme will the appropriate Advice Quality Standard (AQS) Advice or Advice & Casework accreditation. For more specialist advice, casework and representation will need to employ supervisors and caseworkers who are appropriately qualified and who individually meet the Specialist Quality Mark (SQM) for their area of competence. Where appropriate, organisations may also require the Lexcel quality mark or be registered with the Financial Conduct Authority (FCA).

Organisations will need to demonstrate that they are working together to deliver advice in the following priority areas:

- Welfare rights
- Housing (including homelessness, repairs, possession proceedings and tenancy issues)
- Immigration
- Employment

In general we would expect debt and money advice (including multiple debts and arrears) provision to be funded through the money advice service so bids should be clear how this existing provision will be integrated within the grant funded offer in Lewisham.

Theme 4. Widening Access to Arts and Sports

The intention of this theme is to fund organisations or consortiums of organisations that will take a strategic approach to increasing the number of people who participate in the arts and sport in Lewisham. This will particularly involve addressing barriers and providing opportunities for those who are less able to engage. Applications will be expected to demonstrate how they will:

- a. Increase participation, particularly including people who are less able to participate due to disability, economic disadvantage and age (young people and older people) and groups with traditionally lower rates of participation .
- b. Nurture talent and provide progression pathways, including developing outreach links into other settings such as schools.
- c. Providing opportunities for people of all ages to improve their health, wellbeing and resilience via participation

The theme is split into two strands:

4a Widening Access to Arts

Lewisham has a rich and diverse arts sector and is recognised as a borough in which creativity can thrive. It is also home to some of the capital's most exciting and innovative organisations. We recognise the huge impact that the arts and creative industries have had on issues such as health and wellbeing, education and the economy but also value the way in which they have helped to make Lewisham the dynamic place that it is. We want to continue to encourage innovation and the ongoing development of an atmosphere in which new things can emerge. Whilst recognising the importance of access to the arts for all ages we also want to ensure that we are building for the future by responding to the current climate in which opportunities for young people to access the arts and develop creative skills in settings other than school is becoming increasingly important.

Through this theme we expect to fund a network of organisations that will deliver activities that:

- Provide opportunities for people of all ages to engage with the arts as active participants and members of an audience.
- Provide opportunities for people of all ages to explore and develop their creativity and acquire new skills.
- Increase awareness and enhance the reputation of Lewisham as a place to spend leisure time.
- Capitalise on funding and other support opportunities from regional and national bodies.

4b Widening Access to Sports

Lewisham has a strong sporting tradition and recognises the vital role that sport and physical activity can play in improving the quality of life of the borough's residents. We want Lewisham to continue to be a place where talent is nurtured and encouraged and where sporting participants fulfil their

potential. We also want to make sure that opportunities are available to all of the boroughs residents to regularly participate in sport and physical activity as a means of maintaining and improving their health.

In recent years Lewisham Council has invested significantly in developing high quality sport and leisure facilities and continues to fund Fusion and 1Life to manage these facilities and deliver a programme of associated activities.

To complement these facilities we want to work with a range of voluntary sports clubs and organisations to develop a more coordinated and partnership driven approach to sports provision in the borough in order to make the best possible sporting offer available to the residents of Lewisham. In this context we expect to fund partnerships or single organisations that will take a lead in facilitating partnerships to develop & deliver borough wide, development plans for specific sports. Applications will be expected to show how they will meet the general criteria for this fund (a and b above) and also respond to the following questions:

- Can you demonstrate high levels of demand or growing demand for your sport within Lewisham?
- How will you make the best use of the borough's current and emerging facilities?
- How will you capitalise on funding and/or other support opportunities from regional and national bodies?
- How will you provide activities that encourage people to participate in recreational sport and physical activity?

