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# London Borough of Lewisham

## **Consultation on proposed changes to main grants programme**

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July 2014

## Part 1 – About this Consultation

### Topic of this consultation

1. This consultation is about the proposed new priorities for Lewisham Council's main grants programme and associated application process. We want to seek views on the proposed grants criteria and the application process.
2. The consultation also seeks views about an indicative reduction to the main grants budget which is being proposed as part of a major review of the council's budget in order to achieve savings of £95million in the next 4 years.

### Audience

3. The consultation is aimed at voluntary and community organisations that provide services in London Borough of Lewisham. We would also welcome the views of other public or private sector partners who work with the voluntary and community sector in Lewisham.

### Duration

4. The consultation will be open for 3 months from 30<sup>th</sup> July 2014. The deadline for responses is 29<sup>th</sup> October 2014.

### How to Respond

5. There are several ways to respond to this consultation:
  - By e-mail to: [Community.Enterprise@lewisham.gov.uk](mailto:Community.Enterprise@lewisham.gov.uk)
  - By post to: Community Enterprise Team, 2<sup>nd</sup> Floor, Laurence House, 1 Catford Road, London SE6 4RU
  - By attending a consultation meeting

There will be consultation meetings on:

30<sup>th</sup> July at 2.30pm at the Civic Suite Catford

4<sup>th</sup> September at 7pm venue tbc

Places at these consultation meetings must be booked in advance by emailing [Community.Enterprise@lewisham.gov.uk](mailto:Community.Enterprise@lewisham.gov.uk) . Due to the size of the venue places are limited to one person per organisation at each meeting.

### After the Consultation

6. Once the consultation has closed all responses will be considered and a summary of responses collated and included in a report to Mayor and Cabinet Contracts on 12<sup>th</sup> November 2014. This report will seek approval for the main grants programme 2015/16 criteria, proposed budget level and permission to invite applications for funding.

## Part 2 – Background

### **Background**

7. The current main grants programme was agreed by Mayor and Cabinet Contracts in July 2011. Funding was awarded for two and a half years from October 2011 to the end of March 2014 to 73 organisations. Funding was provided over four themes; Children and Young People, Building Social Capital, Gateway Services and Communities that Care. An extension to the programme for a further year was agreed in December 2013 taking the current funding to 31 March 2015.

In addition to the £5.9 million grants budget Lewisham Council has contracts to a value of over £20 million with voluntary and community sector organisations to provide a wide range of services. These include youth activities, children's centres, supported housing and public health initiatives. The types of organisations that Lewisham is contracting with ranges from large national charities to small local community based organisations.

### **Lewisham Council Commitment to Grant Aid programme**

8. Although the third sectors role within the commissioning of local public services has grown, the council recognises that their 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 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 additional resources and be ready to work in partnership with us.

### **Lewisham Council Financial Position**

9. Since May 2010 the council has cut £82 million from its budget. The grant aid budget was largely protected during that savings phase with only a small reduction of £500k of unallocated funds. The remaining grants budget is £5.9million.

10. Lewisham Council needs to make a further £95million reduction to its controllable budget over the next 4 years. This equates to approximately 30% of the controllable budget. For this reason the council has been undertaking a fundamental review of all its budgets.

## Part 3 – The proposal

### **Proposed reduction to the grant aid budget**

11. In the context of the unprecedented scale of the reduction to the council budget it is proposed to make an indicative reduction of £1.5million to the £5.9 million grants budget. This equates to 25% of the budget.

### **Our Proposed funding approach**

12. It is our view that in these times of diminishing resources the need for collaboration is greater than ever. Our intention is to fund a group of 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 intend to take a dynamic approach to grant aid that allows for flexibility over the period of funding to ensure that we are able to respond together to changing needs and priorities. 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.
13. In order to achieve this we have thought about the profile of organisations that we are seeking to fund and what they would bring to a funding partnership. Further detail of this partner profile can be found at appendix A in the draft grants criteria and guidance.

