



London Borough of Lewisham

**Main Grants programme 2022 – 25 criteria
and guidance**

September 2021

Lewisham Main Grants Programme

Section 1 – Overview

Lewisham's Main Grants programme has been operational for over 20 years, providing funding to organisations delivering a wide range of crucial services during that time. The provision of grants has enabled organisations to develop their capacity and widen the range of services they offer. The programme has focused on a range of service areas and approaches during its lifetime and has developed in accordance with the needs of local residents, always with input from the Voluntary and Community Sector (VCS) to ensure its focus is effectively targeted.

A new funding round is due to open for applications in September 2021 for expenditure in the 2022 – 2025 financial years. As usual, the programme is focusing on specific areas of need and a recent VCS consultation has informed its approach.

In compiling the consultation, the Council sought feedback on a strategic approach aimed at building the capacity of the sector as a whole through strong infrastructure, coordination and fundraising services. The aim is that the new Main Grants funding round should deliver VCS sustainability by building strength and capacity to attract funds from wider sources rather than the Council trying to fund everything directly through short term project-based grants. This aim also takes into account the introduction of the Neighbourhood Community Infrastructure Levy (NCIL) which has the potential to fund local projects and services directly related to local need. The Council has identified that it is crucial for the VCS to maximise the benefits that NCIL brings and that this will be best achieved by the Main Grants programme strengthening the capacity of the sector to achieve this.

A major factor in the Council's approach and consultation in relation to the Main Grants programme has been the impact of the Covid-19 pandemic in Lewisham's communities. This has presented both positive outcomes, such as increased community cohesion at a time of crisis, and challenges for *example 25,000 plus residents volunteering at the Community Hub, and 50,000 + calls made to clinically vulnerable residents (source Future Lewisham)*.

Consultation responses have confirmed that the Lewisham VCS endorses a Main Grants programme at this point in time which builds capacity and infrastructure to increase funding sustainability overall at this crucial post-pandemic point in Lewisham's VCS history.

1.1 Length and size of grants

Funding secured through this application will be available for three years starting from 1 April 2022, subject to annual confirmation in line with the Council's annual budget setting process. We have introduced small partnership grants (up to £10,000 per year) and community fundraiser opportunities as part of the main grants programme and these can be applied for using separate processes, available at the following link:

communityfunding.lewisham.gov.uk/

Grants will generally be for up to circa £50k per year apart from exceptional circumstances. It is intended that there will be larger partnership grants for the delivery of a borough-wide advice service and a coordinated social prescribing service.

Funding is available to cover either specific project costs or organisational core costs. In the latter case, the activities of the organisation should relate to the themes detailed and you should be explicit about how the funding's contribution to core costs will enable the organisation to increase its reach and especially its ability to generate further funding from alternative sources as a result.

It is expected that organisations will request annual levels of funding which remain consistent across their three years of delivery. Please note the grants make no allowance for inflation and we do not expect to see fluctuations in funding requested across individual years of delivery.

A specific funding pot for London Borough of Culture (LBoC), administered through the LBoC Team as part of the wider programme will be available through a separate application process. Further information can be found at: communityfunding.lewisham.gov.uk/.

1.2 Timetable

Please submit this completed form by 11.59pm on 18 November 2021. All applicants will be written to with the outcome of their application in December 2021 with final approval to be given at Mayor and Cabinet in early 2022.

1.3 Workshops

There will be a series of application workshops in October 2021 as follows:

- 6th October 10am-12pm
- 13th October 6-8pm
- 19th October 10am-12pm

Further details and booking arrangements are available on the Community Funding Lewisham website at:

communityfunding.lewisham.gov.uk/

Section 2 - Criteria for grants programme 2022-2025

In setting the priorities for this programme the Council has undertaken a thorough review of all of the available evidence on the impact of COVID and the needs of the borough during the recovery phase. We have consulted on replacing the current Main Grants priorities with new ones in line with the Council's overall approach to recovery. The new priorities are:

- **An economically sound future** (specifically Advice Services and Enabling Digital Access for All)
- **A healthy and well future**
- **A future we all have a part in**

An Economically Sound Future

Please note that the two sub-themes for which applications can be made under an Economically Sound Future are Borough-Wide Advice Services and Enabling Digital Access for All.

