Wandsworth Grant Fund Guidance Notes

Welcome and thank you for your interest in the Wandsworth Grant Fund.

It is important that you read these guidance notes before you complete the application form. These will help you provide all the information we require to enable us to consider your application.

You may apply for funding at any point during the year with your application going to the next meeting of the Grant Sub-Committee. There are three application deadlines during the year, with dates published on our website. All applications will be considered and ordinarily notified of the final decision within three months of the application closing dates. You must ensure that your application and all necessary documents are submitted in good time to allow us to give you a decision that will fit within your period. **You must also have the necessary Councillor endorsement(s) for your application.**

> If after reading these Guidance Notes you are unclear about whether your activity, service or project meets our criteria, please contact Bruce Murdoch, Senior Grant Development Officer on 020 8871 6203 who will be pleased to help you or email wgf@richmondandwandsworth.gov.uk
>
> Further support is available from specialist officers detailed below and on the website.
>
> External advice and support about how best to apply or to look for other funding or volunteer support can be found from the Voluntary Sector Co-ordination Service of Wandsworth Care Alliance.

Aim of the Wandsworth Grant Fund

The Wandsworth Grant Fund (WGF) is a practical grants fund for 'not-for-profit' projects and activities benefitting residents and communities of the London Borough of Wandsworth. The funding available through the Wandsworth Grant Fund is invested in community-led projects and services that help the Council to achieve the following key objectives:

- A fairer Wandsworth
- A compassionate Wandsworth
- A more sustainable Wandsworth

The Wandsworth Grant Fund (WGF) expresses these through 6 key thematic priorities:

Raising Aspiration and Potential	Environment and Attractive Neighbourhoods	Children and Young People
Citizenship and Civic Engagement	Arts and Culture	Health and Wellbeing

Who can apply?

We will only fund organisations that have a signed governing document in place appropriate to the legal structure **which includes for Community Interest Companies (CIC's) an asset lock (or equivalent)**, and the purpose of all funded activities must be charitable (not for profit).

- Providing services or activities that benefit the residents of Wandsworth. Organisations with a regional or national remit may apply, but we will only fund services or activities that benefit Wandsworth residents. Activities mainly must take place in the borough.
- Registered charities, Excepted charities, CIO's, social enterprises and Companies Limited by Guarantee. **Companies Limited by Shares are not eligible**. Private Partnerships with a provision for sharing profits are also not eligible.
- **Trustees/Directors**: The organisation must have at least **three (3)** unrelated Trustees or Directors (as listed with the Charity Commission or Companies House) who are legally responsible for the governance of the organisation. (Note: This is separate from any management committee that sits below a board of Trustees / Directors).
- **Bank Account**: Organisations must have a bank account in the group's name authorised by at least **two (2)** unrelated members' signatories who also live at different addresses.
- **Accounts**: Organisations must have at least a year's (12 months) operational experience and have an independently verified statement of financial activities and/or bank statements.
- **Unincorporated Associations/ Groups of individuals**: who must have an association agreement allied to an organisation bank account with two unrelated signatories who live at different addresses. (This could be in conjunction with a parent body such as a residents' association).
- **Policies:** You must have appropriate policies and procedures in place appropriate for your organisation, all of which have been reviewed in the last two years. Specifically, all applicants (including Arts professionals) must have their own Safeguarding policies and procedures appropriate for their work. Arts Safeguarding toolkit
- **Public Liability Insurance:** You must have appropriate insurance in place by the start of the grant period. Arts professionals/ Sole traders MUST have their own Public Liability insurance and not rely on a body (e.g., school or community group) who they are working with. Equity Insurance Guide
- **Registration:** If your organisations regular income for charitable purposes is more than £5,000 annually, you must be registered with the Charity Commission or the relevant regulator (e.g., Companies House, CIC regulator, or equivalent). You can seek guidance on setting up a charity at Charity Commission website

Arts Professionals

There are some exceptional occasions where applicants may operate on a for-profit basis, for example, an art's professional operating as a single sole trader. Such applicants must demonstrate that the activity is not for profit or personal financial gain, although you can pay yourself to lead a project. Such applicants must provide evidence that they are registered with the Inland Revenue and be able to provide a recent Annual Tax Return: HMRC (HM Revenue and Customs)

The applicant must explain any charging policy for all/Wandsworth residents with any excess grant not required, repaid to the Fund. In general, our assumption is that such instances will be limited to arts professionals. We also acknowledge that arts organisations can operate as legal charities so would not then be viewed as an exception.

- Organisations funded by us must not have liabilities that are more than their current assets. CICs in particular, must show that their balance sheet is in credit at the end of their financial year.
- Organisations can also apply in partnership with other non-voluntary sector organisations e.g., statutory agencies, but the voluntary or community group must be the lead partner and funds will only be paid into their bank account.
- **Schools:** If an applicant organisation is in partnership with a school(s) or a school is the applicant wanting to run something outside of school hours or term time, the application must explain why the school budget cannot cover the costs of the project. Applicants who are seeking to undertake activities with schools during school hours are expected to seek a financial contribution from the school(s) or explain why the school budget cannot contribute to the overall cost.

London Living Wage

The Council is seeking formal accreditation with The Living Wage Foundation, noting the financial pressures associated with the accreditation as it relates to third parties. The scheme means that the Council will actively encourage and support applications from organisations paying staff the London Living Wage (currently £11.95 per hour) or higher.

In costing your budget for your project, if applying for staff costs you are encouraged to budget these at the London Living Wage or above. However, it is understood that moving to this level of staffing costs could cause difficulties for some organisations and in these instances, we would ask that you explain the circumstances you face. Please also take this into consideration when valuing volunteer time, if used as in-kind match funding.

If circumstances are that your organisation is unable to pay the London Living Wage or above, you may still apply to the Fund although we recommend it as best practice for those organisations who can afford to do so.