### **Proposed themes and priorities**

14. In establishing the priority themes for the grants programme we have considered:
  - The level of need locally
  - The contribution the third sector can make to meeting the priority
  - The availability of other sources of funding locally

The proposed programme themes are:

- 1) Strong and Cohesive Communities
  - 2) Communities that Care
  - 3) Access to Advice
  - 4) Widening access to Arts and Sports
15. Full details of the proposed themes are contained at Appendix A in the draft grants criteria and guidance.

## Timetable and application process

16. The outcome of this consultation will be presented to Mayor and Cabinet contracts on 12<sup>th</sup> November. Approval of the revised criteria and permission to open to applications will be sought. The Mayor and Cabinet Contract's decision is subject to potential call in by the Overview and Scrutiny Business Panel and therefore applications will not formally open until 26<sup>th</sup> November. In the interim we will be holding networking events for each theme group in the week commencing 17<sup>th</sup> November to enable organisations to discuss any potential collaborations. There will be application surgeries during December and the deadline for applications will be 4<sup>th</sup> February 2015. The draft application form is attached at Appendix B.
17. Applications will be assessed during February and draft recommendations will be sent to organisations by 30<sup>th</sup> March 2015. Any organisations that are currently in receipt of grant aid will also be sent 3 months notice of a proposed change to their grant aid at that point. Information will be provided about the appeals process. All draft recommendations and appeals will be presented to Mayor and Cabinet Contracts for decision in April 2015. The date of this meeting has not yet been confirmed. The new grants will be implemented from 1<sup>st</sup> July 2015 and current main grant funding will be extended for 3 months subject to organisations continuing to meet the conditions of grant aid and Mayor and Cabinet approval.
18. **Key dates:**

30 July 2014	consultation opens
29 <sup>th</sup> October 2014	consultation closes
12 <sup>th</sup> November 2014	Mayor and Cabinet approval of proposed grants programme.
26 <sup>th</sup> November 2014	applications open
4 <sup>th</sup> February 2015	application deadline
30 <sup>th</sup> March 2015	draft recommendations and 3 months notice provided
April 2015 tbc	Mayor and Cabinet decisions on grant allocations
1 <sup>st</sup> July 2015	new grants commence.

## **Proposed Assessment Process**

19. Applications will be assessed against both the partner profile and the theme criteria. There will be a three stage assessment process with initial officer assessment of individual applications followed by a theme lead reviewing each assessment for consistency and drawing up a set of recommendations for the theme to be presented to a senior officer panel.

## Part 4 – Consultation Questions

20. We are happy to receive responses to this consultation in any format and we are particularly keen to hear your views on the following:
- a. The council wishes to retain its commitment to grant aid for the voluntary and community sector. Our rationale for this is laid out in paragraph 8 above. Do you agree that grant aid is important? Is there anything missing from the rationale?
  - b. The council needs to save £95million over the next 4 years. This equates to approximately 30% of the controllable budget. The council has been able to protect the main grants budget during previous savings rounds but the scale of reductions still to be found mean that it is unlikely that the grants budget can continue to be protected. A saving of 25% is proposed. Do you feel that this is fair and proportionate? Please give reasons.
  - c. If the proposed saving to the grants budget is agreed which of the following approaches to implementing the reduction do you feel would provide the best outcomes for Lewisham's residents?
    - i) Spreading the funding across more organisations with each getting less
    - OR
    - ii) Funding fewer organisations better.
  - d. Do you feel the areas covered in the partners profile in Appendix A are the right ones? What's missing? What would you do differently?
  - e. Do you feel the priority themes are the right ones? What's missing? What would you do differently?
  - f. We are undertaking an equalities assessment of the proposed changes. 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.

You may wish to use the response form at Appendix C.







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# London Borough of Lewisham

## **Main grants programme July 2015 to March 2018 criteria and guidance.**

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July 2014

# Lewisham Grants Programme

## SECTION A – GENERAL CRITERIA

### 1. Purpose

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 the sector as a whole to develop and support individual citizens to be able to play an active role within their local communities.