Borough-Wide Advice Services

Under this sub-theme organisations will deliver a good quality, borough-wide independent information and advice service. There are additional questions for people applying for this funding. These will emerge as you complete the form using the online portal.

Our expectation is that a borough-wide advice service:

- Is fully customer-focused and achieves value for money from the resources available;
- Has the capacity to cater for approximately 25,000 enquiries per year;
- Is flexible to the multiple and complex legal advice needs of people who live, work or study in the borough
- Increases choice in the way clients access services – principally by phone and encompassing partner referrals, access and support through digital channels
- Offers support in a range of community languages
- Empowers clients to address their own advice needs through utilising digital technologies
- Delivers comprehensively and innovatively including face to face outreach as required, so that all geographies and groups are served
- Works collaboratively with key partners to support residents with multiple needs.

Digital Access for All

As services become increasingly accessible through digital means, it is important that Lewisham residents are able to keep pace with technological changes. Organisations wishing to apply for Digital Access for All funding should be aware that the Council is seeking the following:

- Projects offering training on digital skills and support to those most in need
- Innovative projects and schemes that enable communities most in need to become digitally enabled
- Enabling residents to access essential online services
- Enabling residents to play an active role in their community including taking part in online consultations and engagement

A Healthy and Well Future

Coordinated Social Prescribing service

We propose to continue funding social prescribing as the infrastructure offering coordinated support to residents, and to act as a gateway to the wide range of voluntary and community sector activity in the borough. There are additional questions for people applying for this funding. These will emerge as you complete the form via the online portal.

The service will provide:

- Access to a range of preventative community-based support
- Capacity to work with approximately 5,000 referrals per year
- Use learning from the pandemic to identify and meet the needs of residents
- Data and intelligence in relation to demand for services, where and how these have been met, changes in need over time;
- Analysis of gaps in services - in terms of communities, issues and geography.

Physical and Mental Health Wellbeing Activities

- Projects and activities that connect people to their local community or community of interest and improve physical and mental health and wellbeing, using an agreed framework such as Five Ways to Wellbeing.
- All activities funded by the programme must prioritise referrals through the social prescribing service and ensure that monitoring data is returned regularly to enable an overview of the impact of social prescribing.
- Use learning from the pandemic to identify and meet the needs of residents.
- Providing volunteering opportunities to improve people's wellbeing
- Providing opportunities for residents to engage in activities which promote the development of community cohesion and/or communities of special interest to them.
- Initiatives to engage with residents not reached by other services, e.g. Seldom Heard Voices and/or community organisations,
- Initiatives to enable residents to participate in co-design and development of community provision.

A Future We All Have a Part In

Building Strong Communities – BAME Infrastructure

Black Asian and Minority Ethnic infrastructure support that is tied to, and works alongside, the Community Fundraiser focused on equalities. Based on feedback from the BAME infrastructure roundtable event, the focus of the support will be capacity building for BAME-lead organisations based on collaboration, enabling organisations to identify need, generate ideas for funding, and support to become sustainable.

Volunteer Brokerage

- Promoting volunteering as an opportunity to give back to communities.
- Developing systems for making residents aware of volunteering opportunities in their area.
- Providing a brokerage service for community organisations to access volunteers and matching interested residents with volunteering opportunities.
- Creating easier mechanisms for people seeking to volunteer to find the appropriate opportunity.

Community Directory

Easy access to information about what's available i.e. a Community directory of VCS services that is:

- Comprehensive and accessible by residents and referral agencies.
- Available online and also offers solutions to enable residents who are not online to access the information.
- Regularly updated.
- Searchable by category, location.
- Enables organisation to update their own details.

