**London Community Response**

**Wave 3 Application Form for large grants of up to £50,000**

Please save the information you are adding to this form regularly. When you submit the finished form, you will receive a PDF of your final application by email with confirmation that we have received it.

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| Which programme are you applying for?  *Please refer to the guidance [hyperlink] and ensure your application fits with the criteria set out.* | * Crisis * Enable * Adapt |
| Please select which of these themes most describes the focus of the activities for which you are seeking a grant now?  required | * advice * arts and culture * children and young people * domestic abuse / violence against women and girls * equity and inclusion * food * homelessness * infrastructure (civil society support organisations) * mental health * people at risk (including older people, disabled people, and people with long-term physical health conditions) * refugees and migrants |
| Are you applying for a Small Grant (up to £10k) or a Large Grant (up to £50k) | * Small Grants up to £10k * Large Grants up to £50k |
| Are you applying on behalf of an unconstituted group, or an organisation that is new and does not have a bank account? | * Yes * No |
| If yes, please provide further information about the relationship between your organisation and theirs. Note that the **host** organisation will be responsible for the grant, and for meeting monitoring requirements. |  |

**YOUR DETAILS**

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| Name of organisation:  *Please use your organisation’s legal name (i.e. the name that appears on your organisation’s bank statement)* |  |
| Is your organisation known by any other name or did you have a former name? |  |
| Organisation address: |  |
| Line 1 |  |
| Line 2 |  |
| City |  |
| Postcode |  |
| Website (if you have one): |  |
| Primary contact for this grant: |  |
| Name: |  |
| Role: |  |
| Telephone number: |  |
| Email address: |  |
| Secondary contact for this grant (in case we need to get in touch and one of you is ill): |  |
| Name: |  |
| Role: |  |
| Telephone number: |  |
| Email address: |  |
| **Your Organisation** |  |
| What year was your organisation established? |  |
| What type of organisation are you?  *Note that for all types of organisation, you must have at least three Trustees or Directors*. | * Registered, exempted or excepted charity * Charitable incorporated organisation (CIO) * Community Interest Company limited by guarantee * Charitable company limited by guarantee * Registered charitable industrial and provident society or charitable Cooperative (Bencom) |
| If your organisation is part of a larger organisation, what is its name?  *Note that only one application can be accepted per organisation.* |  |
| Please give your charity number (if you have one) |  |
| Please give your company number (if you have one) |  |
| Are you an organisation led by and for marginalised communities and those most affected by the covid-19 crisis?  We define ‘led by’ as when more than 50% of an organisation’s senior leaders (trustees and managing staff) are people with lived experience. | Yes/no tick boxes for   * BAME * Deaf and disabled * LGBT+ * Women * Not led by and for marginalised communities |
| What does your organisation do? |  |
| Please list any quality marks that your organisations holds that are relevant to your application. |  |
| Who does your organisation help?  *For example, do you focus on particular age groups, gender groups, black and minority ethnic groups, deaf and disabled people, LBGT+?* |  |
| Does more than 50% of your organisation’s leadership (trustees and managing staff) have lived experience of the issues you tackle? | * Yes * No/Not applicable |
| How many people does your organisation usually support in a year? |  |
| Where does your organisation work?  *This information will help funders understand the needs across London and get grants to the places that need them most.* | *Specify All London or select individual Boroughs* |
| How many paid staff does your organisation usually have? | Number full time  Number part time |
| Do you pay all staff at least the London Living Wage?  We encourage any applications which include salaries to pay at least the London Living Wage, which is currently £10.75 per hour. For more information please visit <https://www.livingwage.org.uk> | * Yes * No |
| How many volunteers does your organisation usually have in a year? |  |
| **Financial Information** |  |
| Have your annual accounts been independently audited or verified | Yes/no |
| What is your financial year end date? | Date |

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| --- | --- | --- |
| *Note no £ sign is required.* | Most recent year (of annual accounts) | Prior year |
| Total incoming resources |  |  |
| Total resources expended |  |  |
| Surplus/deficit |  |  |

**How financially stable was your organisation before the crisis hit? For example:**

* did you report a surplus or deficit in your management accounts at 31.03.2020?
* What was your organisation’s level of free reserves (by free reserves, we mean unrestricted funds excluding fixed assets) compared to your reserves policy at the end of your last financial year (recognising that your accounts will not yet have been audited)?
* are you expecting to make a surplus or deficit in the current financial year (2020-21)?
* what % of your income for 2020-21 is secure?