Although the third sectors role within the commissioning of local public services has grown, the council recognises that their continues to be a need for grant aid investment for the following reasons:

1. A recognition of the importance of maintaining an independent sector that can act as a critical friend to challenge public sector policy and delivery.
2. 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.
3. 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.
4. A recognition of the sector's potential to take risks and innovate which does not sit easily within commissioning frameworks.
5. 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 additional resources and be ready to work in partnership with us.

### 2. Funding Collaboration

It is our view that in these times of diminishing resources the need for collaboration is greater than ever. Our intention is to fund a group of 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 intend to take a dynamic approach to grant aid that allows for flexibility over the period of funding to ensure that we are able to respond together to changing needs and priorities. 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.

### 3. Partner Profile

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 need. 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 may need your services but are not yet users?
- Transformation; your ability to transform the way you work to better meet needs. How have you adapted your working practices over the last 3 years? What opportunities do you see for further transformation?
- Collaboration; your track record of working in partnership. 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; your track 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?
- Shared Values (London Living Wage, Equality, Environmental Sustainability); 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?

#### **4. Programme Themes**

In establishing the priority themes for the grants programme we have considered:

- The level of need locally
- The contribution the third sector can make to meeting the priority
- The availability of other sources of funding locally

The programme themes are:

1. Strong and Cohesive Communities
2. Communities that Care
3. Access to Advice
4. Widening access to Arts and Sports

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.

## **SECTION B – 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. The theme is split into two strands:

- a. Borough wide infrastructure and equalities support
- b. Neighbourhood community development and youth work support

#### **1a. Borough Wide**

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. Provide support around the development of policies and procedures to ensure that all communities and individuals have fair and equal access to services.
- II. Identify and work in partnership to address issues that lead to particular communities experiencing difficulties accessing services.
- III. Identify inappropriate over representation of particular communities within services and work with partners to address this.
- IV. Build a more inclusive and cohesive borough, promoting understanding across different communities and reducing marginalisation.
- V. Develop and coordinate networks and collaborations and provide effective representation at appropriate levels for the voluntary and community sector
- VI. Assist existing organisations in building their capacity and capability through advising on best practice and supporting the introduction of effective operational and developmental systems in order to provide a responsive range of high quality services, including promotion of the exchange of skills between the VCS and private sector
- VII. Promote and broker partnerships to maximise access to and cost-effective use of both statutory and non-statutory funding
- VIII. Promote volunteering and provide a brokerage service for community organisations to access volunteers
- IX. Provide advice on volunteer recruitment and supervision and advise organisations on effective volunteer management systems

In your application you will need to specify which of the above objectives you intend to address. Describe your intended users and beneficiaries. Outline your programme of activity in Year 1 with milestones, outcomes and outputs. Describe how you will work with the other organisations funded through this strand and what opportunities you see for collaboration over the course of the 3 year programme. Detail the additional resources you will be leveraging in and provide an income and expenditure budget for Year 1.

#### **1b. Neighbourhood**

We wish to fund a network of organisations that will work in designated ward(s) alongside the Local Assembly to deliver:

**Community Development** (indicative allocation of £24,000 per ward)

- I. Practical support to build strong and cohesive communities
- II. Strengthen local area partnerships by bringing organisations in an area together to work collectively for and with residents in that neighbourhood, a local level infrastructure provider
- III. Coordination and delivery of locally based community activities
- IV. Harnessing skills and volunteer time to develop strong and resilient communities
- V. Facilitating involvement of residents in the issues which affect their lives; and supporting collective action to deliver change
- VI. Identify gaps in youth and community provision in ward
- VII. Deliver activities to meet gaps where possible and raise additional resources through volunteers and fundraising to extend provision

In your application you will need to identify which ward or wards you would like to work in. Please also indicate whether there is a minimum level of funding that you can operate at i.e. if you apply to cover 3 wards could you still deliver a service if your application was only successful for 1 ward. You will need to provide details of how you would work with the local assembly and other ward based organisations to develop and deliver your work programme for Year 1, giving indicative milestones. The assessment will be largely based on the skills and experience you bring as a local partner as the detail of your work programme will need to be developed with residents and other stakeholders.