SECTION 3 – APPLICATION PROCESS AND ADDITIONAL GUIDANCE

- 3.1 In order to apply to Lewisham Council Main grants programme you must complete the main grants application form and submit it by XXXXXXXX

By email: community.enterprise@lewisham.gov.uk

- 3.2 You should read the criteria and guidance contained in the previous sections of this document before completing your application.
- 3.3 It is hoped that the application form itself is largely self-explanatory but additional guidance on each section of the form is contained below. Word limits are quoted with each question – please do not see these limit as targets and answer all questions as succinctly as possible.
- 3.4 Please complete each section in turn. If you are applying for core funding please complete section C1 for project funding please complete C2.
- 3.5 Those applying for funding under the Access to Advice theme should use section C1 as well as answering the specific supplementary question relating to partnership working.
- 3.6 In general we would expect organisations to submit one application form and therefore to simply submit one section C. Organisations who wish to deliver numerous projects should apply for core funding rather than submit a number of different project forms. However, if you think it is necessary to submit one than one section C document please make the reasons for that clear in section G.

Section A – Contact Details

- 3.7 This section is to ensure that we have the correct contact details that we can use to correspond with you about your application.

Section B – Eligibility

- 3.8 The questions in this section will enable us to check that you are eligible to apply for funding under this programme.
- 3.9 In order to be eligible for a grant from Lewisham Council you must be a not for profit organisation.
- 3.10 This section also checks whether the majority of the recipients of your project live in Lewisham. This is a requirement for project funding but if you are applying for core funding and this is not the case e.g. you are a

national or regional organisation based in Lewisham please explain this at question 8

Sections C1 (Core) and C2 (Project) – Your service offer

- 3.11 These sections will be used to assess how well your organisation meets the criteria described in section 2 this document. This is an important part of the assessment and it is essential that you complete this section fully and address as many aspects of the criteria as possible.
- 3.12 As outlined above please complete section C1 for core funding and C2 for project funding. Project funding applications are limited to a maximum of £35,000 per annum. Please do not see this as a target figure and simply apply for the amount that you need to deliver your project.
- 3.13 In general we would expect organisations to submit one application form and therefore to simply submit one section C. Organisations who wish to deliver numerous projects should apply for core funding rather than submit a number of different project forms. However, if you think it is necessary to submit more than one section C document please make the reasons for that clear in section G.
- 3.14 Applicants under the Access to Advice theme Advice should complete section C1 (Core funding) section of the application as well as the specific question 13C relating to partnership working. It is expected that all agencies applying as part of a consortium under this theme provide complementary responses to this question which are easily identifiable as such.
- 3.15 Project funding is not available to standalone advice projects. Those that wish to apply for specialist advice services should seek to align their provision with the core advice offer and highlight synergies and mutual referral pathways.
- 3.16 Those who wish to include an element of generalist advice and signposting as part of their project should apply under the theme that best represents their overall offer.
- 3.17 Those applying for project funding are also required to complete the table at 13b setting out the programme of activity in Year 1 with outcomes, outputs and proposed measurements associated with these.
- 3.18 Questions 14 to 16 are standard across the two sections and seek details of the scalability of your offer, further details of your users and your engagement methods and mechanisms.
- 3.19 We would expect you to use your local community knowledge to inform your submissions but there is also a wealth of information on the

borough available at the JSNA website which may be useful to applicants.

<http://www.lewishamsna.org.uk/>

Section D – Your track record

- 3.20 Questions 17 – 20 seeks details of your track record of partnership working, revenue raising and the attraction of other resources such as volunteers.
- 3.21 There is detailed explanations within each question which is self-explanatory. The tables are designed to reduce the level of text required and should be relatively easy to complete. However, if this information is not available please provide details in the space below the tables in question 18.

