



**The London  
Community  
Foundation**

## **Comic Relief Local Communities - Grant Guidelines 2015/17**

### **Aims of the Programme**

There are still many communities in the UK that suffer from economic and social deprivation and the current economic climate may make this situation worse. For this reason, Comic Relief has decided that £4.5 million should be available to fund projects across the UK which are addressing these issues through a third phase of the 'Local Communities' programme. Comic Relief is pleased to be working with the UK Community Foundations (UKCF) and Community Foundations across the UK, to deliver this Local Communities Programme.

The London Community Foundation is one of the delivery partners and will be delivering the programme across 29 London boroughs. We cannot accept applications from the following Boroughs: City of London, Hackney, Newham and Tower Hamlets.

The Local Communities Programme will run for 18 months and during this time, grants of between £1,000 and £10,000 will be available.

The programme aims to empower local people, enabling them to create lasting change in their communities. Projects should be run by people directly affected by the issues they are dealing with and priority will be given to small, locally based groups and organisations in areas of disadvantage that have a clear understanding of the needs of their community.

### **Themes**

Under the programme, organisations can apply for funding to:

1. Improve people's life skills, education, employability and enterprise
2. Maximise people's ability to strengthen community cohesion and build social capacity
3. Promote reduction of isolation and disadvantage and access to services
4. Advance people's physical and mental health, wellbeing and safety

**There will be a different theme under which you can apply in each round.**

Organisations which have received a Community Cash grant or any other grant from a Community Foundation **can** apply for a Local Communities grant. However, organisations which hold a grant directly from Comic Relief **cannot** apply for a Local Communities grant. A Local Communities grant must be **at least 30%** of the total cost of the project.

**Please ensure that your project activity begins no earlier than the 10 weeks after the grant deadline; you will then have 12 months to spend your grant, if you are awarded.**

## **Who can apply?**

- Community Groups
- Resident Associations
- Community Centres
- Social Enterprises/Community Interest Companies/Community Interest Organisations
- Credit Unions
- Charities

## **Types of activities that might be funded**

- Furniture projects
- Project providing access to benefits advice
- Projects combating fuel poverty
- Community consultation exercises
- Community employment projects
- Food Co-ops
- Running costs; including salaries, core costs and project costs
- Committee and volunteer/staff training
- Community sports activities

## **Exclusions**

Grants will not be awarded to:

- individuals;
- Organisations who had an income over £300,000 for the last year.
- statutory organisations, including schools;
- fund trips abroad;
- fund buses, mini buses or other community transport schemes (not including transport costs forming part of a project)
- fund building costs, including access adaptations to buildings
- organisations which are in receipt of a grant directly from Comic Relief;
- activities that promote religious or political beliefs;
- spending that has already taken place;
- organisations with overdue monitoring/reporting for any of the Foundation's grant programmes.

## Living Wage

Comic Relief became a Living Wage Friendly Funder back in June 2015 and we are working with them to run a special pilot through this round of the Local Communities initiative. Comic Relief has signed up to the scheme in recognition and support of the commitment and hard work that workers in our sector undertake. The hope is that eventually all funders will sign up to the scheme and together we can work towards ending low pay in the community and voluntary sector in the UK.

As you know the London Community Foundation UK Community Foundations manage the Local Communities initiative on behalf of Comic Relief and for this round we will be piloting the Living Wage Friendly Funder scheme.

### What does this mean for applicants?

If you are applying for funding any staff costs (this could include existing staff members, sessional workers, part time or full time posts, freelance workers) you should budget these at the Living Wage. We are sensitive to circumstances where organisations feel that taking up the Living Wage could cause difficulties, in these instances we suggest you call us on 020 7582 5117 to discuss your options before applying.

The Living Wage accreditation does not require employers to pay the Living Wage to apprentices or interns although we recommend it as best practice for employers who can afford to do so. Many accredited employers have chosen to extend the requirement to apprentices and interns.

Currently the Living Wage is £7.85 per hour outside London and £9.15 in London. You can learn more about The Living Wage by clicking [here](#).

You can find out more about The Living Wage Friendly Funder Scheme by clicking [here](#).

If you think that this will prevent you from making an application please do call us to chat through as we are keen to see how we can support groups to pay The Living Wage through this pilot. Below are some FAQs about the scheme that you may find helpful, but if you have any questions then do give us a call.