## **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, VCS and communities in relation to working together to support vulnerable adults. The theme will also offer support to organisations providing services for families with disabled children and young carers. The theme is split into 5 strands:

- a) connecting and supporting
- b) transport
- c) advocacy
- d) provision for vulnerable adults
- e) support for families with disabled children and young carers

### **2a) Connecting and supporting**

We wish to fund a consortium of organisations that will work together to:

- I. Deliver community development support to organisations working with vulnerable adults across the four integrated health and social care neighbourhoods.
- II. Identify gaps in provision for vulnerable adults at neighbourhood level and work in partnership to address these gaps.
- III. Take referrals from health and social care professionals for vulnerable adults who would benefit from being connected to community activity in their area.
- IV. Deliver a volunteer befriending service for vulnerable adults who are experiencing social isolation.
- V. Deliver a network of timebanks across the four integrated health and social care neighbourhoods.

In your application you will need to specify which of the above objectives you intend to address. Describe your intended users and beneficiaries. Outline your programme of activity in Year 1 with milestones, outcomes and outputs. Describe how you will work with the other organisations funded through this strand and what opportunities you see for collaboration over the course of the 3 year programme. Detail the additional resources you will be leveraging in and provide an income and expenditure budget for Year 1.

### **2b) Transport**

We wish to fund an organisation or consortium of organisations that will deliver an integrated community transport service that complements existing provision such as taxi card, dial a ride etc and incorporating group transport, individual journeys and support to access other mainstream transport in order to reduce social isolation and increase access to services for vulnerable adults. The service will need to work closely with referring agencies to ensure provision is targeted at people for whom there is no other feasible transport option. Services such as travel training should form part of the integrated offer to enable those individuals who need to build confidence in using public transport to be able to access mainstream provision rather than become dependent on a specialist service. The service will need to work with other

organisations funded through the Communities that Care theme to encourage them to consider transport at the early stages of planning activities and inform them of the wide range of transport options available to their users.

In your application you will need to describe your intended users and beneficiaries. Outline your programme of activity in Year 1 with milestones, outcomes and outputs. Describe how you will work with the other organisations funded through this strand and what opportunities you see for collaboration over the course of the 3 year programme. Detail the additional resources you will be leveraging in and provide an income and expenditure budget for Year 1.

### **2c) Advocacy**

We wish to fund an organisation or consortium of organisations to provide advocacy support for people with learning disabilities to ensure that they can:

- Gain access to services improving their quality of life and social well being
- Be better connected and less excluded
- Improve their confidence and be able to assert their rights and views including influencing local policy and practice

In your application you will need to detail how you intend to achieve the above outcomes. How many people you intend to support. How you will use volunteer advocates to further develop the reach of your services. How you will ensure you are well connected with services that PWLD want to access and your approach to building strong partnerships with both statutory and non statutory services in order to deliver positive outcomes for PWLD.

### **2d) Provision for vulnerable adults**

We wish to fund a network of organisations to provide activities for vulnerable adults that reduce isolation and provide an alternative to mainstream day services. We are looking for activities that can accommodate adults with both moderate and substantial needs and your application should demonstrate your approach to charging and how you are able to accommodate individuals with direct payments where appropriate. Organisations funded through this strand would be expected to work collaboratively with each other and us to adapt services to meet changing needs over the period of the grant. This may mean changing the time or location of activities, improving referral processes, accommodating more or different types of users etc.

We are looking to support activities for the following users:

- Older Adults – to combat isolation, increase independence, reduce or delay the need for statutory services and offer an alternative to day centres. Services for older adults should consider how they are able to accommodate adults with dementia and identify what steps they would need to take in order to achieve this.
- Adults with learning disabilities – to extend the range of available day activities, provide access to social activities in a safe environment.

- Mental Health service users – to offer cost effective activity programmes that support mental health service users and reduce their dependence on statutory services.
- Adults with complex social needs – to provide positive activities for adults with complex social needs that support them to build their self esteem and be actively engaged with their local community.