You can learn more about The Living Wage Foundation at www.livingwage.org.uk

What we fund

- Venue hire costs
- Equipment
- Training costs – staff and volunteers
- Volunteer expenses
- One-off (non-recurring) staff costs such as a specialist contractor or sessional fees. **These will only be funded in certain and limited circumstances where directly related to the project.**
- Small capital (buildings) / refurbishment projects
- Transport costs, but not purchase of vehicles
- Utilities and other running costs proportionate to the project
- Some refreshments/food costs when it is a reasonable proportion of the budget and supporting vulnerable residents

- Residential experiences for young people (e.g., outward-bound type activity) outside the borough which fulfil the priorities of the new Youth Offer Children and families advice, support and activities . Other activities outside the borough are not supported.
- Community gardening and other environmental projects which support the Wandsworth Environment and Sustainability Strategy These must be take place in venues which are open to the public and not private spaces such as residents gardens.

Permissions/Consent

It is the responsibility of all applicants to ensure that you have all and full necessary permissions and consents to undertake their project, from their own governing body (Trustees, Management committee and/or a regulatory body e.g., planning, highways, parks, landlords, land or property owners). Failure to do so could result in an award being refused, a project delayed, or any award provided having to be returned. Please ensure you have gained these prior to your application as any delay could jeopardise any award offered.

We do not fund

- Any work or activities that any other person/organisation has a statutory duty to provide or undertake.
- Faith-based groups or organisations where the monies will be used for activities that in any way promote religious views or purposes. Projects should benefit the wider community and not predominately the faith organisations membership/ community.
- Projects where the monies will be used to promote political views or purposes.
- Individuals, higher education fees or personal household items.
- Applications which are general fundraising in nature.
- Contingency costs, bid writing costs, recoverable VAT.
- Retrospective costs: being any aspects of your project or activity which has been undertaken prior to any grant award being agreed by the Council's Executive committee.
- Work which is not charitable and does not benefit Wandsworth residents.
- Individual sponsorship or redistribution of a grant to individuals or other organisations.
- Organisations must **not** have more than one late submission to the Charity Commission/Companies House or other relevant regulatory body within the last two completed financial years.

The following activities are a low priority for the Wandsworth Grant Fund:

- Large capital or revenue fundraising appeals.
- Development of websites and associated costs.
- Existing projects and costs, including staffing, that form part of your group or organisation's ongoing work.

Sustainability
The Wandsworth Grant Fund is intended to fund one-off projects and will not repeat fund projects, unless under exceptional circumstances. Projects that form part of your group or organisation's ongoing work are a low priority but can be funded where you can demonstrate an enhancement to your project or e.g., is to fund the replacement of defunct equipment. In exceptional circumstances we may consider funding the unforeseen or emergency running costs of an organisation. However, we will not consider year on year applications for this kind of emergency funding.

Monitoring and evaluation

All projects in receipt of an award will be required to monitor the progress of both activity and benefit to the participants. Projects will be expected to carry out a baseline measurement at the start of each project, using suitable methods related to the individuals and the intended benefits the project will provide e.g., increase in physical activity, improved air quality or entering employment. The monitoring of progress should be regular, aimed at the individual with identifiable progress being evaluated at the end of the project.

All projects are expected to report back to the Council within 30 days of the end of the project using the reporting template. [Project Outcome Report](#) This should be planned into your workplan.

Supporting the Wandsworth Environment and Sustainability Strategy (WESS)

All applicants should consider how their project will support the council to meet its commitments to the [Wandsworth Environment and Sustainability Strategy](#) directly or indirectly perhaps through your organisations own Environmental Policy.

Number of applications

Organisations can apply to each of the Rounds of the Fund, but this must be for different, new projects. If this is done, progress of earlier awards will be considered during the assessment of further applications.

Councillor Endorsement

At least one Wandsworth Borough Ward Councillor must endorse all applications, preferably one representing the Ward locally to where the project activity is based.

We expect most bids to be developed locally and targeted, so you should seek an endorsement from a local Ward Councillor where the bulk of your proposed activity will take place or where most of the Wandsworth residents will come from. Projects which have activity spread across two or more Wards, or the whole borough, must have at least two Councillor Endorsements.

It is strongly advised to start to contact the Councillors as early as possible in preparing your application and not to leave this until you have completed your application. Explaining what your organisation aims are and how your project will benefit residents will be important aspects to explain to the Councillors.

To prevent last minute approaches to Councillors on/or near the day of the application deadline, there is a stated advisory endorsement deadline of one week before the application deadline. After this point Councillors are under no obligation to provide endorsements. Councillors may email their comments directly to applywgf@richmondandwandsworth.gov.uk from their own Council email accounts.

To find who the local Councillors are, check: [Find your Councillors](#)

To make contact with a Councillor, use their email address on the directory above.

Any application received without Councillor endorsement(s) will be deemed ineligible and not go forward for recommendation for an award.

Application deadlines

There are three application deadlines over the year, linked to the dates of the Grant Sub-Committee who meet to discuss the grant applications and make recommendations for awards to the following Executive Committee meeting.

The dates are published on the website www.wandsworth.gov.uk/wgf

Wandsworth Grant Fund: Emergency Grant process

There is now provision within the Wandsworth Grant Fund for grants of between £500 and £10,000 to be made, on an exceptional and emergency basis, outside of scheduled bidding rounds on the grounds of urgency. Criteria for applying:

The applicant must be able to:

1. **Demonstrate the urgent nature of the request and why it is not possible to use the normal WGF process.**
2. **Demonstrate that the proposed activity is of benefit to the residents of the borough and represents good value for money.**
3. **Demonstrate that the emergency grant can be deployed in quick measure to reflect the urgency of the requirement.**
4. **The standard eligibility of the Wandsworth Grant Fund must be met in terms of meeting the thematic priorities that we want to support, who we can fund and what we can fund.**

We cannot give funding to projects below £500 as per the standard guidance and Emergency Grants cannot exceed £10,000. Where an application for the same project has been considered and turned down by the Wandsworth Grant Fund the Emergency Grant should not be viewed as a second chance opportunity to improve on a previous unsupported application. All applicants can apply in subsequent rounds with improved applications or materially different projects as we do not seek to fund the same organisations/ activities repeatedly.