Hosting community fundraisers - Please see separate expression of interest and guidance.

communityfunding.lewisham.gov.uk/

Partnership Grant of up to £10,000 per annum – Please see separate application form and guidance note.

communityfunding.lewisham.gov.uk/

Section 3 – GUIDANCE on answering questions

This guidance will take you through each of the questions on our application form. Some of these questions will only be applicable to organisations applying for borough-wide advice services, or a coordinated social prescribing service. These questions will have a separate question under question 4. If you are not applying for either of these services, you will not be required to answer these questions.

Please pay particular attention to question 18 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.

Q.1 Contact details

All we need in this section is your organisation name and contact details including website and social media.

Q.2 Eligibility

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

In order to be eligible for a grant from Lewisham Council you must be a not for profit organisation. The following types of organisation are eligible to apply for a grant:

- Registered Charity
- Company Ltd by shares
- CIC (Community Interest Company)
- Cooperative
- Other – constituted (including CIO's and Social Enterprises)
- Other – un-constituted – *please give details of your organisation's governance document for example, aims and objectives, membership and how decisions are made*

*Lewisham residents

This question 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 a national or regional organisation based, or delivering services, in Lewisham please explain this at question 5.

Q.3 Your service offer

Please tick the theme and sub-theme under which you wish to apply and tell us the annual sum you are requesting. The boxes you tick will dictate the questions you see on the online form.

Q.4 Organisation summary

- 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.
- Organisations who wish to submit more than one project will need to complete a separate application for each project.
- You should provide details of your users, your engagement methods, your partners and your activities and impact in Lewisham.
- 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 (www.lewishamjsna.org.uk) website and on the Lewisham Observatory website (www.observatory.lewisham.gov.uk/) which may be useful to applicants.

Organisation and project summary (except organisations applying for social prescribing coordination and/or borough-wide advice – see separate questions for Q4 under the headings **Borough wide Advice service ONLY** and **Social prescribing co-ordination service ONLY**).

Q.4a Please give a brief description of your organisation

This question is designed to get a good understanding of your organisation, your main areas of work and how the organisation is run. It is important that you address each of the bullet points as a minimum as we will be looking for a comprehensive picture of your organisation.

Q.4b Please describe your project or relevant core activities

This question is designed to get a good understanding of your project or relevant core activities. It is important that you address each of the bullet points as a minimum as we will be looking for a comprehensive picture of your project.

Your response should include:

- What is your project? If applying for core costs, please explain how they will help you deliver your selected theme and sub-theme.
- The need for the project/core costs
- Why your project is specifically needed in Lewisham – what evidence do you have that this is needed in Lewisham – your evidence could include knowledge you've gained from service users, national and local data, knowledge from partners such as GP surgeries, etc.
- How it meets one or more of the Main Grants priorities (see guidance above)
- What difference will the project make to Lewisham residents?
- What type of activities will you provide?
- Where will the project be delivered (in which area/s of the borough?)
- Who will deliver your project?
- What information governance (including compliance with GDPR) do you have in place?
- How you will ensure activities are COVID-19 safe as per government advice at time of project mobilisation. For more information visit:
lewisham.gov.uk/myservices/coronavirus-covid-19

Q.4c User Profile

Meeting the needs of people with the following protected characteristics, seldom heard voices, and those communities most impacted by COVID-19, will be key criteria when prioritising bids.

You will need to state whether your project is designed specifically to meet the needs of the groups identified below over and above your commitment to meeting

the needs of people with protected characteristics? Please tick all that apply on the form and give further detail in the box provided.

- Age
- Gender reassignment
- Seldom heard voices (please explain which community) - <https://lewisham.gov.uk/mayorandcouncil/local-democracy-review>
- Disability
- Sexual orientation
- Communities most impacted by Covid (please explain which community)
- Race
- Intersectionality – the complex, cumulative way multiple forms of discrimination (e.g. racism, sexism, classism) combine, overlap or intersect especially in the experiences of marginalised groups or individuals, e.g. refugee identifying as LGBTQ and facing homelessness.