|  |
| --- |
| 200 words |

**Your organisation’s funding**

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| Excluding any grants received from an application to the London Community Response, have you received funding **in the last 15 months** from any of the funders in this list?  *This information will help funders make decisions more quickly than usual.* | City Bridge Trust  Clothworkers  East End Community Foundation  Greater London Authority  Guys and St Thomas’ Trust  John Lyon’s Charity  London Community Foundation  London Legal Support Trust  Lloyds Bank Foundation  Mercers Company  MOPAC  National Lottery Community Fund  Paul Hamlyn Foundation  Sainsbury Families Charitable Trust  Trust for London  United St Saviours Charity  Vision Foundation  Walcott Foundation  Wembley Stadium National Trust  Westminster Foundation  None of the above |
| Please tick here if you received a grant from previous Waves of London Community Response?  *Note that this will not prevent you from being offered a Wave 3 grant.* | Tick boxes for:   * Wave 1: Small Grant (applied/received) * Wave 2: Crisis Response (applied/received) * Wave 2: Delivering Differently (applied/received) |
| If you have received a previous LCR grant, when did you/do you expect to have completed the work that the grant covered? | Date |
| Have you applied anywhere else for funding towards this project? i.e for the same costs you have listed in your budget? | Yes / No  If yes, which funder? |

**Funding request**

**Request summary: describe your request for funding in no more than 50 words “The funding is for…”.** This will be shared with all the London Community Response funders.

50 words

**Request detail: Provide further details about the work you are asking for funding towards.**

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| 200 words |

|  |  |
| --- | --- |
| Is the work you are seeking funding for targeted at a particular ethnic group? | Yes/No |
| Is the work you are seeking funding for targeted at the LGBT+ community? | Yes/No |
| Is the work you are seeking funding for targeted at people with a disability? | Yes/No |

**Tell us where the project will take place?** *Please enter one postcode here. If the work you are asking us to fund will benefit people in more than one postcode, please use the postcode where the majority of the work will take place.*

|  |
| --- |
| Postcode format |

**Tell us the estimated number of people who will benefit from the work you are seeking funding for?**

Number format

**Tell us the estimated number of volunteers who will be involved in delivering the work you are seeking funding for?**

Number format

**Timescale (grants are available for up to 6 months of work – don’t forget to allow time for funders to assess your application!): If you receive a grant, when will your project start and end?**

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**Does the work you are seeking funding for include a digital element?**  **If you tick yes here, please make sure this is clear in your budget and project detail answers.**

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| Yes/No |

**Please tell us about how you are considering safeguarding in the context of Covid-19?** *You can look at some useful resources on this at* [*https://londoncommunityresponsefund.org.uk/available-funding/guidance-applicants/safeguarding*](https://londoncommunityresponsefund.org.uk/available-funding/guidance-applicants/safeguarding)

200 words

**If the work you are seeking funding for will deliver face-to-face work with children and young people, please confirm that you have read and understood the additional guidance at** [*www.nya.org.uk/guidance*](http://www.nya.org.uk/guidance)

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| Yes / No |

**Budget**

**Tell us how much that will cost? Note that grants are to cover a maximum of six months of costs.**

Please ensure that you provide an appropriate amount of detail – if you provide only one item and cost, with no breakdown, your application is less likely to be funded. The higher the total cost, the more detail you should provide.

You can use the budget headings from the guidance or add your own.

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| --- | --- |
| **Item** | **Cost** *(number format only)* |
| People – staffing and volunteer costs for delivering the work you are applying for; |  |
| Support – supervision and support for your team, including wellbeing and specialist support; |  |
| Equipment –equipment you need to deliver this work that is not already in your budget; |  |
| Resources – any new software or training needed for your team to do their work; |  |
| Services – meeting the needs of the people you work for, including food and essentials, translation or interpreting services, or deep cleaning of offices and accommodation (a small number of funders can also cover the costs of vouchers given to people to buy these items directly); |  |
| Overheads – direct additional costs (e.g. for home working), together with a proportionate contribution to your organisational costs (including your governance costs); |  |
| Partnership – staff time, professional fees, or support needed to enable collaboration; and |  |
| Development – contributions to capacity building, infrastructure and organisational development. |  |
| **Total** |  |

**Budget notes: add any explanatory notes.** For any salaries listed, you must explain how these salaries are usually funded, and why you need to replace this funding.

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**What extra (non-financial) support might you need to make this happen?** E.g. support with adapting your work so you can offer it digitally, workforce planning etc.

100 words

**Is there any other information you need to tell us?**

1. words

**Information to upload**

* Your governing document e.g. constitution
* Your most recent annual accounts
* Management accounts for the period ending 31.03.2020
* Management accounts are the document(s) used by your organisation to track your organisation’s income and expenditure (funds received, and funds spent). They usually include a table showing all of the funds received up to a certain date, and all of the funds spent up to a certain date, broken down into categories like “salaries/staffing” “expenses” etc. Often the management accounts also include a plan, called a budget or forecast, so that your organisation’s leadership team can see how the organisation’s finances are doing compared to the plan.
* An organisational budget (not project budget) for the next 6 months
* Your budget must show how much is secured and how much is left to be raised. It should also include how much you’re planning to spend. If you don’t have this already, please use the template provided here [hyperlink]. Funders understand that these figures will only be estimates and are likely to change during the next weeks and months. Please provide your best “guestimate”.