Where an applicant has previously been awarded an Emergency Grant a new application will be a low priority for the Wandsworth Grant Fund.

If you do wish to apply for an Emergency Grant, you should contact the Senior Grants Development Officer as early as possible to discuss your need and how to proceed. To meet the criteria of the terms above, the standard application form can be drafted during early discussions with other elements provided as they are available. Further supporting documents will be requested, as required.

To qualify:

*   **Be clear what the emergency is and that action needs to be taken very quickly.**
*   **It must be something which is urgent and cannot wait – if a situation is dangerous e.g., flooding/fire, do not delay in contacting your Insurance Company and seeking urgent help.**

The overall purpose of the project, once any issues are resolved, will need to meet the priorities of the Wandsworth Grant Fund.

How much can you apply for and Match Funding?

You can apply for a grant of between £500 and £10,000. Each organisation may only submit one application per round, and you will need to demonstrate why you are not able to cover the costs of the project from your own funds, including reserves.

It is expected that for most applications, the grant requested will only be for a proportion of the total cost of the project. The remaining costs, borne by the applicant, will be considered as 'match funding.'

There are 3 categories of grant available:

Type of Grant	Levels of funding available	General eligibility
Small Grant	£500 - £1,000 No match funding is required.	Open to eligible applicants for; • Capital e.g., equipment, buildings and refurbishments • Revenue e.g., day-to-day costs of running the project Applicants should have an annual income of less than £100,000.
Intermediate Grant	£1,001 - £5,000. A minimum of 10% of the total cost match funding is required.	Open to eligible applicants. No limit to annual income, with preference given to smaller organisations.
Large Grant	£5,001 - £10,000. A minimum of 25% of the total cost match funding is required.	Open to eligible applicants. No limit to annual income, with preference given to smaller organisations.

Total costs of your project

In calculating the full costs, you should cost every item in full as if you were going to pay for it, including things you are given a discount on or provided free.

Example 1: You rent a venue and the normal cost is £30 per hour. The owner agrees to provide the venue free. In your budget, you should work out the full cost if you had to pay the £30 per hour and add this as part of the total cost as match funding.

Example 2: You have 2 volunteers helping the project for 2 hours per week. Whilst you are not paying them, you can work out the value of these volunteers by considering how much you would have to pay them if they did not give their time free. The value will depend on their role e.g., 2 volunteers at £15 per hour/week x 2 hrs = 2 x £15 x 2= £60 per week. This cost can be added to the total costs in the budget as match funding.

Match Funding

Match funding can be in the form of other grants, cash from your own organisation, financial sponsorship, ticket sales and 'in-kind' donations, rent discounts, donated professional time and volunteer time. Volunteer time should be 'valued' by considering what you would pay someone to undertake the different roles your volunteers undertake and the time they put into the project.

You are encouraged to set these costs at least in line with the real London Living Wage regulations of the time of the project activity. They must, however, be at or above the National Minimum Wage.

The examples above, are both costs for the total budget, but then paid for as in-kind match funding. The free hire or volunteer time given offset the total cost of these parts of the project. What this does is add 'Social Value' to your project.

Priorities of the Fund

Your project needs to relate to one or more of these key thematic priorities and you need to tell us how your project will help us achieve one or more of the priority outcomes within these as described below. It is recognised that projects will often cover more than one thematic area and outcomes within them, though there will often be a prime priority for each project.

Through these themes, activities will contribute towards the Council's key objectives of being:

- **A fairer Wandsworth**
- **A compassionate Wandsworth**
- **A more sustainable Wandsworth**

1. Raising Aspiration and Potential

We are committed to supporting residents of working age who may be unemployed especially the economically inactive (Economically inactive definition[),or at risk of social exclusion. Our aim is to help create socially and economically thriving communities through raising aspirations and building the capacity of local people. All projects must ensure that there are linkages between existing services in the borough e.g., Council's Work Match programme and they do not duplicate provision. Projects targeting neighbourhoods in Roehampton, Tooting, and Battersea will be welcomed.

Fund Priorities: We welcome projects that can deliver the following:

1. **Outreach and community engagement to support people back into jobs and training. We are particularly interested in community led projects aimed at hard-to-reach and marginalised communities.**
2. **Lifelong learning projects linked to employment particularly for those who have been out of work for a long time, e.g., Confidence building, motivational support, job interview coaching; in-work learning support**
3. **Activities that promote job readiness linked to existing local job vacancies and long-term employment opportunities where there are gaps in current provision. Especially retraining into growth sector jobs within the borough such as the creative and tech industries; construction, healthcare, social care, hospitality, retail, and green skills such as retrofit.**
4. **Activities that additionally promote health and well-being, social and economic development in areas of deprivation.**
5. **Interventions aimed at training residents in sectors that help economic recovery and support new self-employment and start up skills for the recently unemployed.**
6. **Activities that offer employment support and advice for people aged 40+ e.g., peer-led learning, digital literacy skills.**
7. **Activities that offer support into employment for adults with learning disabilities.**

2. Arts and Culture

We support the development and delivery of creative projects designed with, and for, Wandsworth residents that support the cultural life of the borough. Working across all art genres (e.g., community festivals, choirs, performances, visual arts), this funding is

designed to support all residents accessing, engaging and/or participating in creative activities.

WGF applications should align with the **Arts and Culture Strategy 2021-31**, and help to contribute towards at least one of the seven goals: Place-shaping ; Economic Growth; Communities and Partnerships; Learning and Education; Health and Wellbeing Access for All and Climate Emergency and Sustainability.