**2e) Support for families with disabled children and young carers**

We wish to fund organisations who can provide support to families with disabled children and young carers in order to deliver the following outcomes:

- Reduce isolation/social exclusion of parent carers of disabled children and young carers.
- Improve access to services and take up of entitlements by parent carers of disabled children and young carers
- Parent carers of disabled children and young carers are able to influence local policy and service design
- Young carers have improved educational attainment and well being.

In your application you will need to detail which of the above outcomes you intend to achieve and how. How you will ensure that you are working effectively with other CYP services so as to complement rather than duplicate service provision. How you will go about prioritising your resources to ensure that your services reach those with greatest need. What other resources you will lever in to extend the reach of your services.



## **Theme 3. Access to Advice Services**

### **i. Introduction**

The Council is seeking bids from Lewisham-based voluntary sector advice organisations for the provision of Legal, Advice and Information Services under the Access to Advice Services theme. This theme promotes the delivery of social welfare advice and information services in the borough which are of a high quality, are flexible to changing need and are responsive to ongoing welfare and legal aid reforms.

In particular, the theme is aimed at organisations which deliver effective advice and information services to vulnerable residents, such as older people, disabled people and newly arrived communities, to ensure that all individuals, regardless of their barriers, access services and are supported to live fulfilled and independent lives.

The Council welcomes bids from organisations working in partnership or as part of a consortium and from those who have experience in utilising digital technology innovatively to support local people to address their own advice needs.

### **ii. Overview of requirement**

Services will need to meet the following core objectives:

- The provision of legal advice services in the borough meets the key borough-wide principles of being fully customer-focused and achieving value for money from the resources available
- Services respond flexibly to the multiple and complex legal advice needs of people who live, work or study in the borough
- Delivery of services is flexible to ensure increased choice in the way in which clients access services
- Clients are empowered to address their own advice needs through utilising digital technologies
- Services are delivered comprehensively and innovatively across the borough, using outreach as required, so that all geographies and groups are served (see section iii below)

The Council wishes to fund a mixture of generalist, specialist and client specific legal advice services. Organisations offering basic advice and casework will require or need to be working towards the appropriate Advice Quality Standard (AQS) Advice or Advice & Casework accreditation. Organisations offering 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 be required to deliver advice in the following priority areas:

- Welfare rights
- Debt and money advice (including multiple debts and arrears)
- Housing advice (including homelessness, repairs, possession proceedings and tenancy issues)
- Immigration, compliant at OISC Level 1 (Basic Advice);
- Employment advice

In all cases, Assisted Information should be provided to all users to enable active signposting to the appropriate provider.

### **iii. Geographical Coverage and organisational characteristics**

The Council wishes to fund a broad geographical spread of support. However, given their ranking within the 10% most deprived wards in England, services operating within Bellingham, Downham, Evelyn and New Cross wards will be prioritised.

Where a generalist agency is bidding to provide a borough wide service, they will need to demonstrate how they are able to ensure effective delivery of the proposed service across all parts of the borough, particularly in areas where there is a current lack of voluntary/community sector activity.

Organisations offering specialist advice services will be expected to demonstrate effective partnership working with other advice agencies to ensure that the specialist service is accessible on a borough-wide basis. Specialist organisations will also be expected to take referrals from other advice agencies, community groups and statutory agencies.

Providers should demonstrate innovative approaches, using outreach and other techniques to show how they will deliver alternative ways of providing access to services for people unable to make use of open door access. Such techniques may include but are not limited to:

- Empowering and encouraging customers to utilise digital technology to address their own needs
- Showing how need for a home visit or vulnerable/referred clients will be assessed, provided for or referred on
- Provision of targeted outreach or other access routes where there is evidence that particular groups or communities are not accessing open door services
- Plans based on comprehensive needs assessment for the provision of outreach in locations where open door access is not provided or easily accessible by public transport.

