

Evening Standard Dispossessed Fund

Guidelines for applicants

The London Evening Standard Dispossessed Fund aims to support exceptional grassroots organisations that are making a real difference to the lives of people in their communities.

If you are a local voluntary or community group with a good idea, this grant fund may be able to help.

We are pleased to be working with the BIG Lottery Fund's People Powered Change initiative and the Office for Civil Society to make available more funds for London.

The total allocation of funds for this round across London is £1.27 million. We want to award grants from right across London and each borough has its own overall allocation of funds.

Grants will be available to fund grassroots projects and will normally be available for £2,000 - £10,000 depending on the amount available in each area. You may not always be awarded the full amount that you have applied for.

The Office for Civil Society wants to see their contribution used immediately and your project will have a better chance of being funded if the grant can be spent by 31st March 2012.

These guidelines set out who can apply, and what the grant could pay for.

The Evening Standard Dispossessed Fund is available for local groups throughout London.

London
Evening
Standard
standard.co.uk

THE DISPOSSESSED



Who can apply?

Community groups, voluntary organisations, small charities and small social enterprises.

Your group must have been active in your local area for at least 1 year before you apply.

Your group must have annual income of less than £250,000. This can relate to your last financial year or be taken as an average over your last three financial years. You will need to provide evidence of this in your application.

Fund Themes

Grants can pay for work that fits **one or more** of these categories:

- Training and educating people who have dropped out of mainstream education
- Getting people into work such as through apprenticeship or mentor schemes
- Fighting gangs, knife and gun crime
- Improving mental and physical health and well-being, such as through sports clubs and helping carers
- Addressing other manifestations of poverty such as homelessness, pensioner poverty or the working poor

Applications must ALSO meet the Big Lottery Fund's People Powered Change initiative outcomes:

So, your application should show:

- demonstrable inclusion of groups, communities of interest and places of poverty with poor sense of community and social infrastructure.

- how you are helping capable, resilient people and communities to make choices for themselves and enable them to make a social contribution.

What you can apply for

Grant size and when to apply

You can apply for grant of £2,000 - £10,000.*

You will be notified of the amount of funding that we expect to be available in your borough when you register to apply for a grant.

Decisions on which grants will be awarded will be made before mid-December 2011.

Applicants will usually be given around 6 weeks to complete their applications followed by a 6 week assessment period before the grants are sent to the Committee for a final decision.

What can your grant pay for?

Funding is available for all costs related to the successful delivery of your project.

When will I hear something?

For this round you will be notified by mid-December 2011 on the outcome of your application. If all of your grant is to be spent before 31st March 2012, we may be able to notify you 4-6 weeks beforehand.

Exclusions

The following will **not** be eligible for funding:

- Private limited companies and profit making organisations
- Individuals
- Religious or political activities
- Financing or spending which has already taken place
- Statutory organisations

If your application has been unsuccessful in a previous round, please ensure you obtain full feedback on the reasons from your local funding organisation before you apply again.

While we are partnering with the Big Lottery Fund and its People Powered Change initiative applicants that have received any grant from the Big Lottery Fund **within the last two years (since July 2009)**

will not be eligible to apply for Evening Standard Dispossessed funding to be spent after March 2012.

Applicants that have received Lottery funding however **are eligible to apply for Office for Civil Society funds, which must be spent in full by the end of March 2012.**

What you must have in place

We can only consider applications from groups with the following in place:

- A strong volunteer base (in addition to the Trustees or Management Committee)
- Good links, and understanding of need in the local community
- An active management committee/set of trustees or advisors of at least three people (who are not related)
- Recent signed accounts and/or sound plans for managing your money
- A bank account in the name of the group, with at least 2 unrelated signatories
- A safeguarding policy if working with children and / or vulnerable adults. This should include the practical procedures you would have in place in your organisation to safeguard the children/adults
- A governing document (e.g. a constitution or set of rules). **At a minimum, the document must refer to the following elements:**
 - a) Organisation Name
 - b) Objectives (including details of beneficiaries)
 - c) Powers
 - d) Trustees or Management Committee (including how they are appointed)
 - e) Meetings and proceedings of charity
 - f) Finances
 - g) Trustees or Management Committee members not to have a personal interest
 - h) Power of dissolution
 - i) Date of adoption
 - j) Trustee or Management Committee signatures

See Part B of the application form for other requirements.

Submitting Applications

For this grant round The London Evening Standard Dispossessed Fund will be open for applications until Friday 23rd September 2011.