If you work directly with service users:

* Your safeguarding policy

If this funding is to deliver face to face work with children and young people:

* Signed and dated “Staying Covid-19 Secure in 2020” document (page 14 of “Managing Youth Sector Activities and Spaces During Covid 19” at [www.nya.org.uk/guidance](http://www.nya.org.uk/guidance))
* An appropriate risk assessment (examples can be found at [https://youthworksupport.co.uk/](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fyouthworksupport.co.uk%2F&data=01%7C01%7C%7C418ba90e1d9d4902f03208d812da8769%7C9fe658cdb3cd405685193222ffa96be8%7C1&sdata=TQq1pS2qq6%2F0aC2nm83EM8G0BZgQagP%2FRlIHZubTbMs%3D&reserved=0))

Please note, that in order to pay your grant (if successful), your funder will need your organisation’s bank account details showing organisation name, address, sort code and account number in the form of a recent statement (last 3 months). Your bank account name must match your organisation’s legal name as listed above. This should take the form of one of the following:

* Scanned bank statement (if you have access to this) – with transactions redacted
* Bank statement downloaded from an online account – with transactions redacted

If you do not have access to the above, you will need to determine with the relevant funder a suitable alternative at point of grant offer.

**Statements**

I confirm that, to the best of my knowledge, all the information I have provided in this application form is correct. I fully understand that funders supporting the London Community Response initiative have zero tolerance towards fraud and may prosecute and recover funds if necessary.

 If you have applied on behalf of another  organisation (such as a mutual aid group or group without a bank account), please confirm that you will hold the grant on their behalf and that you will report back to the funders on its use. Your organisation will be bound by the terms and conditions of the grant, as set out in the grant offer letter that the funder sends to you.

Full Name: required





Role within organisation: required



**Data Privacy Statement**

“London Community Response” is a brand name for an initiative which is supported by a group of funders.

Each of the funders is a controller under data protection law of the personal data provided through the application form and any further personal data collected on applicants and approved grantees. Should you have any questions about how personal data is used by the funders, in the first instance please contact London Funders ([www.londonfunders.org.uk](http://www.londonfunders.org.uk/)).

The group of funders do not intend to share or trade personal data with third parties for commercial purposes and will only process your personal data as set out in their respective privacy notices, if it is required or permitted by law, or with your consent.

**How we will use your personal data**

The personal data we will collect will principally be the name and contact details of grant applicants. This information will be shared with the group of funding organisations who are supporting the London Community Response collaboration. We will process the personal data you provide for the purposes of:

* Administering your grant application (assessing your application, grant due diligence);
* Activities connected with raising awareness about the London Community Response initiative; and
* Analysis and learning about grant-making to improve our understanding of fundraising (but on an anonymous or pseudonymous basis wherever possible).

If your application is successful, the relevant funder will then use your personal data for processing grant payments, grant variations, grant monitoring and reporting, and at that point, your personal data will be used in accordance with the relevant funder’s privacy notice.

We may share your personal data with third parties, including other funders, external consultants and external auditors, police and regulatory bodies for the purpose of determining, preventing or detecting crime; or ensuring that no organisation is receiving duplicate funding; or the validation of contracts; or where this is otherwise required or permitted by law.

We rely on the legitimate interest basis to collect and use personal data about applicants and approved grantees for the purposes of administering the grant application, promotional activities and analysis and learning.

This is to run London Community Response properly and to ensure we continue to improve our grant-making.

You have rights under data protection law to control your personal data. Please see the relevant privacy notice for the respective funder to understand how they use your personal data and your rights.

You also have the right to lodge a complaint with the Information Commissioner’s Office ([www.ico.org.uk](http://www.ico.org.uk/)) should you have concerns about how your personal data is used but please raise your concern with us first.

For further information about how London Funders uses the personal data relating to your application please see: <https://londonfunders.org.uk/about/privacy-and-cookies-policy>

**PLEASE DO NOT PRESS SUBMIT UNTIL YOU HAVE COMPLETED THE FORM AND UPLOADED ALL THE ATTACHMENTS THAT YOU ARE REQUIRED TO – WE CANNOT ACCEPT ADDITIONAL INFORMATION AFTER SUBMISSION, AND YOUR APPLICATION WILL NOT BE REVIEWED.**

SUBMIT