### What is the Living Wage?

*The Living Wage is an hourly rate which is set independently and updated in November each year by The Living Wage Foundation. It is calculated according the basic cost of living in the UK. The current Living Wage for the UK is £7.85 and the London living wage is £9.15. Please note this is different to the national Living Wage announced in the budget this year.*

### How will paying the Living Wage affect posts?

*Paying the living wage applies to all posts, including existing roles, new roles, sessional and freelance workers (it does not need to apply to apprentices but we encourage groups to pay a Living Wage).*

*If Comic Relief is part-funding posts, we will pay the Living Wage on the part we are funding. Further to this, if you feel you are unable to afford to pay a worker at Living Wage please do not hesitate to contact us to discuss the matter further.*

Do we have to pay The Living Wage across the organisation or be an accredited Living Wage employer to apply?

*You do not have to be an accredited Living Wage employer to apply for funding or pay a Living Wage to all of your staff to apply for this funding. For this pilot we ask that only the roles you are asking for funding for are paid at a Living Wage.*

## **Deadlines, themes and activity start dates**

The deadlines, themes and activity start dates for applications are:

<b>Round</b>	<b>Opens</b>	<b>Theme</b>	<b>Deadline</b>	<b>Activity must start after</b>
22	5 <sup>th</sup> October 2015	Advance people's physical and mental health, wellbeing and safety	<b>5pm Tuesday 1<sup>st</sup> December 2015</b>	9 <sup>th</sup> February 2016
23	5 <sup>th</sup> January 2016	Improve people's life skills, education, employability and enterprise	<b>5pm Tuesday 1<sup>st</sup> March 2016</b>	10 <sup>th</sup> May 2016
24	25 <sup>th</sup> July 2016	Promote reduction of isolation and disadvantage and access to services	<b>5pm Tuesday 6<sup>th</sup> September 2016</b>	15 <sup>th</sup> November 2016
25	10 <sup>th</sup> October 2016	Maximise people's ability to strengthen community cohesion and build social capacity	<b>5pm Tuesday 6<sup>th</sup> December 2016</b>	14 <sup>th</sup> February 2017

## How do you apply for a grant?

Click on the link below to access the online form.

[COMIC RELIEF LOCAL COMMUNITIES](#)

Please read the instructions carefully, tick to say if you agree and have understood, enter your e-mail address and click on the "Send e-mail and continue".

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

Full guidelines on using our online application form are available from <http://www.londoncf.org.uk/grants/available-grants/overview.aspx>

**You also need to upload all of your supporting documents to The London Community Foundation by the deadline.** We regret we are unable to consider incomplete or late applications.

Supporting documents you need to submit are:

- A copy of your signed governing document e.g. Memorandum and Articles of Association or Constitution.
- A copy of your most recent signed annual accounts
- A copy of your safeguarding policy if you will be working with children or vulnerable adults
- Names and addresses of your management committee members
- A completed cash flow projection for 12 months – download template from the LCF website:
  - For round 22 from February 2016 to January 2017
  - For round 23 from May 2016 to April 2017
  - For round 24 from November 2016 to October 2017
  - For round 25 from February 2017 to January 2018

(Please indicate secured income and non-secured income as well as all projected expenditure, showing when income will be received and monthly balances.)

If you have received funding from The London Community Foundation within the last two years, you need only submit your most recent signed annual accounts and cash flow projection unless other documentation has changed since.

**We regret we are unable to consider incomplete or late applications so please ensure you submit everything by the deadline.**

## **What happens after you have applied?**

We may contact you to discuss your ideas. You will get a decision within 8 weeks of the deadline; therefore projects should not start until 10 weeks after the deadline date. If you are awarded a grant you will have 12 months to spend it.

## **Monitoring**

Grantees will be required to complete an online form outlining how the grant was spent and highlighting the benefits for residents.

Monitoring and evaluating our grants enables us to better understand the impact of our grant making. It helps us to understand community need, enables us to learn from our grant making and inform future strategies, and also enables us to show donors the impact of their funding and hopefully encourage them to give more!

It should also help organisations to collect valuable information on how service users benefit from your work, what works and what doesn't, how you can make your services more effective, and also demonstrate to funders (and donors) the value of your work. Further information can be found at the Charities Evaluation Services website, [www.ces-vol.org.uk](http://www.ces-vol.org.uk).

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

- Credit support from Comic Relief and LCF on all materials related to the funded work;
- Complete your spending within 12 months;
- Complete a project review form about the project within 6 weeks of completing your grant, and no later than 14 months after receipt of grant;
- Maintain financial records for all grant spending and submit requested information to LCF, including original invoices;
- Be available for a potential monitoring visit, or visit by Comic Relief.

## **Contact Us**

Please contact The London Community Foundation if you have any questions about the programme:

[applications@londoncf.org.uk](mailto:applications@londoncf.org.uk)

Tel: 020 7582 5117

[www.londoncf.org.uk](http://www.londoncf.org.uk)