Fund Priorities: We welcome projects that can deliver the following:

1. **Promote equality, diversity and inclusion within the arts, heritage and culture. We are keen to support projects that work with residents from a wide range of backgrounds and reach new and/or hard to reach audiences, including those who might not have access to technology and resources.**
2. **The development and delivery of high quality, flexible and responsive arts led activities, from across all art genres.**
3. **Develop strong partnerships that also helps to build applicants knowledge and understanding of groups, networks and organisations in the borough.**
4. **Research and development/pilot activity that test out new ways of working, that has clear benefit to residents and the cultural offer in the borough.**
5. **Opportunities for Wandsworth based artists, organisations and/or residents to develop their skills, practice and/or ways of working to help ensure their cultural offer can be maintained and sustainable.**

Cultural Capacity Grant (maximum of £10,000)
From the WGF, one application during the year can be funded for the following priority:

Support for a Wandsworth based small cultural organisation or artist collective for strategic development to help ensure their future sustainability. This may include contributing to the costs to pilot new programmes that focus on, for example:
- strategic planning and resilience building
- training opportunities and support for existing staff
- more effective and innovate governance
- stronger and clearer communications including any reshaping of your organisation's programme, your values, agendas and aims
- effective evaluations and learnings of new ways of working
- reaching and maintaining audiences and audience development
- fundraising strategies.

A separate application form is available in the autumn from the Arts and Culture Service. To receive information when this opportunity opens please register for Creative Industries newsletter on https://wandsworth.gov.uk/culture/ via the "Sign up to get the latest news" link.

3. Environment and Attractive Neighbourhoods

We are committed to making Wandsworth an increasingly sustainable community living in an attractive, high quality local environment. Our ambitions for a more sustainable future include:
- Creating a more sustainable borough, improving the local environment
- Making the Council carbon neutral by 2030, zero carbon by 2050 and becoming the greenest council in inner London by 2030
- Making the borough net zero by 2043, in line with the commitments in the 2015 Paris Agreement

- Reducing local CO2 emissions and adapting to the unavoidable effects of climate change
- Reducing pollution along with the consumption of resources
- Demonstrating community leadership on sustainability and promoting the circular economy.

Fund Priorities: We welcome projects that help to:

1. **Reduce Wandsworth's carbon footprint (A carbon footprint is a measure of the impact our activities have on the environment. It calculates the greenhouse gases we are expected to produce in all our activities and measures them in units of carbon dioxide (CO2).).**
https://www.carbonfootprint.com/calculator.aspx
2. **Improve local sustainability and/or air quality.**
3. **Reduce waste and/or associated carbon emissions, increase recycling, composting and re-use of waste.**
4. **Encourage safe, active, and sustainable travel.**
5. **Improve local environmental quality and biodiversity.**
6. **Promote awareness of climate change topics and green skills development. among children and young people.**
7. **Support delivery of Wandsworth's Environment and Sustainability Strategy in other ways. Climate Change campaign**

Examples of the types of projects which would be encouraged include:
- Encouraging alternatives to car use such as walking and cycling initiatives including community bike maintenance projects and projects which encourage residents to walk and cycle which provide further health benefits.
- Reducing litter or fly-tipping. (e.g., community clean-up initiatives, especially those reducing plastic litter entering local water courses).
- Re-use & repair projects (e.g., estate-based free exchange/re-use initiatives, clothes swaps, toy swap events, repair workshops).
- Creating or enhancing community gardens or vegetable patch/tree planting or gardening projects.
- Reduce household food waste and/or divert more of it for home composting. (e.g., this could be through educational projects on ways of shopping/cooking which reduce waste.
- Plant flowers in street tree bases or other public areas. Creating and growing community gardening groups which increase planting and local biodiversity in community and public spaces.

Please note that projects in private spaces are not eligible for support.

4. Children and Young People

We wish to improve opportunities for children and young people aged 0-19* years (*and those under 25 years with a disability.)

We would like to fund activities which help all children and young people to thrive. Our priorities are projects which are inclusive and target the most vulnerable, such as children and young people who have complex needs or where there are environmental or parental factors. We want to encourage pro-social relationships, emotional regulation, positive risk

taking, belonging and attachment, communication and language skills or projects that support children who have been affected by the COVID-19 pandemic.

We particularly wish to target children and young people who are:

- Not in education, employment or training (NEETs)
- Young Carers
- Those receiving Free School Meals/Pupil Premium
- At risk of exclusion from school
- At risk from poor mental health & Well Being
- Vulnerable Adolescents (e.g., Missing children, Child/local exploitation, Substance Abuse, Harmful sexual behaviour, County Lines, Serious Youth Violence)

Fund Priorities: We welcome projects that can deliver the following:

1. **Provide activities that support early intervention and preventative work for those who may be most vulnerable. We would especially like to see projects that help children to succeed in the future, to be listened to and be involved in decisions, to be supported in key transitions and independence, to safeguard the most vulnerable and at-risk children and young people and to provide things to do, places to go and someone trusted to talk to.**
2. **Activities open to 8-19* year olds which provide a range of programmes and activities that will help keep children safe from harm and abuse, enable them to reach their full potential, enjoy a healthy lifestyle, develop their skills for life and be happy, productive members of their communities.**
3. **Activities provided by uniformed groups, including provision of equipment, refurbishment of accommodation, transport for an educational trip and materials to run a new youth project or activity.**
4. **Projects that will support children and young people who have been adversely affected by the COVID-19 pandemic, this could be due to changes in the family that effect the child or impact on educational opportunities.**

5. Citizenship and Civic Engagement

We aim to encourage active citizenship to promote self-reliant and supportive, cohesive communities.

Fund Priorities: We welcome projects that can deliver the following:

1. **Encouraging more active citizenship and increasing volunteering.**
2. **Helping disadvantaged or under-represented groups to engage in the wider prosperity of the borough.**
3. **Activities that help communities to feel confident, promoting community leadership and cohesion, including intergenerational activities.**
4. **Cross cultural and inter-faith activities bringing together a range of community groups who would not otherwise come together.**
5. **Supporting neighbourhood and residents' associations to improve engagement or become more sustainable (except where funding is provided through the Council's Housing Department).**

6. **Building participants' confidence and communication skills so that they can speak up and represent their own interests and those of their communities thereby enhancing democracy.**

6. Health and Wellbeing

We support community-led projects that enable Wandsworth residents to gain, regain and maintain good health and wellbeing by building on their strengths and skills, and through making the best use of community-based opportunities.