Please use the box provided to give further details of how you will specifically meet the needs of these groups. Also use the box to provide an explanation if you have not selected any of above.

Borough-wide Advice Service ONLY

Q.4a Please describe your project or relevant core activities

This question is designed to get a good understanding of your project or relevant core activities. It is important that you address each of the bullet points as a minimum as we will be looking for a comprehensive picture of your project.

Your response should include:

- What is your project? If applying for core costs, please explain how they will help you deliver your selected theme and sub-theme.
- The need for the project/core costs
- Why your project is specifically needed in Lewisham – what evidence do you have that this is needed in Lewisham – your evidence could include knowledge you've gained from service users, national and local data, knowledge from partners such as GP surgeries, etc.
- How it meets one or more of the Main Grants priorities (see guidance above)
- What difference will the project make to Lewisham residents?
- What type of activities will you provide?
- Where will the project be delivered (in which area/s of the borough?)
- Who will deliver your project?
- What information governance (including compliance with GDPR) do you have in place?
- How you will ensure activities are COVID-19 safe as per government advice at time of project mobilisation. For more information visit:

Q.4b Please give a description of your organisation

This gives you an opportunity to describe the overall strategy of your organisation and its ability to work borough-wide. Please address the points indicated in the question as a minimum.

Q.4c Please describe your service model for a borough-wide independent advice service.

This is a critical part of your application to deliver a borough-wide advice service. Please ensure you give as comprehensive a picture as possible. Please address the points indicated in the question as a minimum.

Q.4d What information governance (including compliance with GDPR) do you have in place?

Information governance and General Data Protection Regulation (GDPR) has become increasingly critical for services funded by us. We anticipate these borough-wide services will receive referrals from a range of services including statutory and health partners. Please tell us what arrangements you have in place to protect the data you collect and the data you share. If you have an Information Governance (IG) policy or you have completed the IG toolkit, please tell us or include a link to any relevant documents.

Social prescribing co-ordination service ONLY

Q.4a Please give a description of your organisation

This gives you an opportunity to describe the overall strategy of your organisation and its ability to work borough-wide. Please address the points indicated in the question as a minimum.

Q.4b Please describe your service model for a coordinated social prescribing service.

This is a critical part of your application to deliver a co-ordinated social prescribing service. Please ensure you give us a comprehensive picture as possible. Please address the points indicated in the question as a minimum.

Q.4c What information governance (including compliance with GDPR) do you have in place?

Information governance and General Data Protection Regulation (GDPR) has become increasingly critical for services funded by us. We anticipate these borough-

wide services will receive referrals from a range of services including statutory and health partners. Please tell us what arrangements you have in place to protect the data you collect and the data you share. If you have an Information Governance (IG) policy or you have completed the IG toolkit, please tell us or include a link to any relevant documents.

Q.5 Protected characteristics

This question aims to find out how your service will engage and promote services to groups with protected characteristics and defined by the Equality Act 2010 www.gov.uk/guidance/equality-act-2010-guidance

We will be assessing how proactive you are in ensuring your service is accessible and that it is representative in terms of service use.
www.gov.uk/guidance/equality-act-2010-guidance

Q.6 COVID-19

This question asks about the lessons you have learnt from your experiences during COVID-19 and how your approach might differ in the future as a result (please include both positive and negative experiences).

Q.7 Partnerships and resources

In your answer you should aim to address the following key points that are appropriate to your project.

To assist you, we have provided an example of a case study that you may find useful in telling us more about your project and your partners.

Our organisation has grown a number of relationships over the last three years, through the launch of xxxx Project we deliver in direct partnership with statutory services, community partners and public services such as the Met Police and CCG. We have steadily built upon our positive relationships with a range of local organisations including x y and z over the last 5 years, which enabled us to deliver the xxxx project successfully to over 800 vulnerable local people in the last year.