Organisations will be expected to comply with the following:

- Staff have the relevant skills, knowledge and competency to deliver advice at specialist level

- Appropriate case file records are maintained so there is a clear audit trail of the advice and support given to clients
- The organisation is able to meet the language needs of clients through the use of bi-lingual staff, volunteers or use of translation service

#### **iv. Level of work**

##### **Generalist social welfare and client specific advice services**

Organisations seeking funding for generalist social welfare and client specific advice services will be expected to comply with the following definition of the level of work to be undertaken:

- General Help – estimated to take an average of 20 minutes and ranging from initial diagnosis of client's problem to general advice (no follow up action required)
- General Help with Casework – estimated to take an average of 60 minutes and ranging from writing a letter/phone call on behalf of clients, form filling and general advocacy.

For client specific advice services, in order to meet the diverse language needs of the various smaller communities and new residents in the borough applicants will also have to show that they are able to provide services to meet the needs of one or all of the following community groups:

- People whose first language is not English
- Older people
- People with disabilities

Organisations providing language based advice services will be expected to demonstrate effective partnership working with other agencies to ensure that the provision is accessible on a borough-wide basis and will also be expected to take referrals from other advice agencies, community groups and statutory agencies.

##### **Specialist Advice Services**

Organisations applying for specialist advice services will be expected to comply with the following definition of the level of work to be undertaken:

- General Help & Support – estimated to take an average of 60 minutes and including activities such as writing a letter/making a phone call on behalf of clients, form filling and general advocacy
- Casework – estimated to take an average of 3 hours – assumes a degree of complexity and ongoing negotiation with third party, preparation of matters up to appeal level
- Representation – advocating on a client's behalf at tribunals, appeals, or court hearings

Applicants will also be required to provide second-tier advice and support to generalist advice providers through providing access to training, information sharing and technical supervision support.

## **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).
- b. Nurture talent and provide progression pathways, including developing outreach links into other settings such as schools.

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 C – APPLICATION PROCESS**

In order to apply to Lewisham Council Main grants programme you must complete the main grants application form and submit it by 4<sup>th</sup> February 2015

**By email:** [community.enterprise@lewisham.gov.uk](mailto:community.enterprise@lewisham.gov.uk)

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

You should read the criteria and guidance contained in the previous sections of this document before completing your application. Additional guidance on each section of the form is contained below.

### **Section A – Contact Details**

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**

The questions in this section will enable us to check that you are eligible to apply for funding under this programme.

### **Section C – Partner Profile**

This section will be used to assess how well your organisation meets the partner profile described in section A, paragraph 3 of this document. This is an important part of the assessment and it is essential that you complete this section fully and address all aspects of the criteria.

### **Section D – Your Proposed Programme**

If you wish to apply to more than one theme you will need to complete this section for each theme you are applying for. We ask you to choose a primary theme that is the main theme you wish to be considered under. You can then choose additional themes as appropriate. This section will allow us to assess how well you meet the theme criteria and it is therefore important that you complete it fully.

### **Section E – Budget**

We are looking for a picture of your organisations total income and expenditure budget for 2015/16. However as funding under this programme will not commence until July 2015 we have asked you to separate out your expenditure for April to June 2015. There is no need to provide a breakdown of this it is purely to give the full picture of your turnover.

We have asked you to breakdown your proposed expenditure for each theme you are applying to. Please feel free to add additional lines as required.

There is also a section for you to include any expenditure that doesn't relate to this application but will be part of your organisation's turnover in 2015/16.

**Section F – Your organisation**

If you are currently in receipt of main grant funding from Lewisham Council then you do not need to complete this section. All organisations new to this programme will need to complete this section in full and provide the additional documentation requested.

**Section G – Further Information and Declaration**

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**

There will be a series of application workshops in December 2015. Details of these will be available later in the year.



# Main Grants Programme 2015 - 2018 Funding Application

## Section A

### Contact Details

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

## Section B

### Eligibility

<b>6.</b>	<b>What is the legal status of your organisation? Please tick all relevant box(es)</b>		
<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)		

<b>7.</b>	<b>Does your intended programme benefit mainly</b>		
		<input type="checkbox"/>	<input type="checkbox"/>

	<b>Lewisham residents (85%+ of your recipients live in Lewisham)</b>	<b>Yes</b>	<b>No</b>		
<b>8.</b>	<b>Does your organisation currently receive main grant funding from Lewisham Council.</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
<b>8a.</b>	<b>If you answered yes, and your circumstances have changed recently (e.g. you have made changes to your constitution) please state these here.</b>				

If you have answered no to question 8 above please complete Section F below.

