Wandsworth

Community Spaces and Inflationary Pressures Fund
Guidance Notes

Thank you for your interest in this Fund. This grant fund has been set-up to support local Voluntary and Community Sector (VCS) organisations respond to the increased cost of living through the provision of community spaces with associated activities, including food for older people.

It is important that you read these guidance notes <u>before</u> you complete the application form.

These Guidance Notes will help you to make an application. Please ensure that you have submitted all the relevant documentation and answered the questions in full.

<u>The deadline for applications is:</u>

Application deadline	9am on Monday 22 September 2025
Grant Sub-Committee	06 November 2025
Projects begin	November 2025 – January 2026

If after reading these guidance notes you are unclear about whether your activity, service or project meets our criteria, please contact Harriet Steele on **020 8487 5259 or email: <u>Wgf@wandsworth.gov.uk</u>**

Aim of the Fund

The Community Spaces and Inflationary Pressures Fund is intended to support voluntary sector organisations by boosting the current offer of community spaces and food provision in Wandsworth with a view to build capacity and sustainability, to enable people to keep warm and fed during winter and beyond and reduce isolation. The fund will also support core programme costs for organisations who are struggling with the rising Cost of Living due to proven increased demand on their services (which directly support residents being impacted by the cost of living), with a focus on moving to longer term sustainability. The funding is focused on projects <u>directly supporting people affected by the rising cost of living</u>, i.e., it is not open to the entire Voluntary and Community Sector.

- **Priority 1: Community Spaces and Food Projects with a focus on building capacity and sustainability.**

To provide access to a network of safe, welcoming community spaces where residents can keep warm and access food and other services.

This could include groups running activities including existing provision where the applicants can demonstrate that the projects are successful, and they are struggling to fund the costs of these services due to inflationary pressures. The applicant will also need to demonstrate

Wandsworth

how they are supporting a broad cohort of people in need of this type of provision and how they have adapted their services accordingly.

View our directory of pledged spaces. Successful applicants would be expected to form part of this offer.

- **Priority 2: Funding core programme costs for organisations who are struggling with inflationary pressures due to proven increased demand on their services (which directly support residents being impacted by the rising cost of living), with a focus on moving to longer term sustainability.**

This funding is only intended to see organisations through a time of increased demand and inflationary pressures and should be considered as one-off funding. Therefore, applicants will be asked to consider how they can build their resilience and core service capacity to operate on a more sustainable footing in the future.

Applicants for this priority must be able to demonstrate the increased demand for their services AND that these services are directly supporting residents due to the impact of the rising Cost of Living, whilst supporting residents to move on to a longer-term sustainable position and not being reliant on their services.

We are particularly interested in projects that:

- Build individual capacity and resilience, to help people to be more able to cope with future crises and financial shocks

- Build community capacity and resilience, to help provide the support that people need

- Identify and target particular groups of people most in need of support, be that by demography, income, geography etc

- Address key themes people are struggling with, such as food, energy, skills and income

- Have clear outcomes through which to demonstrate success, and a commitment to sharing regular monitoring information with the Council.

- Have a clear communication plan to engage target audiences, stakeholders and share achievements

- Demonstrate a clear sustainability plan beyond the funding requested, including additional/ alternative sources of funding and contributions from the applicant organisation and/or service

- Represent a clear research approach, pilot phase and/or trial of a new approach from which learning will be taken and used to inform future plans.

If an organisation has applied to the Wandsworth Grant Fund for the same or a similar project under one of its themes e.g. Health and Wellbeing, then this will be taken into consideration as will any other current council funding and be considered a lower priority.

There is limited funding available, and organisations should make sure that their project closely aligns with the priority areas of the fund.

Who can apply?

We will only fund organisations that are:

- **Constituted community organisations, Registered charities, CIOs, CICs or exempt charities**.

  - Organisations will need to have at least one year's evidenced delivery (or be applying with another organisation that has at least a year's track record) and demonstrate that they have at least three unrelated and non-cohabiting Directors or Trustees.

  - Smaller constituted community organisations (e.g., resident associations or organisations with an annual income less than £5,000) must have clearly defined aims and objectives and be able to demonstrate that the funding will be paid into a bank account in the group's name.

- **Providing services or activities that benefit the London Borough of Wandsworth and its residents**

  - We will consider applications from organisations that have a regional or national remit, but we will only fund services or activities that benefit Wandsworth borough.