We expect projects to be coproduced with the beneficiaries and ideally user-led, with a view to sustainability beyond the end of WGF funding, thus bolstering community resilience and embedding personalised and prevention-focussed support for all Wandsworth residents who could benefit.

Fund Priorities: We welcome projects that can deliver any, or a combination of, the following:

1. **Reflect the priorities set out in the [Wandsworth Health and Care Plan 2022 to 2024](.).**
2. **Initiatives that reduce the number of admissions to hospital and residential care or prevent/reduce/delay the need for adult social care.**
3. **Physical and mental health activities that improve wellbeing (e.g., encourage activities which aim to promote healthier lifestyles through increased physical activity and healthier eating, as these would contribute to the prevention of diabetes, as well as other lifestyle-related diseases).**
4. **Projects that increase physical activities and healthy eating amongst priority groups most impacted by health inequalities.**
   - Providing education and skills building on healthy eating and/or nutrition
   - Increasing the accessibility or availability of healthier nutritious food
   - Promoting the acceptability of healthy eating and good nutrition
   - Building capacity for healthy eating provision
5. **Activities which focus on reducing social isolation and feelings of loneliness.**
6. **Provision of community/peer-led activities for residents living with long-term conditions including physical, sensory and learning disabilities.**
7. **Support for residents who are providing unpaid care to friends and family members that helps them to balance their caring role with a life outside caring.**
8. **Initiatives that tackle health inequalities, including supporting people from disadvantaged backgrounds who are inactive to become more active, or who are at risk of poor mental health to improve their mental wellbeing. Projects which tackle the impacts of the COVID-19 pandemic on mental wellbeing and/or those which tackle digital inclusion are particularly welcome.**

All applications to this theme must clearly state how they will measure the baseline from which each participant is starting from at the beginning of the project, relevant to the priority and indicate how they will measure progress and at the end of the project for each individual.

Supporting you with an application

We strongly encourage all prospective applicants to discuss their application with the Lead Officers within the Council, who can talk through your ideas and provide extra guidance and support to strengthen your application. Please note that Council Officers are not able to write the application for you or advise on a draft but will give advice and support.

Independent external support is available from [WCA Voluntary Sector Co-ordination Service](#)

For a telephone or online appointment, it is recommended that you email the relevant officer with your query and book a date and time to discuss your proposal.

Thematic priority	Lead Officer	Email
Arts and Culture	Caroline Simpson	arts@wandsworth.gov.uk
Environment and Attractive Neighbourhoods	Tom Newman (Waste Management projects) Megan Hermes (Climate Change projects)	Tom.Newman@richmondandwandsworth.gov.uk Megan.Hermes@richmondandwandsworth.gov.uk
Children (0-11 years)	Matt Hutt	Matt.Hutt@richmondandwandsworth.gov.uk
Young People 12-19* years (or up to 25 years for those with a disability)	Marsha Forde	Marsha.Forde@richmondandwandsworth.gov.uk
Citizenship and Civic Engagement	Tina Molyneux	Tina.Molyneux@richmondandwandsworth.gov.uk
Raising Aspiration and Potential	Andrew Harland Roger Mullings	Anrew.Harland@richmondandwandsworth.gov.uk Roger.Mullings@richmondandwandsworth.gov.uk
Health and Wellbeing	Lee Pittock Paul Banks	Lee.Pittock@richmondandwandsworth.gov.uk Paul.Banks@richmondandwandsworth.gov.uk

How your application will be assessed

During our assessment we will look at how well your project fits our thematic priorities (see above). We will also look at the following to help us make a recommendation and decision:

- What is the evidence of need for the project?
- Who will benefit from the project and how have they contributed to the design of the project?
- If you are working with partners, what is each contributing?
- What are the outcomes/benefits your project will have for residents and the longer impact it will make?
- Have we funded you before and how successful have earlier projects been?
- What is your organisation's financial position? What is your level of reserves?
- What is the sustainability of your project / organisation?
- What is the level of grant funding being requested and the total cost of the project?
- Does the project provide value for money?
- How will any future for the project be sustained after any award provided?

Additional weighting

Priority will be given to organisations that can demonstrate one or more of the following:

- The project will enable a range of activities that help those at risk/ vulnerable or live in identified areas of deprivation compared to the Wandsworth average: **Tooting Bec, Tooting Broadway, Furzedown, Roehampton, Falconbrook, and Shaftesbury and Queenstown Wards.**

- The project is sustainable beyond the initial period of funding from the Wandsworth Grant Fund and has long term benefits. Future funding from the Wandsworth Grant Fund should not be expected for the same project.

- Addresses an identified need/gap that has been highlighted by the Council.

- The local community or participants have been involved in the application process.

Completing the Application Form

Please complete the application form electronically or by hand and then scanned. Once completed, please email to applywgf@richmondandwandsworth.gov.uk

If you require any help, please contact Bruce Murdoch, Senior Grant Development Officer. Telephone: 0208 871 6203 or email bruce.murdoch@richmondandwandsworth.gov.uk

If you have any general questions about the application form, email: wgf@richmondandwandsworth.gov.uk

A guide to completing the application form

1. **Name of Contact Person**
   Give the name of the person who will be the Council's contact for all correspondence and who will sign this application off. Please ensure that they are familiar with the content of the application if they have not completed it themselves.

2. **Name of organisation**
   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.

3. **State your registered address and postcode.**
   Address should be the same as registered with the Charity Commissioner and/or Companies House.
   Correspondence address: If any post we send should go to a different address, please add.

   Contact email address: Email address of the Contact Person. (Most communication from the Council will be via this email).

   Daytime contact phone number: A telephone number where the Contact Person can be reached between 9am -5pm, Monday to Friday.

   If your organisation has a website, what is the address?
   Please do check the site is operating.

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. **Note: A Private Company Limited by Shares (sometimes just known as a CIC) is not eligible to apply. If you are a Sole Trader/ Artist, please provide your HMRC Unique Taxpayer Reference (UTC) number.**

   Applicant organisations should be able to show that they have been active in the last 12 months and be able to evidence this through having independently verified accounts or bank statements and be able to explain what they have been doing and the results of that activity.