We have worked collaboratively with a large number of smaller Lewisham organisations and community groups to ensure that young people 18 - 25 have access to activities that meet their needs. We have proactively supported the xxxx network which has enabled the development of strengthened services, a growing number of partnerships and better referral pathways between groups.

We are proud of our achievement in receiving a number of prestigious awards and nominations over the last 3 years including a b and c. Our success is also well reflected in the grant and sponsorship funding we have been able to attract including a major grant of £150,000 from the xxxx Trust and the Award for best partnership project from the xxxxx Foundation.

Most of all we are proud of our success in placing xxxx number of vulnerable young adults into further education, training and employment.

Q.8 Developing services and attracting additional resources

In your answer you should aim to tell us how you aim to develop your project and maximise your resources. The list below provides you with some possible examples including:

- How many extra people you would expect to work with
- The activities you will deliver
- The difference you want your service to make
- How your service is different from those that are already in place or already funded/commissioned by the council (if applicable)
- How much extra funding you think you will attract in this period. You should state the level of funding that you would anticipate attracting during this period

*** Your answers in this section will be part of your monitoring returns if you are successful; the exact details will be agreed with you once the grant has been awarded.**

Q9. Shared values

In applying for the Main Grants funding you are agreeing to work in partnership with us to demonstrate your commitment to:

- London Living Wage
- Equalities diversity and wellbeing
- Sustainability
- Being Dementia Friendly
- Ending Modern Slavery
- Working in partnership with the Council to deliver events
- Information sharing e.g overview of service users
- Sector leadership

We would expect organisations working with the Council to endorse these. If you are unable to accept any of these conditions, please “untick” the boxes concerned and provide details in the box provided.

Q.10 Outputs and outcomes

We are looking for details of your planned project, including the number of activities you are planning to deliver, and the number of people you are planning to work with. We are also seeking information on the outcomes you believe your project and individual activities will achieve.

If you are applying for core funding, please use the table to detail the activities (outputs) you will deliver, for example staff hours spent on fundraising activities, and the outcomes you will achieve, for example £XXXX additional income in the first year. It is important that the outputs and outcomes are specific and measurable.

Please use the table below as an example to guide your approach to completing the online table. You can add additional lines for each activity.

<p>Detail your outputs (activities, how often they will be delivered, and numbers of people who would benefit) and outcomes (the difference your activities will make to your service users and the wider community) and explain how you propose to measure your performance against what you say you will do. Please remember your outcomes must be linked to the theme priorities. Please see below some examples</p>		
Outcomes	Outputs	How you will measure outcomes
<p><i>e.g. people increase their fitness levels to improve their health and well-being.</i></p>	<p><i>e.g. weekly online dance classes for 100 previously social isolated adults will be delivered. 150 sessions (each 60 minutes long) will take place in 2 locations (Downham and New Cross).</i></p>	<p><i>e.g.</i></p> <ul style="list-style-type: none"> • <i>Registers of all attendance at activities</i> • <i>Questionnaires / interviews will be used to assess impact on participants.</i> • <i>An external health professional will evaluate health, fitness and well-being impact.</i> • <i>Comments and observations from teaching and support staff, artists, facilitators etc.</i>

Q.11 Track record for attracting resources

We are interested in your track record as an organisation of raising funds, other kind of income, human resources, and in kind support. This could be equipment, volunteers, donations, or free HR or finance support.

Q.12 Overall financial position

We are asking that you give us your details of income and expenditure and year end surplus/deficit. This will help us assess your organisation's financial position, including your resources for delivering the services you are seeking to fund through Main Grants.

Q.12a Reserves and sustainability

Please tell us what reserves you hold, which areas of your reserves are ring-fenced vs. free reserves, and whether you have a reserves policy. Please also provide your income/expenditure along with surplus/deficit for the last three years.