Section E – Accounts/Budget

- 3.22 As we have already requested a lot of financial information as part of section D we simply ask you to submit your 2017/18 accounts (audited if appropriate) here. If you are newly formed and do not have full accounts for this year please submit your latest management accounts.
- 3.23 If you are applying for project funding please provide a breakdown your proposed expenditure at 21b. Please feel free to add additional lines as required. ***This is not required for core funding applications.***

Section F – Your organisation

- 3.24 This section requires you to provide a brief overview of your organisation and its governance.
- 3.25 Please pay particular attention to question 27 as this requires a statement from your Board and this may take time to coordinate if there is not a meeting scheduled during the application period.
- 3.26 Question 29 may seem like a duplication of information at question 18 but is simply an opportunity to provide further detail on Lewisham specific funding that you have received in the last few years.
- 3.27 It is not a requirement as part of the application to submit the documentation listed at question 31 but this must be available within 10 working days when requested otherwise your application may be invalidated.

Section G – Further Information and Declaration

- 3.28 It is essential that your application is signed by the chair of your organisations or other member of the management committee with appropriate authority.

Additional Guidance

- 3.29 There will be a series of application workshops in January 2019. Details of these will be available later in the year.

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Main Grants Programme 2019 - 2022 Funding Application

Section A

Contact Details

1.	Name of your organisation		
2.	Address and ward where your organisation is based and where activities are carried out. Please list wards your activities cover. If all Lewisham, please put borough-wide		
Address:		Ward based:	
		Ward(s) served:	
3.	Name of KEY contact person(s)		
4.	Daytime Tel:		Mobile Tel:
	Website:		Email address:
5.	Address where official correspondence should be sent if different from address above		

Section B

Eligibility

6.	What is the legal status of your organisation? Please tick all relevant box(es)		
<input type="checkbox"/>	Registered charity (quote charity number)		
<input type="checkbox"/>	Company Limited by Guarantee (quote company number)		
<input type="checkbox"/>	Community Interest Company		
<input type="checkbox"/>	Unregistered community organisation		
<input type="checkbox"/>	Other (please specify and quote relevant number)		

7.	Does your intended programme benefit mainly Lewisham residents (90%+ of your recipients live in Lewisham)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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8.	If you are applying for core funding and have answered no to question 7 please outline the reasons here and how you will ensure maximum benefits for Lewisham residents. 250 words.
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Section C1

Core Funding - Your service offer

This section requires you to set out what you propose to deliver, to whom and why.

9. Please mark which main grant theme you are applying for.
Please note that if you are applying for more than one grant please complete a separate section C for each application.

1 Strong and cohesive communities

2 Communities that care

3 Access to advice

NB – those applying under this theme should complete the core funding section of the application as well as the specific question X relating to partnership working

4 Widening access to arts and sports

4a Widening access to arts

4b Widening access to sports

10. Please tell us the annual amount you are requesting.

£

11. Tell us the issue you are seeking to address.
Please ensure you are clear why this issue is Lewisham specific and why you feel the need is not met by the existing assets in the community whether they be people, services (both commissioned and non-commissioned) or available funding.
400 words.

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12.	<p>Tell us the assets you will be seeking to engage and mobilise to assist you.</p> <p>These assets could include individuals, groups, buildings or any or specific strengths that already exist within your community including the lived experiences of those within it.</p> <p>Tell us the other organisations working in this area and how you will avoid duplication and add value.</p> <p>400 words.</p>
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13.	<p>Please tell us what you will seek to achieve over the next three years both with and without the funding you are applying for.</p> <p>Please include details of how many extra people you would expect to work with, the outputs you will deliver and the outcomes you will seek to achieve.</p> <p>Please tell us how your service differs from those that are already delivered or commissioned by the council.</p> <p>You should state the level of funding that you would anticipate attracting during this period both with and without Lewisham's core support.</p> <p>As you are applying for Core Funding this section should set out your ambitions as an organisation and what Lewisham's funding will help you achieve rather than simply what 'we are paying for.'</p> <p>NB – this details in this section will form the basis of the monitoring of your organisation.</p>
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although the exact details will be agreed with once the grant has been awarded.