- **Not for profit**

  - We cannot fund organisations that aim to make a profit. However, we can fund social enterprises and other organisations that generate surpluses, as long as the organisation's governing documents show that the surplus is reinvested into the organisation. This must be reflected in the accounts the organisation gives us. **Companies Limited by Shares are not eligible**.

- **Constituted**

  - Organisations we fund must have a constitution, governing document or set of rules that is signed and dated and defines how the organisation will operate.

- **Financially solvent**

  - Organisations funded by us must not have liabilities that are more than their current assets.

  - Organisations must be able to show that their unrestricted reserves are within the limits the Trustees have set for the organisation, or that any grant will enable them to build their financial sustainability over the period of the grant for them to return to a more secure position, acknowledging that this revenue support will contribute to their capacity building forecast.

We do not fund:

- Schools or Parent Teacher Associations, unless a significant level of match funding has been secured.

- Churches or other organisations where the monies will be used for religious purposes.

- Projects where the monies will be used for political purposes.

- Applications which are fundraising in nature.

- Large capital or revenue fundraising appeals are a low priority for the fund.

- Retrospective activities.

How much and what can you apply for?

You can apply for a grant of between **£2,500 and £15,000**. The maximum available to an organisation is £15,000. Organisations will not be able to receive funding towards the same project across our different grant funds.

Grant funding needs to be spent within 12 months of the grant award, as a maximum. Following Grant Agreements being accepted, it is expected that funded activity will be able to begin between November 2025 and January 2026.

Applications would be considered towards a range of different cost items that can be clearly linked to the grant priorities. These include, but are not limited to:

- Venue hire and associated costs
- Transport for vulnerable groups to/from warm spaces or in relation to food provision
- Food and refreshment costs or food storage
- Costs to support delivery of social opportunities linked to substantive meal provision
- Costs linked to the delivery of the project e.g., activity costs, energy, staffing
- Capital costs and equipment

Note: An organisation is generally required to register with the Charity Commission if it:

- is set up in England and/or Wales for exclusively charitable purposes (as defined by the Charities Act 2006); and

- has an income above £5,000 a year.

Charities with an annual income of under £5,000 a year do not have to register with the Charity Commission, although they are still charities and have the benefits and responsibilities of charitable status.

How your application will be assessed?

During our assessment we will look at how well your project fits our two priority areas. We will also look at the following to help us make a decision:

- Eligibility

- Your organisation's financial position and governance e.g., reserves policy

- Governance and compliance e.g., safeguarding

August 2025

Wandsworth

- How your project is directly supporting residents with the impact of the rising Cost of Living

- The need for the project

- Who will benefit from the project

- The impact your project will have and the difference it will make

- The level of grant funding requested and the total cost of the project

- Value for money of the project

- The ability of your organisation to mobilise / exit the project

- How you will build your organisation's capacity and sustainability for the future

Making a case for support in your application

Community Spaces: With increasing energy costs over winter, many residents are concerned about how they can afford to stay warm and not be isolated. Community spaces provide a place to go to keep warm and many offer a range of additional facilities or social activities.

A community space directory is available on the Council's website and is being updated as sites come online: https://www.wandsworth.gov.uk/cost-of-living-hub/community-spaces/

Core Council provision of community spaces are via the local libraries, which are spread across the borough and free to access. Libraries offer fast reliable Wi-Fi, device charging, desk space and comfortable seating, access to personal computers and printing facilities (printing fees apply). More about the locations, opening times and facilities can be found here: https://www.wandsworth.gov.uk/leisure-and-culture/libraries/

The **overarching principles** of a community space offer are:
- Geographical accessibility - including in terms of client groups and to try and limit travel for vulnerable groups
- Using or extending existing facilities and commissioned services wherever possible
- Be scalable up and down
- Quick to implement and easy to exit

Community space providers will be expected to adhere to their own safeguarding policies and ensure that all staff and volunteers are briefed on these procedures.

Access to Food: According to the Campaign to End Loneliness, 45% of adults feel occasionally, sometimes or often lonely in England. The health impact of loneliness is increasingly recognised, and it has been found to be associated with depression, cognitive decline, and dementia, as well as high blood pressure, heart disease, increased frailty, and earlier mortality.

Sharing of food has always been a way in which groups establish and maintain a sense of community. One strand of learning from the National Lottery's Ageing Better initiative is that

food remains an important tool in addressing isolation. This priority seeks to expand current provision with the added impetus given the need to respond to the rising Cost of Living.

This priority seeks the establishment of community spaces for older vulnerable resident who are struggling to heat their homes with the focus on social interaction with an expectation that there is an offer of healthy and nutritious food and links to food waste and other charitable food sources, enabling the meals to be affordable, or free, for all the intended beneficiaries.