   Other than Sole Arts/Professional who work on their own, applicant organisations should have at least 3 Trustees or Directors. This will be shown in your Annual Report and with the bodies you are registered with e.g., Charity Commission or Companies House.

5. **Councillor Endorsement**
   All applications require support from at least one Ward Councillor from Wandsworth Council. If the project covers more than one Ward or is Borough-wide, two endorsements are needed. Details of the Councillors can be found at Find a councillor | Wandsworth Council

   Councillors have the option to write into your application, or they can email their comments to the Grant Fund Development Officer directly from their council email address.

6. **Briefly tell us what does your organisation do?**

Please describe who you help, what you do and what difference you aim to make. This will be stated in your organisations governing document. This should be a short, clear statement which can be used to describe what your organisation does.

7. **Briefly tell us what experience and success you have to enable you to deliver this project?**
Give a brief history of your organisation and the type of work it has undertaken. Any recent examples of similar projects to what is being proposed is a useful addition. If you are a new organisation, detail the experience and qualifications of the people who will be involved in leading the proposed project.

8. **Your recent annual finances**
From your most recent annual accounts, or management accounts (if first year accounts not competed), indicate your total income, expenditure, and what funds you have as a reserve. If you use the small company accounting disclosure exemptions (as a CIC) or are a self-employed artist, please show your income from your arts and culture work/employment and what funds you have as a reserve to fund future work.

9. **Reserves Policy**
We seek to encourage all voluntary and community organisations to have a clear and public reserves policy, that is funding which your Trustees/Directors set aside for any unexpected loss of income or unplanned expenditure, often called 'General Reserves' and can be your bridge to the future. These are different from Designated and Restricted Funds.

A Reserves Policy promotes resilience, confidence and compliance. General Reserves equal to between 3-12 months annual expenditure appropriate for your organisation is considered good practice, including those organisations who are CIC's, Company Limited by Guarantee and/or Sole Traders.
[Charity Commission: Charity Reserves - building resilience](#)

[A simple approach to developing a reserves policy for small charities](#)

10. **Within the last two years, what funds/grants have you successfully been awarded from Wandsworth Council?**
This could be funding from previous grants or any commissioned work your organisation has undertaken. Give full details of the amounts, date, purpose and team/ Department the funds came from.

11. **Does your organisation have a bank account which requires at least 2 people, who are unrelated and do not live at the same address, to be signatures?**
Answer: Yes or No. If you are successful and are awarded a grant, your bank details will be requested. For most organisations, the answer will need to be 'Yes' for you to meet the criteria of the Fund. If you need to set up a new bank account, this can take a long time and must be in place before any award is provided.

Living Wage

The Council itself is aiming to be a Living Wage Employer and wishes to encourage others to be or consider being, similar. Questions in this section are for information for the assessment team and do not imply that paying paid staff at this level is mandatory, although encouraged. Full details of the Living Wage/London Living Wage can be found at [The Living Wage Foundation](#)

About your project

12. **Name of the project/activity**
This is useful if your organisation runs several different projects. Give your activity a short name which best describes it.

13. **Period of activity?**
Awards will not be given for any projects started prior to the date of any award being confirmed and should last for no more than 12 months. Projects started before the date of any award being confirmed might be deemed 'ineligible.' If your project does start before an award is confirmed, then other funding will need to be in place to cover that period. Projects should begin within 3 months of any award being confirmed.

> **If you have any problems which delay your project starting, or problems during the project which force you to adapt how it is delivered or the focus, you MUST get in contact with the Grants Team as soon as possible to discuss the issue and gain agreement for what you plan to do. The Grants Team are also available to provide advice, support and signposting to contacts where you may need them**

14. **Which of the Wandsworth Grant Fund themes does your application mainly meet?**
From reading the thematic areas and the specific priorities in each of them, identify which theme your project mainly meets. Some projects will fit mainly into one, but others two or more. Select the theme which is stronger for which your project will deliver the benefits to the participants which match the priorities.

15. **Describe the activities and outputs which will be delivered, how they will be delivered and what will be done when over the timescale of the project (e.g., launch, implement, wind-up to finish)?**
Please provide a detailed description of your project and explain what will be delivered and when across the duration of the time period.

List the things that you are going to do which you can count, e.g., 10 weekly x 2-hour sessions of yoga, each with a minimum of 20 residents. Provide a timetable for what will be done and when – from start date to finish date.

16. **Describe how the project will support one or more of the priorities, as described within the Guidance notes of the main theme you have indicated in Q14.**
Based on the main purpose of your project, identify which of the priorities of which theme your project will contribute towards being achieved. Describe what activity will take place during the project and how the benefits of this will meet one or more of these priorities.

(This is a crucial question for assessment, so be clear about matching the project outcomes with these priorities.)

List what differences your activity will make (the outcomes/benefits for participants) ensuring they are in-line with the priorities detailed in the Guidance notes under the main theme your project supports.

Please make sure that you will be able to evidence any difference/benefit to those taking part in the activity and not be too ambitious. Sometimes the benefit comes much later after the activity, so be sure to be realistic in what changes you can affect.

17. **If your project also supports priorities in other thematic areas, please explain which theme, which specific priorities, and how your project will help to achieve these outcomes.**
Many projects do span across more than one theme and can contribute to the council achieving its priorities in more than one theme, though one theme will be stronger. Think about what priorities your project might support but consider if you will be able to adequately measure if your project does make a difference.

18. **How will the project support the Council's Environment and Sustainability Strategy.**
The Council has declared a Climate Change Emergency and has developed a strategy which seeks the support and involvement of residents and the voluntary and community sectors to help identify solutions to the problems being faced. Applicants should consider how their activity will contribute towards supporting the goals of the strategy. Environment and Sustainability Strategy

19. **Where exactly will your project take place?**
Where in the borough will you deliver this project? E.g., in a (named) community centre, or (named) open space. Please be specific about where the activity will take place, which could be virtually through video broadcasting or meetings. If you still need to confirm a venue(s), this will score negatively. It is anticipated that projects will begin within 3 months after any award is provided, so it is important that any venues, partners, or groups to which you might be delivering the project to/with are all confirmed.