A) Without core funding from Lewisham (500 words):

B) With core funding from Lewisham – in addition to the above (500 words):

C) For Access to Advice applicants only – please describe how your service fits with the overall Advice Lewisham partnership and builds on the current infrastructure and service offer (400 words):

14. Please state how far your service offer is scalable. Please indicate below what percentage of your requested amount would still be feasible in terms of service delivery. Please tick all that apply

75%

50%

Other Please specify reasons (e.g. a minimum of 65% of your application amount is required to appoint a full time member of staff)

15. User profile. The Council must adhere to the Equality Act 2010 in its provision of funding. Any organisation that is grant funded by the Council must strive to ensure their services are accessible and available to everyone. The impact that the grants programme has will be assessed across all the protected characteristics in the Equality Act 2010. In order to enable us to make this assessment please tell us more about who your proposed programme will benefit:

PROTECTED CHARACTERISTIC	PLEASE TICK ✓	FURTHER DETAIL
Age		
Disability		
Gender		
Gender reassignment		
Marriage & civil partnership		
Pregnancy & maternity		
Race		
Religion & belief		
Sexual orientation		

15b. If your proposed programme will be aimed exclusively at one specific community please explain the reasons for this.

NB – this could be a community of interest or a geographical area not listed above.

300 words.

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16. Please set out how your proposed programme will engage those who do not traditionally access your services.

This engage should relate to both the protected characteristics but also other groups.

300 words.

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Section C2

Project Funding - your service offer

This section requires you to set out what you propose to deliver, to whom and why.

9.	Please mark which main grant theme you are applying for. Please note that if you are applying for more than one grant please complete a separate section C for each application.
1	Strong and cohesive communities <input type="checkbox"/> _____
2	Communities that care <input type="checkbox"/> _____
3	Access to advice NB – project funding is not available to standalone advice projects. Those that wish to apply for specialist advice services should seek to align their provision with the Advice Lewisham Partnership within Section C1 (Core funding) Those who wish to include an element of generalist advice and signposting as part of their project should apply under the theme that best represents their overall offer. _____
4	Widening access to arts and sports
4a	<input type="checkbox"/> Widening access to arts
4b	<input type="checkbox"/> Widening access to sports

10.	Please tell us the annual amount you are requesting. Please note that the maximum possible grant for project funding is £35,000 per annum and is available for 2 years.
£	

11.	Tell us the issue you are seeking to address. Please ensure you are clear why this issue is Lewisham specific and why you feel the need is not met by the existing assets in the community whether they be people, services (both commissioned and non-commissioned) or available funding. 400 words.
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12.	Tell us the assets you will be seeking to engage and mobilise to assist you. These assets could include individuals, groups, buildings or any or specific strengths that already exist within your community including the lived experiences of those within it. Tell us the other organisations working in this area and how you will avoid duplication and add value. 400 words.
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13.	Please tell us what you will seek to achieve over the next two with the funding you are applying for. Please include details of how many people you would expect to work with, the outputs you will deliver and the outcomes you will seek to achieve – please also complete the table at 13b.
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Please tell us how your service differs from those that are already delivered or commissioned by the council.

NB – this details in this section will form the basis of the monitoring of your organisation although the exact details will be agreement with once the grant has been awarded.

500 words.

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13b. Detail your outputs and outcomes and explain how you propose to measure your performance against outcomes. Please remember your outcomes must be linked to the theme priorities. Outcomes are the impact or change you hope to achieve as a result of the project. Outputs are the specific steps you will take to achieve the outcomes.

Outcomes	Outputs	How you will measure outcomes
<p><i>e.g. people increase their fitness levels to improve their health and well-being.</i></p>	<p><i>e.g. weekly dance classes for 100 previously social isolated adults will be delivered. 250 sessions (each 60 minutes long) will take place in 2 locations (Sydenham and New Cross).</i></p>	<p><i>e.g.</i></p> <ul style="list-style-type: none"> • <i>Registers of all attendance at activities</i> • <i>Questionnaires / interviews will be used to assess impact on participants.</i> • <i>An external health professional will evaluate health, fitness and well-being impact.</i> • <i>Comments and observations from teaching and support staff, artists, facilitators etc</i>