The **overarching principles** of access to food offer are:
- Geographical accessibility - including in terms of client groups and to try and limit travel for vulnerable older people
- Opportunity of meaningful social interaction
- Offer of a substantive, healthy and nutritious meal
- Meet immediate targeted need and not create dependency
- Be scalable up and down
- Quick to implement and easy to exit

Supporting the VCS to provide other services in response to the rising Cost of Living: Many VCS organisations report that the number of vulnerable residents they come into contact with continues to increase and that many come with more complex issues or are residents seeking help who previously would have not required advice and support. As the impact of the rising Cost of Living is not going away, there is a need to build capacity within the borough's VCS organisations, working with them to identify their specific needs and solutions.

The **overarching principles** of supporting the VCS to provide other services in response to the rising Cost of Living are:
- Critical services are being provided by your organisation to support people struggling due to the rising Cost of Living
- Increased demand as a direct result of the rising Cost of Living
- Increased financial challenge as a direct result of the rising Cost of Living
- Using or extending existing facilities and commissioned services wherever possible

For all priorities, organisations will need to demonstrate:
- How are they directly supporting residents to cope with the cost of living?
- Why they are unable to meet these costs within their current budgets / reserves?
- How the support will enable them to continue to function / expand geographic reach.

View resources and advice to help you ensure your project meets food hygiene and standards:

- [Food hygiene and standards](#) - London Borough of Wandsworth
- [Food safety for community cooking and food banks](#) - Food Standards Agency

Using data to support your application

6

To make a strong case for support you may want to look at the data and analytics information provided on DataWand . The site includes a https://www.datawand.info/about/how-to/ How To section to explain the best way to access and use the site and data.

There is a dedicated Cost of living dashboard: https://www.datawand.info/cost-of-living-data/

Information (to Ward level and closer) can also be found via these links:

Deprivation
➤ Income Deprivation: DataWand
➤ Income Deprivation Affecting Children Index (IDACI): DataWand
➤ Income Deprivation Affecting Older People Index (IDAOPI): DataWand

More information on Indices of Deprivation:
➤ DataWand Indices of Deprivation
➤ English Indices of Deprivation

Fuel Poverty
➤ Fuel Poverty: DataWand

Population
➤ Population explorer: DataWand - Population Explorer

➤ Population 0-15: DataWand
➤ Population 65+: DataWand
➤ Census has a build your profile which is useful to look at how many people live in an area: https://www.ons.gov.uk/visualisations/customprofiles/draw/

Monitoring and Evaluation of your project

If your application is successful, you will be required to complete **a minimum of quarterly project updates** along with an end of project closure report. From time to time, grant recipients may be required to provide real time activity data and will be expected to respond to these requests within 5 working days.

Project updates should include:

- A summary of activity,
- The number of residents supported over the period and cumulatively using the funding, (how many individuals, how often does each individual attend)
- Case studies of residents supported (at least three per quarter), detailing how the project has helped the resident with the impact of the rising Cost of Living
- Where possible to collect (depending on service model), demographic data on residents supported,
- Spaces are encouraged to have some way that residents can anonymously leave their feedback on the service. This could be, for example, a QR code that takes residents to an anonymous form and/or handwritten feedback sheets. Some questions will be consistent across all spaces to allow for comparison.

A copy of the monitoring and evaluation form will be sent with the notification of grant award.

August 2025

Completing the application form

A Word Version of the application form is available although we do advise applicants to complete this form electronically. If you complete your application by hand, please ensure that your writing is clearly legible. Applications that cannot be easily read will be returned to you.

We very much welcome applications from Wandsworth's range of diverse communities. If you require any of our forms (and documents) in an accessible format, please contact Harriet Steele, telephone: 020 8487 5259 or Email: Wgf@wandsworth.gov.uk

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Answering the questions

1. Organisation details

Give the organisation's name as it appears in your legal constitution document. This may be a Trust Deed, your Constitution or the Memorandum and Articles of Association. Please also provide your registered address and website address (if you have one).

2. Contact details

Please provide the contact details for a primary contact for the grant. We may need to ask for clarification on some of your answers or to provide additional information.

Please let us know if you have special communication needs and we will try to meet these.

3. Have you been awarded a grant or contract from Wandsworth Council in the last 12-month period?

Please describe the contract or grant and date of award including the amount and a brief description of the project it was awarded for.

4. What is the Legal Status of your organisation?

Please state the legal status of your organisation and provide the registered charity and company number, if applicable.