<b>Section C</b>
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### Partner profile

**Main grants recipients will be expected to work with the council as active partners; and applications will be assessed on what they can bring to such a partnership. Please refer to the guidance for further information on what areas you need to address in each of the following questions.**

<b>9.</b>	<b>Local intelligence: your understanding of local need</b>

<b>10.</b>	<b>Transformation: Your ability to transform the way you work to better meet needs.</b>

<b>11.</b>	<b>Collaboration: your track record of working in partnership</b>

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<b>12.</b>	<b>Resources: your track record of attracting resources both financial and human.</b>
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<b>12b.</b>	<b>What is your reserve policy and current reserves status? Please explain how your organisation is financially viable.</b>
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<b>13.</b>	<b>Shared values: demonstrating your commitment to these (London Living Wage, equalities, and sustainability) and plans to improve on this.</b>
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<b>Section D</b>
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**Your proposed programme**

**We ask you to indicate a theme strand below that is the primary theme you are applying to. You may choose to apply to additional themes and will need to complete Section D for each theme you apply to.**

**14. Please mark (with an 1) which main grant theme you are applying for as your primary theme. Please mark with 2, 3 etc each additional theme you wish to apply to. You will need to complete Section D separately for each theme you are applying to.**

**1 Strong and cohesive communities**

1a  Borough wide

1b  Neighbourhood

**2 Communities that care**

2a  Connecting and supporting

2b  Transport

2c  Advocacy

2d  Provision for vulnerable adults

2e  Support for families with disabled children and young carers

**3 Access to advice**

3a  Generalist social welfare advice services

3b  Client specific advice services

3c  Specialist advice services

**4 Widening access to arts and sports**

4a  Widening access to arts

4b  Widening access to sports

**15. Please outline (in detail) the programme of activity that you propose to deliver, ensuring it meets the criteria of the theme(s) you have indicated above. Please refer to the guidance to ensure you answer all the relevant requirements for each individual theme.**

<b>16.</b>	<b>How many people do you expect to benefit from your activities in 2015/16?</b>	Existing users	<input type="text"/>	New users	<input type="text"/>
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<b>17.</b>	<b>Outline the key risks associated with the programme you are proposing and how you will minimise their impact.</b>
<p></p>	

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**18. 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:**

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

**18b. If your proposed programme will be aimed exclusively at one specific community please explain the reasons for this.**

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**19. Key milestones in delivery of programme in Year 1 from July 15 to March 16.**

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20.	<b>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.</b> 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.		
	<b>Outcomes</b>	<b>Outputs</b>	<b>How you will measure outcomes</b>
<p><i>e.g. Children and young people increase their fitness levels to improve their health and well-being.</i></p>	<p><i>e.g. An after school programme of weekly dance classes for 100 children and young people aged 8 – 16 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"> <li>• <i>Registers of all attendance at activities</i></li> <li>• <i>Questionnaires / interviews will be used to assess impact on participants.</i></li> <li>• <i>An external health professional will also evaluate health, fitness and well-being impact.</i></li> <li>• <i>Comments and observations from teaching and support staff, artists, facilitators, school teachers and parents</i></li> </ul>	

**Section E****Budget**

**21. One year funding profile:** Please provide details of the estimated income and expenditure for the organisation for 2015/16. Please add additional lines as needed.