14.	Please state how far your service offer is scalable. Please indicate below what percentage of your requested amount would still be feasible in terms of service delivery. Please tick all that apply
75%	<input type="checkbox"/>
50%	<input type="checkbox"/>
Other	<input type="checkbox"/> Please specify reasons (e.g. a minimum of 65% of your application amount is required to appoint a full time member of staff)

15.	User profile. The Council must adhere to the Equality Act 2010 in its provision of funding. Any organisation that is grant funded by the Council must strive to ensure their services are accessible and available to everyone. The impact that the grants programme has will be assessed across all the protected characteristics in the Equality Act 2010. In order to enable us to make this assessment please tell us more about who your proposed programme will benefit:
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PROTECTED CHARACTERISTIC	PLEASE TICK ✓	FURTHER DETAIL
Age		
Disability		
Gender		
Gender reassignment		
Marriage & civil partnership		
Pregnancy & maternity		
Race		
Religion & belief		
Sexual orientation		

15b.	If your proposed programme will be aimed exclusively at one specific community please explain the reasons for this.
	NB – this could be a community of interest or a geographical area not listed above.
	300 words.

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16. Please set out how your proposed programme will engage those who do not traditionally access your services.

This engage should relate to both the protected characteristics but also other groups.

300 words.

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Section D**Your track record**

This sections seeks details of your track record of partnership working, service delivery, revenue raising and the attraction of other resources such as volunteers.

- | | |
|-----|---|
| 17. | <p>Collaboration and delivery: your track record of working in partnership and delivering quality services.</p> <p>Please use this section to outline the partnerships you have developed over the last three years. Please detail who you have worked with and what you have achieved.</p> <p>Please also details the three service achievements during this period of which you are most proud.</p> <p>400 words.</p> |
|-----|---|

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18. Resources: your track record of attracting resources both financial and human.

Please complete the below tables detailing your track record of the following over the past three years:

- funding applications both successful and unsuccessful
- other fundraising activities
- volunteer engagement

Please add extra rows as required.

Please use the space below the tables to provide further details as required (200 words max).

Year	Funder and nature of application	Level of funding requested	Outcome/level of funding received

Year	Fundraising activity undertaken	Level of funding achieved

Year	Volunteer engagement activity undertaken	Approximate number of volunteer hours delivered

19. Overall financial health: Please complete the below table and answer the following questions.

What is your reserve policy and current reserves status as a percentage of your turnover?

We would expect organisation who are more than three years old to have a minimum of 10% of their annual turnover in reserve.

If you are seeking funding and do not meet this threshold please provide a detailed account of why and what you intend to do to bring your reserves to an adequate level.

Regardless of your reserve position please explain how your organisation is financially viable.

250 words.

Please complete the below table with high level figures. It is not necessary to split these figures into restricted or unrestricted funds or provide further detail – the table is simply intended to give a general sense of your organisation's financial health. Use the area below the table to answer the questions relating to reserves and sustainability.

Year	Income	Expenditure	Surplus/deficit
2015/16			
2016/17			
2017/18			
2018/19 (anticipated)			

20. Shared values: Please use this section to demonstrate your commitment to these (London Living Wage, equalities, ending Modern Slavery and sustainability) and plans to develop these commitments.

250 words.

Section E**Accounts/Budget**

21. Please attach you accounts for 2017/18 – if you were formed after 2017 please attached your most recent set of management accounts.

21b.	PROJECT FUNDING ONLY - please complete the below table	Annual expenditure
Staff costs (please specify)		
Activity costs (please specify)		
Running costs (please specify)		
Other costs (please specify)		
Total		

22. **Banking arrangements.** Successful grant recipients will have their grant paid directly into the organisation's bank account. Please give details of the bank or building society that grant should be paid into.