5. Which priorities does your application meet?

The project, for which you are seeking funding, needs to fit with one of the priority areas.

6. Does your project require permission from a third party and if so, has this been obtained?

Depending on the type of project you are planning you may need to obtain permission from a third party e.g., local authority, private individual/company.

7. Please describe your project including:

    a. **What activities/services your project plans to deliver?**

    b. **Where and when (times) will the activity take place?**

    c. **Who and how many people will benefit each week and during the project's lifetime?**

    d. **How will you promote your activities to reach more/new residents?**

    e. **What actions will you take during the project period to build more and better partnerships with other VCS and statutory organisations to enable greater support for residents who use your services**

    f. **What will the project do to support residents to move on to a longer-term sustainable position – away from being in crisis**

    g. **How will you measure/record the benefits to those who use your project?**

This section seeks the details of your project, breaking it down into clear sections:

- What kind of activities will you run as part of the project? Please also try and quantify your activities, for example, how many sessions, for how long and when.

- When and where in the borough will you deliver this project? E.g., in a community centre, or open space. If you will be operating in a specific ward, please tell us.

- Who and how many people will benefit from your project each week.

- How will you promote your activities/services to reach more / new residents to use these? Do you have existing partnerships that you can draw on?

- What actions will you take during the project period to build more and better partnerships with other VCS and statutory organisations to enable greater support for residents who use your services?

- What does the project do to support residents to move on to a longer-term sustainable position – moving away from being in crisis?

- How will you measure/record the activity taking place and know that your project has been a success?

Equal opportunities: We expect projects to be open to all who want to be involved, unless you can give a good reason why this should not be the case. If you plan to restrict who can take part you should explain why in your application, so that we can consider whether this is acceptable. Groups and organisations applying to the fund should also consider how their project benefits and engages people from under-represented groups, for example, people living with disabilities, people from Black Asian and Minority Ethnic backgrounds, LGBTQI+ people, 'hard to reach' communities or people facing financial hardship. Your application should demonstrate how you plan on ensuring your project is inclusive and accessible to people with [protected characteristics](#).

8. Explain how you know that people in your community need this project. What evidence have you collected to demonstrate this?

Please tell us how you know there is a need for this project and demonstrate that the local community are supportive of your project. Please describe if you have consulted with local people about the project or if you have identified the need through other means e.g., availability of other services/facilities in the area. Your project might be based in an area which is socially or economically deprived, or you might be hoping to help a group of people who are disadvantaged in some way.

9. During the period of this activity, what can your organisation do to build your own capacity to support: (a) more residents; (b) existing users in more depth, and be more sustainable in the longer term?

Part of the aim of the Fund is to support applicants to take action to try to grow their skills/experience/knowledge to be more financially secure to enable them to be able to support more residents or help existing residents they support in more depth – making the organisation more secure for the future, whilst not relying on council funding.

10. What is the estimated start and finish date for the project and what is your proposed exit strategy?

Projects must start between November 2025 and January 2026.

11. Are you requesting funding for continuation of a project previously supported by this fund?

Please confirm if this project has previously been funded via this fund.

a. If you ticked yes to question 11 above, please describe the previous success of the project and highlight any learning and how the offer has developed as a result.

b. If you ticked yes to question 11 above, please describe how you plan to continue the project or transition services users to alternative provision once this funding ends.

12. What help might you need to build your capacity and sustainability during the period of the project?

In order to achieve what you state in Qu 7, what help, support, advice, or training, would your organisation need?

13. Financial Information

August 2025

How have you arrived at the amount you are requesting? We expect you to have obtained quotes for goods/services and salary costs should be based on either existing pay scales in your organisation or recognised local or regional pay scales. We may ask you to provide evidence of these quotes at the assessment stage and once the project is completed, we may require evidence of how much you have spent.

Please list the budget items that you would like funded by this grant. Where possible, please show how you have worked out the cost e.g., support worker £15 per hour x 30 hours = £450

14. What other Funders have you applied to in order to support this project at this time?

Please give us the specific name(s) of funders you have applied to for funding for this same work/activity. Please indicate if you have been awarded other funding towards the project costs or when you might expect to know.

15. Why are you unable to meet these costs from within your own budgets or General Reserves?

Your Reserves Policy will be taken into consideration, and it is useful if you can explain the pressures and challenges the rising Cost of Living and inflation is having on your own expenditure. Please provide information about how this is impacting on your own current annual budget and on any general reserves your organisation has. An update on your Annual Report position could be useful as this is always dated.