Q.12b Accounts filing

Please confirm that you are up to date with filing your accounts with the Charities Commission and please attach your most recent set of audited accounts. Please use the additional text box to provide a reason if you are not up to date with your accounts filing

Q.13 Budget (project and staff costs)

Please provide a breakdown of your proposed expenditure. Please feel free to add additional lines as required. We will fund part or all of your core activities if they meet the criteria specified, as well as new projects meeting the criteria. We do not want to be prescriptive about how you use the funds (eg you may choose to back-fill an existing post in order to increase new activities) but we want you to tell us how the money will be spent.

If you are applying to use the grant as core funding, please provide a breakdown of how the funds will be utilised within your organisation. For example, funding of Chief Executive's salary for three days per week to enable Chief Executive to undertake promotional and networking activities (you should have explained what these activities will achieve in the Outputs and Outcomes section above).

We have provided an example of the kind of breakdown that is required below:

PROJECT FUNDING ONLY - please complete the below table	Annual expenditure
Staff costs (please specify)	
Includes salaries:	
1 PT project coordinator @ e.g. SCP 25 X 0.6 =	e.g. £17,746
2 Session instructors @ e.g. SCP 23 X 20 hours X 6 weeks: £14.38 X 20 X 6 =	e.g. £1,725
Employers NI @ 13.8%	e.g. £2,686

Pensions @ e.g. 6%	e.g. £1,168
TOTAL	e.g. £23,325
Activity costs (please specify)	
Volunteer Costs: lunch and travel cards for 3 volunteers X 15 hours X 6 weeks @ £10.00 per day =	£2,700
Equipment Costs: Footballs, rounders bats, mini trampolines X 2, mini obstacle course	£2,500
Venue Costs: e.g. Hire of hall @ £20 per hour X 2 hours X 20 sessions	£800
Refreshments £25 X 20 sessions	£500
Other session Equipment £50 per quarter	£200
Running costs (please specify)	
Office costs 30% of total office costs of £5,500 p.a	£1,650
Marketing and promotion: Quarterly members newsletter @ 500	£2,000
Website hosting cost	£300
Digital lead contractor – £30 per hour X 5 hours per month	£1,800
Other costs (please specify)	
Management, Governance & Fundraising 10% of manager and administrator's costs @ £45,000	£4,500
Total	£40,275

Q.14 Who is in your organisation

Please provide us with details of people involved in your organisations and the numbers in each category listed on the application form.

Q.15 Trustees/board details

Please provide us with details of your trustees, please add additional lines as required.

Q.16 Board statement

We would like to know that your trustees are aware and supportive of your application to the Main Grants programme. Therefore, we would like a statement from your board on your organisation and its governance, your strategic plan and how often it is reviewed, your management and supervision arrangements.

Please be aware this may take time to coordinate if there is not a board meeting scheduled during the application period.

Q.17 Monitoring and evaluation

This is an opportunity for applicants to tell us more about your organisation, how it works and how you monitor success including details of who is involved in assessing and monitoring performance. Please address each of the points listed in the question.

Q.17a Monitoring and evaluation (question for Advice services and Social Prescribing Service only)

What opportunities and threats (risks) do you foresee that your organisation might face over the next 3 years? Tell us about plans you have in place to deal with them.

Q.18 Banking arrangements

Successful grant recipients will have their grant paid directly into the organisation's bank account. If you have not been funded in the most recent grants round by Lewisham Council previously or if your bank details have changed, please give details of the bank or building society the grant should be paid into.

Q.19 Documentation

It is not a requirement as part of the application to submit the documentation listed at this question but this must be available within 10 working days when requested otherwise your application may be invalidated.

SECTION 4 – APPLICATION PROCESS AND ADDITIONAL GUIDANCE

- 4.1 In order to apply to Lewisham Council Main Grants programme you must complete the Main Grants application form on the Community Funding Lewisham website: communityfunding.lewisham.gov.uk/
- 4.2 You should read the criteria and guidance contained in the previous sections of this document before completing your application.
- 4.3 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.