20. **Who will lead the project and what qualifications and experience do they have relevant to the project?**
Explain who will be responsible for leading this project – it might be an existing volunteer or staff member, or you might be bringing in an external person with relevant skills, qualifications and experience to lead n a new piece of work. This is linked to the potential quality and outcomes of the project and the safeguarding of the participants. If the project is seeking to fund a paid post, identifying the lead person will help to assess value for money.

21. **Describe who will the participants of the project be who will directly benefit?**
Who specifically will benefit from your project through participating in it; we are particularly interested in projects that actively engage and work with marginalised and disadvantaged communities in the borough? Certain themes describe particularly targeted vulnerable types of residents and communities who are more of a priority for the Council. Rather than just say

'vulnerable residents' explain what characteristics those vulnerabilities would include, particularly if numbers who can participate are limited.

22. **How many people do you plan to participate in the project and how many of these will be Wandsworth residents?**
Count all those who will directly actively engage with the project activity. For some projects, other people might benefit e.g., family or audience members, but they are indirect.

Keep in mind that this Fund is aimed at benefiting Wandsworth residents directly and this is where our priority lies. If your project attracts people from other places, then our aim would be that at least 80% of the people involved will be Wandsworth residents.

23. **How will you find or recruit those people who you hope will take part and benefit from the project? If numbers are limited, what selection criteria will you adopt?**
It is always easier if you already have an established group, but if you are aiming to reach new people and communities, how are you going to attract them and ensure their involvement? Do you have referral routes through partners, who can help you identify those who could most benefit from your project? If the number of participants is limited, what selection criteria will you adopt so that those most in need benefit?

24. **How does your project compliment (not duplicate) other services, including those of the Council, other statutory bodies and other voluntary and community services?**
Please demonstrate here your understanding of what other services are available (if you are aware of other services) and how your project complements these services.

25. **In planning this project, how have you engaged with or directly consulted with those residents who you plan to participate in the project about the design, content and planned outcomes of this project?**
We want to understand how potential participants have been involved in developing the project, identifying their needs and what they want to achieve. As an organisation, particularly if new or based outside the borough, it is important to show a real knowledge of and engagement with, the residents who will participate and benefit from the project.

26. **What local and recent evidence have you collected about the need for this project, specific to the residents who will participate and the needs of the borough?**
Some evidence maybe available to you from the website [DataWand](#) . Other evidence can come through your engagement from potential beneficiaries including testimonials, surveys of members or feedback from previous projects.

27. **What tools will you use to monitor progress and evaluate the activity/project?**
For you to know how well you are doing and to gather information necessary to report back on your project, what steps are you going to put in place to monitor progress – registers, surveys, focus groups, regular staff/volunteer meetings, evaluation sheets.

28. **What measurable numbers and types of activity/participants (Outputs) and positive differences (Outcomes) will the project deliver for the beneficiaries and/or community?**
These are often the questions which seems difficult in an application form, so let us break them down:

Outputs = things/actions/activity you can usually count. Examples: number of people attending a session, number of sessions held, the number of times individuals attend, number of qualifications gained, number of new volunteers, number of people who have gained employment, gained an IT competence certificate and many more.

Outcomes = the project was about supporting individuals so that their life (in some way) is better than it was when the project started. An outcome is that measure of how life is better. Examples: more confident, more sociable, eating more healthier food and so lost weight and more in control of their chronic health condition, undertaking more physical activity, describe having better mental health and many more, linked to a priority in one of the themes.

See it as a better quality of life.

29. **Permissions/ Consent**
Do you have all required permissions or consent before undertaking your project? If required, what consents have you received or still to obtain?
It is the responsibility of all applicants to ensure that you have all and full necessary permissions and consents to undertake their project, from their own governing body (Trustees, Management committee and/or a regulatory body e.g., planning, highways, parks, landlords, land or property owners). Failure to do so could result in an award being refused, a project delayed or any award provided having to be returned.

Please provide details of what permissions/consent has been received and by who.

Example: Management Committee meeting agreed application, Minutes of meeting dated 17/5/2021.

30. **Finance Section:**
This fund will only make awards to cover the full (100%) cost for projects costing between £500 – 1,000. Projects costing more than £1,000 are required to provide a proportion of the full value/cost through what is called Match Funding. This is described below.

This question has 3 sections, which when added together will show the full value of your project:

Section a) Please tell us what you would like this grant to fund.
Section b) Match funding: What other costs are there which will be paid from your reserves, other grants, or other cash income you might secure? Where is that funding coming from?
Section c) Match funding: What costs are covered through in-kind free-use, discounts and/or volunteering?

When combined, the 3 totals show the total value of your project. – This will include both things you will need to pay for AND those things you get for free or at a discount. If you had to pay for everything, this combination shows what the project would cost?

Section a) Amount requested from the Wandsworth Grant Fund?
In this column, give a breakdown (not a description) in £'s of what you are looking for the grant to pay for. The total should be the amount of grant you are seeking.

Section b) Other cash income

List any sources of grants received or applied for, membership/session fees from participants, income like Pupil Premium a school may contribute or cash your organisation may be contributing.

Section c) In kind income

As well as cash income, you may also have free use of a venue or have been offered a discounted rate. The saving you make from this can be counted as in-kind match funding. The in-kind contribution of goods and services are based on the rates you would have paid if you were not getting this for free

Also, unpaid voluntary work can be used as a source of in-kind match funding for projects applying to the Wandsworth Grant Fund.

As an example, to calculate the in-kind contribution of volunteers' time we have used the Annual Survey of Hours and Earnings 2016 (ASHE)[1] Median hourly pay – gross, for all employees in Wandsworth. This provides an average hourly rate of £19.01. **If a volunteer is being used in a professional capacity e.g., legal advice, then that time can be costed at their professional/higher rate**.

Example: To calculate volunteer time -
Total hours per week volunteered (per volunteer) x Total number of volunteers = Total hours per week volunteered by all volunteers in this role.