16. Is there any other information that you need to tell us?

Please provide any further information in support of your application which you feel would be appropriate

17. Supporting information

Please tick to confirm the supporting documents you are enclosing with the application. Please note: **Applicants who have been awarded a grant or contract from Wandsworth Council in the last 12-month period will not need to provide copies of their constitution, annual accounts and safeguarding policy**. But please provide a risk statement for this activity.

18. Declaration

This is an important legal requirement as you will be managing public funds. The person signing the form needs to confirm that they take responsibility for the information provided within your organisation's application for funds. They are also indicating their willingness to be contacted by our representatives and to meet with them and provide further information if requested.

August 2025

We anticipate that a large number of groups will apply for grants, so we need to ensure that our funding is directed to where there is most need. Due to the large number of applications, we may not always be able to contact you if we feel you have not provided enough evidence of need. **It is therefore up to you to demonstrate as fully as possible that there is a real need for your project.**

- **Governing document:** please supply a copy of your organisation's constitution or set of rules. Organisations will need to demonstrate that they have at least three unrelated Directors or Trustees.

- **Audited accounts:** please supply a copy of your organisation's most recent financial report and accounts. These should be produced not later than 10 months after the end of your financial year, as required by the Statement of Recommended Practice (SORP). If you do not have audited accounts, please provide an income and expenditure sheet for the past 12 months.

- **Bank details:** please supply a copy of a scanned bank statement or bank statement downloaded from an online account showing organisation name, address, sort code and account number (from the last 3 months)

- **Risk assessment:** please supply a risk statement outlining how you will manage any identified risks

- **Safeguarding policy/ statement outlining how children, young people and adults with care and support needs will be kept safe:** If you are applying for a project working with children, young people or vulnerable adults we will need to be sure they will be kept safe. You are responsible for being fully aware of issues about protecting children and adults. You must consider any possible associated risks involved in the activities funded by the London Borough of Wandsworth and take appropriate action to protect everyone involved.

  - **Safeguarding Children and Young People:** You must adopt and implement a robust written safeguarding policy and set of procedures to protect children and young people. As part of these procedures, you should undertake checks on the backgrounds of any of your organisation's staff (including trustees and volunteers) who are working in childcare positions, whether this work is formal or informal. You must make any 'disclosures' as described in the Protection of Children Act 1999.

  - All members of your organisation must have safeguarding training to understand how to recognise possible abuse and know what to do, with a designated safeguarding person being trained to level 3. You should do this even if you are not a regulated childcare provider and have to do so by law.

  - **Safeguarding adults with care and support needs:** If you are applying to work with adults, we require you to meet your duty of care to safeguard them. In addition to providing high quality and safe care, service providers are expected to:

    - Have an up to date, clear internal adult safeguarding policy and procedure consistent with the London Multi Agency Safeguarding

Adults Policy and ensure all staff are aware of, and can act on concerns and allegations in accordance with the policy

- Have clear care governance arrangements in place to prevent abuse or neglect

- Have robust reporting mechanisms from the point of care to the senior management/Board and from the management/Board to the point of care to proactively monitor the risk of abuse and neglect in the care setting

- Adopt robust recruitment and employment practices, with checkable references, checkable ID, and appropriate DBS checks in place at the commencement of employment

If you have a safeguarding concern about a child, please contact the Multi-Agency Safeguarding Hub (MASH). This is not a general contact number and should only be used if you have a safeguarding concern. MASH – 020 8871 7899 (from 9.30am to 4.30pm,). Out of hours, phone 020 8770 5000.

If you have a safeguarding concern about an adult, please contact the Adult Safeguarding by completing the Online Form here

If emergency help is needed, please dial 999. If you suspect criminal abuse is involved, contact the police by dialling 101.

Your Consent

19. Consent questions

Please read all the statements and indicate your acceptance of these. To assess your application, officer and Council Members will require to share the information provided, and this information will become public through publication of the Grants Committee papers publication. Please do note the Council's privacy policy on our website Privacy Notice

Claiming your grant

We will only release grant funds upon receipt of the signed grant documents, and any conditions have been met. Grants will generally be paid in one instalment.

If grants have not been claimed within 4 weeks of the grant offer being made Officers will assume your organisation does not wish to receive the Grant and the Offer Letter shall be withdrawn.

Submitting your application

Please submit a signed copy of your application with all your supporting documents by email to: wgf@wandsworth.gov.uk

August 2025

Applications can be sent at any time ahead of the deadline of 9am on Monday 22 September 2025.

If you have any question, please email: Wgf@wandsworth.gov.uk

August 2025