Account number	
Branch sort code	
Account name	
Bank name and full address	
Organisation name and/or	

address (if different from Section A)	
Email address for remittance (if different from Section A)	

Section F

About your organisation

If you answered NO to question 8 (i.e. you are not currently main grant funded by Lewisham) please complete this section. If you answered YES to question 8 please proceed to section G.

23.	Please give a brief description of your organisation, including stating your organisation's aims and objectives and when the organisation was formed – 100 words.

24.	Is the organisation currently compliant with filing requirements? Please state when annual details were last filed with the Charity Commission/Companies House. If returns are outstanding please state why – 100 words.

25.	How many people are involved in your organisation?		
Committee members	<input type="text"/>	Other members	<input type="text"/>
Paid staff	<input type="text"/>	Volunteers	<input type="text"/>

26.	Please give details of the members of your management committee		
Full name	Position Held	Date elected	Term of office
	Chairperson		
	Secretary		
	Treasurer		

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27.	Board Statement: Please include a statement from your Board regarding its overall approach to managing the organisation. This should include the details of the most recent skills audit and how the key posts on the Board are recruited to.
	250 words.

28.	Please outline what quality assurance system your organisation has in place, level attained (if relevant) and how long this is valid for?

29.	Has your organisation been funded by Lewisham Council within the last 3 years? Please tick as appropriate.	
Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If yes, please tick which fund(s) and specify date(s) received:		
<input type="checkbox"/>	Local Assembly Funding	<input type="text"/>
<input type="checkbox"/>	Small and Faith Fund	<input type="text"/>
<input type="checkbox"/>	Sports Small Grant	<input type="text"/>
<input type="checkbox"/>	Arts / Festival Fund	<input type="text"/>
<input type="checkbox"/>	Commissioning/Contracts	<input type="text"/>
<input type="checkbox"/>	Other (please specify)	<input type="text"/>

30.	Please describe the opportunities and threats (risks) face your organisation over the next three years and what plans you have in place to deal with them.
	250 words.

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31. You must be able to supply the below documents with 10 working days on request otherwise your application will be considered invalid	
Item	Please indicate here that these documents will be available on request
Organisation's constitution or governing document	
Accounts for 2017/18 (audited if applicable)	
Equalities and Diversity policy and procedures	
Health & safety policy	
Volunteers' policy (if applicable)	
Child protection and vulnerable adults safeguarding policy (if applicable)	
Evidence of CRB / DBS checks and disclosures – reference number and date (if applicable)	
Public liability insurance (if applicable)	

Section G

Further information and declaration

32.	In the space below write any points you want to bring to the attention of the Council. If you have included more than one Section C submission please note the reasons here. 200 words.

Declaration

This application must be signed by the **Chair** or by a member of the **management committee**. Scanned copy of signature will be accepted.

The information given in this application is correct. The organisation was neither established for profit nor is conducted for profit. We will inform the relevant officer at Lewisham Council of any changes in the organisation's circumstances that would affect this application or the use of any grant funding relating to it. We agree to abide by the requirements of the Equalities Act.

Name in block capitals: _____

Signature: _____ Date: _____

Position Held in Organisation: _____

Name of organisation: _____

The information you have provided us with will be used in accordance with the Data Protection Act 1998 and other relevant legislation. We have a duty to make sure you know what we intend to do with your information and who it will be shared with or disclosed to.

The council may share the information you have provided us with amongst its own departments, this is to improve working practices and the delivery of services. We may also use it to contact you from time to time.

We may pass your information to other agencies or organisations as allowed or required by law, for example to enable them to carry out their statutory duties or where it is necessary to prevent harm to yourself or other individuals.

*Please tick here if you do **not** wish to be contacted by the Council.*

Please check that you have answered all questions on this form as only fully completed applications can be assessed.

Closing dates for applications: [REDACTED].

Forms returned after this deadline date will not be assessed.

Please return the form to:

By email: community.enterprise@lewisham.gov.uk

By post: Grants and Information Team, Culture and Community Development Service, Lewisham Council, 2nd Floor, Laurence House, Catford, SE6 4RU

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