To apply for a grant please visit:

<http://dispossessedfund.communityfoundations.org.uk/>

Click on the 'Apply Now' button.

You will then be asked to select the borough in which your project will be based, select a theme for your grant application and enter your email address.

Once you have done this you will be sent an email with a link to your unique online application form. You should receive this email within a couple of minutes (please check your spam folder).

The email will also give you the name and contact details of the funding organisation that will be dealing with your application, you should use these contact details for any questions about your application for the whole of the process.

Part A of the application

To begin 'Part A' of your application please click on the link within the email that you have received from us. This link is unique to you and your application. There are help notes available as you go through the online application form and you can save your application at any point and come back to it to complete it at anytime before the closing date. If you need any help with the online application form, please contact your funding organisation for advice (contact details are in the email).

Once you get to the end of the application form there will be a 'Submit' button. Once you press this it will automatically get sent to the funder who is dealing with applications in your borough and this will be accepted as a completed application.

Please check through your submission before you press the Submit button. You will also be emailed a copy of your completed application form.

If you need further assistance to fill in the online form or help with any aspects of your project, such as drafting your safeguarding policy or constitution, preparing project budgets, please do not hesitate to contact your allocated funding organisation.

As £950,000 of the funding available has to be spent on work which is completed by 31st March 2012, it is

important that you complete the section of the form which asks you to state how much you will spend:

- Before 31st March 2012
- Between 31st March 2012 and 31st December 2012.

Part B of the application

As well as receiving the link to 'Part A' in the email you will also receive these guidance notes and a 'Part B' of the application form attached to the email.

You will need to complete 'Part B' and send this with the requested signed documents to the funder dealing with your application. You must do this before 5pm on the closing date of Friday 23rd September 2011.

Your application will not be complete without this extra information and will not be considered if received after the closing date.

Requested documents could include:

- Signed Accounts/Record of Income and Expenditure for the last financial year or your two most recent bank statements
- Signed Governing Document
- Safeguarding Policy (if working with children/vulnerable adults)

The purpose of 'Part B' is to find out additional information about your organisation that we need to support your application. Full instructions as to what is required will be on this form.

Additional questions in Part B

There are also some additional questions to gather further information for the grant-awarding Committee. The Committee want to get a feel for why your work is relevant to the Dispossessed Fund's themes.

1) Please tell us how and why your group was set up?

Please let us know the story behind your group. Was it set up as a result of a personal circumstance or issue that affected the founder which made them want to address a need/issue that is currently unsupported in the community?

For example, were they the victim of a crime or in need of a service that was not available in the community, did this motivate them to set up something to address that need for themselves and others in the community?

2) Please give us a brief example of a case study of a previous beneficiary and how your work has changed lives.

Please do not use more than 500 words. This is your opportunity to show the outcomes of your work and the benefits to individuals and how this impacts the wider community you operate in.

3) Please explain how your application relates to the two PPC outcomes and your chosen Dispossessed theme.

Please tell us how you feel your project addresses your chosen Dispossessed theme and how it relates to the Big Lottery Fund's People Powered Change initiative (PPC) outcomes (**you will need to show how it meets both PPC outcomes**). Please show how the grant would mobilise volunteers and people in the community, enabling people to find solutions to issues for themselves.

PPC Outcome 1 - demonstrable inclusion of groups, communities of interest and places of poverty with poor sense of community and social infrastructure

PPC Outcome 2 - capable, resilient people and communities making choices for themselves, able to make a social contribution

Monitoring

If your application is successful, you will be required to:

- Credit support from the Evening Standard Dispossessed Fund the Big Lottery Fund on all materials related to the funded work (there may be variants on this – you will be provided with full information).

- Complete a project review form no later than 6 weeks after completion of your project.
- Maintain financial records for all grant spending and submit requested information to your funding organisation.
- Be available for a monitoring visit.

The grant terms and conditions will provide further detail.

* Your local funding organisation which is managing the grants administration process is authorised to make a **very** limited number of larger grants of up to £50,000 for projects that can complete their work by 31st March 2012. Competition for this will be fierce with around 5-10 of these grants made across London. Groups that apply must demonstrate a strong track record, sustainability plans and experience of managing a large grant. They must also mobilise local people to make a difference in their communities and achieve the aims and themes of the Dispossessed Fund. If you wish to register your interest, please email your local funding organisation with a short description of your project and what you would spend your funding on. Your local funding organisation will contact you if they wish you to submit a full application.