<b>21a.</b>	<b>Income</b>	<b>Forecast April 2015 – March 2016</b>
	<b>Main Grant Programme</b>	
	Current main grant award if applicable April to June 2015	
	Amount requested under your primary theme for July 15 to March 16	
	Amount requested under your secondary theme if applicable	
	Amount requested under your third theme if applicable	
	<b>Other Lewisham Council Grants</b> (please specify):	
	<b>Other funding</b> (please specify):	
	<b>Earned Income</b> (e.g. sales, fees):	
	<b>Private income</b> (eg donors, sponsorship):	
	<b>Total Income (£)</b>	

<b>21b.</b>	<b>Expenditure</b>	<b>Forecast April 2015 – March 2016</b>
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<b>Expenditure for the period April 2015 to June 2015. There is no need to provide a breakdown of this.</b>	
<b>EXPENDITURE FOR PRIMARY THEME</b>	<b>July 2015 – March 2016</b>
<b>Staff costs (please specify)</b>	
<b>Activity costs (please specify)</b>	
<b>Running costs (please specify)</b>	
<b>Other costs (please specify)</b>	
<b>SUB TOTAL OF EXPENDITURE RELATED TO PRIMARY THEME</b>	
<b>ADDITIONAL COSTS FOR ADDITIONAL THEMES please include a breakdown of expenditure for each additional theme you are applying for.</b>	
<b>ANY OTHER EXPENDITURE please include here any expenditure that is not specifically related to this application.</b>	
<b>Total Expenditure (£)</b>	

<b>21c.</b>	<b>Funding profile summary</b>	<b>Forecast April 2015 – March 2016</b>
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<b>Total income</b>	
<b>Total expenditure</b>	
<b>Surplus / deficit</b>	

**22. If the summary above shows a surplus or deficit please explain why this is the case and what you intend to do about this.**

**23. What other non-financial support does your organisation receive?**

Item	Value	Item	Value
<input type="checkbox"/> Rent	£ _____	<input type="checkbox"/> Rate Relief	£ _____
<input type="checkbox"/> Repairs & Maintenance	£ _____	<input type="checkbox"/> Utilities	£ _____
<input type="checkbox"/> Other (specify)	£ _____		

**24. 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.

**25. Please give a brief description of your organisation, including stating your organisation's aims and objectives and when the organisation was formed.**

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**26. 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.**

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**27. 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"/>

**28. Please give details of the members of your management committee**

Full name	Position Held	Date elected	Term of office
	<b>Chairperson</b>		
	<b>Secretary</b>		
	<b>Treasurer</b>		

**29. When was your committee last elected?**

**30. Are any staff or committee members related to each other? If yes please detail.**

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<b>31.</b>	<b>Please outline what quality assurance system your organisation has in place, level attained (if relevant) and how long this is valid for?</b>

<b>32.</b>	<b>Has your organisation been funded by Lewisham Council within the last 3 years? Please tick as appropriate.</b>
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 style="width: 75%;" type="text"/>
<input type="checkbox"/>	Small and Faith Fund <input style="width: 75%;" type="text"/>
<input type="checkbox"/>	Sports Small Grant <input style="width: 75%;" type="text"/>
<input type="checkbox"/>	Arts / Festival Fund <input style="width: 75%;" type="text"/>
<input type="checkbox"/>	Public Health grants <input style="width: 75%;" type="text"/>
<input type="checkbox"/>	Youth commissioning <input style="width: 75%;" type="text"/>
<input type="checkbox"/>	Supporting People grant <input style="width: 75%;" type="text"/>
<input type="checkbox"/>	Other (please specify) <input style="width: 75%;" type="text"/>

<b>33.</b>	<b>Please describe the financial management controls within your organisation, including how many people are required to sign cheques and / or make online transactions.</b>

<b>34.</b>	<b>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.</b>

<b>35.</b>	<b>Your application must be accompanied by the following documents.</b> Please note your application may not be considered if these are not provided.	
<b>Item</b>		<b>Enclosed with application (√)</b>
Organisation's constitution or governing document		
Audited accounts for 2013/14		
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

36. In the space below write any points you want to bring to the attention of the Council.

### 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: 4<sup>th</sup> February 2015.** Forms returned after this deadline date may not be assessed.

Please return the form to:

**By email:** [community.enterprise@lewisham.gov.uk](mailto:community.enterprise@lewisham.gov.uk)

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