Total hours per week volunteered by all volunteers in this role x Number of weeks given per year by each volunteer x Hourly rate (£14.36) = value of volunteer time

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For example:

Total hours per week volunteered (per volunteer) = 7hrs

Total number of volunteers = 5

Total hours per week volunteered by all volunteers = 35 hrs

Number of weeks given per year by each volunteer = 40

Hourly rate = £19.01

Value of volunteer time = £26,614

(7 hours x 5 volunteers = 35hrs x 40 weeks @ £19.01 = £26,614)

Please do keep in mind the minimum level of match funding your project requires, related to the size of grant award you are seeking.

➢   **Small grant: £500 - £1,000   No match funding required**

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[1] Place of Residence by Local Authority – ASHE Table 8.5a, 2016 dataset
https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/earningsandworkinghours/datasets/placeofresidencebylocalauthorityashetable8

- ➢ **Intermediate grant: £1,001 - £5,000**   **10% of total value match funding**
- ➢ **Large grant: £5,001 - £10,000**   **25% of total value match funding**

Finance Summary

The total of the 3 sections combined – WGF grant + cash income + in-kind income = total value of the project. Using the table above, do make sure you are contributing enough match funding for your project.

31. **What other funding sources, including your reserves and other funders, have you applied to or considered for this project?**
Whilst recognising that organisations do need reserves and may have other work to undertake, what consideration have you made towards contributing from your own free/general funds or reserves. Also, what other funders have you applied to for some or all of the same project?

32. **Based on the cost of the project per beneficiary, why do you consider that the individual cost is 'Value for money'?**
How have you compared the costs associated with your budget? Have you sought quotes from several suppliers, or have you compared your costs to other similar projects?

33. **If the project is to continue beyond the timescale of this funding, please describe how you will fund the continuation of this project.**
If this is an ongoing project or a pilot project, you will also need to demonstrate that you will not be reliant on funding from the Wandsworth Grant Fund in future years to continue to deliver your project or services. As previously stated, this fund is not designed to fund ongoing projects. Please detail any prospective opportunities you have identified as potential future grant funding, income generation or other sources of funding you might seek.

34. **Declaration / Supporting documents**
The person named on this application will be deemed as the person responsible for making the bid. We may need to telephone or visit you to ask for clarification of 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.

Authorised Signature
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.

Please provide copies of these Supporting Documents with your application

- • **Constitution**
  Please supply a copy of your organisation's constitution or set of rules. If you do not have a constitution or set of rules you can ask for help in developing one.

- **Accounts**
Please enclose a copy of your 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. If you are a new organisation and your application is successful you will be asked to provide evidence of recent income and expenditure e.g., bank statements.

- **Public or Professional Liability Insurance certificate – Minimum cover of £2m**
Check that the policy is in the name of the applicant organisation and in date at the time of application.

- **Health and Safety Policy and a Risk assessment for the activity**

- **Equal Opportunities/ Equalities Policy**

- **Children and Vulnerable Adults Safeguarding Policy**
If you are applying for a project that works with children, young people or vulnerable adults we will need to be sure they will be safe. As a minimum, you must have a policy and procedure that explains how you make sure of this and you must ensure that the policy is put into practice. Staff and volunteers working with children, young people or vulnerable adults on your project should also have Disclosure and Barring Service (DBS) clearance. NSPCC safeguarding standards and guidance (England)

35. **Data Protection statement**
Please read and confirm your acceptance of this statement. For the assessment process to take place, information will be shared with a range of Council officers, auditors and external funders, at Council committee meetings and through the latter, made public online.

Your positive confirmation is therefore required for this to happen.

Please ensure you check the statement boxes if you are agreeable for your personal information to be not only used for the grant purposes, but also for future use to send you organisation future mailings and correspondence.

Further support
Grants Officers and Lead Officers for each theme are available to provide advice and guidance on your project idea and application. For more general enquiries, please contact:

Bruce Murdoch, Senior Grant Fund Development Officer
Email: wgf@richmondandwandsworth.gov.uk
Tel: 0208 871 6203

For some independent advice on your application or about more fundraising help, please contact: Wandsworth Care Alliance, Voluntary Sector Co-ordination Service
https://www.wandsworthcarealliance.org.uk/funding/

Claiming Your Grant

We will release grant funds upon confirmation from you on return of a signed Grant Agreement and confirmation that any 'Special Conditions' have been met, and all funds must be spent within a year of the grant being claimed. Grants will usually be paid in a single instalment following receipt of a signed Offer Letter and Grant Agreement. The terms and conditions of grant can be found on the Council website Wandsworth Grant Fund - Documents

If grants have not been claimed within 6 months of the grant offer being made Officers will write to grant recipients requesting confirmation of project start and completion dates. If the project start date is later than 12 months after the initial award of grant, the grant offer will be deemed to have been withdrawn. If the project completion date is later that 12 months from the grant offer date grant recipients will need to seek agreement from Officers for an extension to their funding period.

If you have any problems which delay your project starting, or problems during the project which force you to adapt how it is delivered or the focus, you MUST get in contact with the Grants Team as soon as possible to discuss the issue and gain agreement for what you plan to do. The Grants Team are also available to provide advice, support and signposting to contacts where you may need them.

Monitoring and Evaluation

If your application is successful, you will be required to complete a monitoring and evaluation form at the end of your project. A copy of the monitoring and evaluation form can be found on the Council website www.wandsworth.gov.uk/wgf

It is each organisations responsibility to provide a written report within **30 days** of the end of your funded project.

It is also your responsibility to inform the Grants Officer (Authorised Officer within the Grant Agreement) of any changes or difficulties you have during the project. It is unlikely that this will impact on your funding of the project, rather it can help as the Officers can provide advice and support from their knowledge of other projects and council services which could help you.

Submitting Your Application

Please submit a signed copy of your application with all your supporting documents to: applywgf@richmondandwandsworth.gov.uk

For full details of the Wandsworth Grant Fund and other funding opportunities from the Council please see our website: Grants for the community and voluntary sector