



London Borough of Lewisham

Main grants programme August 2019 to March 2022 criteria and guidance

December 2018

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 we 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 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 3 years with project grants for 2 years.
- 1.12 However, due to the fact the grants will be starting on 1 August 2019 rather than the usual start date of 1 April the initial grants will be 2 years and 8 months for core funding and 1 year and 8 months for project funding.
- 1.13 There is no upper or lower limit for core funding but project funding is limited to £35,000 per annum.

Timetable

- 1.14 Please upload this form by midday on Sunday 3rd February 2019. All applicants will be written to with the outcome of their application in mid-March.

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 their 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. This 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 the 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 need 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 upload via the Lewisham website.
- 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 more than one section C document please make the reasons for that clear in section G.

Section A – Organisation name

- 3.7 All we need in this section is your organisation name as we will have your contact details through your registration via the website. Please ensure that your organisation name is the same one that you registered with.

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 – we will check the details that you submitted when registering via the website.
- 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 4.

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 9C 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 9b setting out the programme of activity in Year 1 with outcomes, outputs and proposed measurements associated with these.
- 3.18 Questions 10 to 12 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 13 – 16 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 14.

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 17b. 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 23 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 25 may seem like a duplication of information at question 14 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 27 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.

Main Grants Programme 2019 - 2022 Funding Application

Section A

Contact Details

1. Name of your organisation

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Section B

Eligibility

2. We will check the status of your organisation via the details you submitted as part of your registration via the website.

3. Does your intended programme benefit mainly Lewisham residents (90%+ of your recipients live in Lewisham)

Yes

No

4. If you are applying for core funding and have answered no to question 3 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.

5. 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

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

£

7. 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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8.	<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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9.	<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 although the exact details will be agreement with once the grant has been awarded.</p>
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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):

10. 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)

Please describe below which elements of your service offer (question 9B) that you would **NOT** be included under the different levels of scaling you have selected (max 200 word per amount e.g. if you have selected both 50 and 75% please detail which elements you would cease for each scenario).

11. 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		

11b. 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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12. Please set out how your proposed programme will engage those who do not traditionally access 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.

5. 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 – 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 art of their project should apply under the theme that best represents their overall offer.

4 Widening access to arts and sports

4a Widening access to arts

4b Widening access to sports

6. 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.

£

7.	<p>Tell us the issue you are seeking to address.</p> <p>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.</p> <p>400 words.</p>

8.	<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>

9.	<p>Please tell us what you will seek to achieve over the next two with the funding you are applying for.</p> <p>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.</p>
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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.

9b.	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
<i>e.g. people increase their fitness levels to improve their health and well-being.</i>	<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>	<i>e.g.</i> <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>

10. 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)

Please describe below which elements of your service offer (question 9B) that you would NOT be included under the different levels of scaling you have selected (max 200 word per amount e.g. if you have selected both 50 and 75% please detail which elements you would cease for each scenario).

11. 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		

11b. 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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12. 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.

- | | |
|-----|---|
| 13. | <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>500 words.</p> |
|-----|---|

14. 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

15. 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)			

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

250 words.

Section E**Accounts/Budget**

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

17b.	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		

18. **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

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

20. 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.

21. How many people are involved in your organisation?

Committee members Other members

Paid staff Volunteers

22. Please give details of the members of your management committee

Full name	Position Held	Date elected	Term of office
	Chairperson		
	Secretary		
	Treasurer		

23.	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.

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

25.	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 style="width: 100%;" type="text"/>
<input type="checkbox"/>	Small and Faith Fund	<input style="width: 100%;" type="text"/>
<input type="checkbox"/>	Sports Small Grant	<input style="width: 100%;" type="text"/>
<input type="checkbox"/>	Arts / Festival Fund	<input style="width: 100%;" type="text"/>
<input type="checkbox"/>	Commissioning/Contracts	<input style="width: 100%;" type="text"/>
<input type="checkbox"/>	Other (please specify)	<input style="width: 100%;" type="text"/>

26.	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.

27.	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

28.	<p>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.</p> <p>200 words.</p>

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 2018 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.

If you have an questions regarding the completion of this form please email:
main.grants@lewisham.gov.uk.

Closing dates for applications to be uploaded to the website – Sunday 3rd February 2019.

Forms returned after this deadline date will not be assessed.