

Wandsworth Grant Fund General Guidance

2016/17

May 2016



Investing in the
Brighter Borough



Wandsworth
GRANT

FUND

Wandsworth Grants Fund

1 What is the Wandsworth Grants Fund?

The Wandsworth Grant Fund (WGF) is a small grants fund for projects and activities benefitting residents and communities of the London Borough of Wandsworth.

The funding available through the Wandsworth Grants Fund is invested in community-led projects and services that help the council to achieve its key objectives.

2 Grants available under WGF 2016/17

Five previous separate, small grants streams have been amalgamated to form the WGF. There are three categories of grant available:

Type of Grant	Levels of funding available	General eligibility (Please check full eligibility in Appendix 2: who and what can be supported under the Fund).
Small Grant	Minimum amount that can be applied for: £500 up to £1,000	Open to eligible applicants for: <ul style="list-style-type: none"> • Capital: e.g. equipment, buildings and refurbishments • Revenue: day to day operational costs, e.g. staff. Match funding is not required although demonstrating how your project works with others and will become sustainable will strengthen your application. The level of funding is limited to applicants with an annual income of less than £100,000.
Intermediate Grant	Over £1,000 up to £5,000. 10% Match is required.	Open to eligible applicants. 10% match is required in cash or in-kind. The level of funding is limited to applicants with an overall annual income of less than £250,000.
Main Grant	Over £5,000 up to £10,000. 25% match is required.	Open to all eligible applicants. 25% Match is required in cash and/ or in-kind. You can apply whatever your income level.
Match Funding (please see the Application Form Guidance note Q.12)		This can be in cash (including donations, sponsorship, other grants or income from charges) or 'in kind' for examples donated professional time, volunteer time, rent discounts, etc.

3 Links with Council Objectives

The Council's objectives and priorities are to:

- Deliver high quality, value for money services, involving residents and partners in service design and delivery and encouraging personal responsibility and active citizenship;
- Improve opportunities for children and young people, supporting all to make a positive contribution;
- Promote health and wellbeing for all adults, enhancing independence and enabling all to make a positive contribution to the community;
- Make Wandsworth an attractive, safe, sustainable and healthy place;
- Build a prosperous, vibrant and cohesive community. A borough, renowned as a great place to live, work and visit: a place that values the diversity of its neighborhoods and makes the most of opportunities to enrich to the economic and social life of everyone in the borough.

The Wandsworth Grant Fund (WGF) interprets these objectives through six key themes/ priorities:

- Arts and Culture
- Environment and Attractive Neighbourhoods
- Children and Young People
- Citizenship and Civic Engagement
- Raising Aspirations and Potential
- Health and Well being.

You will find the detail on these priorities and themes in Appendix 1 of this document and you must meet at least one of these priorities within your application to be considered for funding. You will be required to state the primary theme you are applying for, although your project may cover two or multiple priorities, e.g. an arts themed youth project.

4 Grants Fund Application Timescales

The Deadline for Round 3 is 19th July 2016 (5pm for the delivery to the Town Hall and 23:59 for electronic, emailed delivery). The WGF is managed by the Council's Economic Development Office (EDO).

Applications are assessed by Council Officers and recommendations made to the Grants Overview and Scrutiny Sub Committee on the 21st September 2016. Final decisions are agreed by the Council's Executive which meets on the 3rd October 2016 after which applicants are informed of the decision.

This table shows the timetable for applications and the decision-making timeframes for each of the grant streams within Round 3 of the Wandsworth Grants Fund for 2016/17.

Applications Open	Application closing date	Councillor Endorsement sought deadline	Application period in weeks	Initial Recommendations	Final Award Decision	Date of Grant Notifications / Awards	Contracts Start	Contract Length
24 th May 2016	19th July 2016	12 th July 2016	8 weeks	By Grants Overview and Scrutiny Sub committee 21 st September 2016	By Council Executive 3 rd October 2016	4 th October 2016	Variable after ratification/ notification of award	Projects must be finished by 1 March 2018

5. Wandsworth Grant Fund Round 3 update for applicants.

- We are particularly keen to receive applications under the Children and Young People theme, particularly for Youth (11-19 years) groups and organisation. Applications are also encouraged under the Environment and Attractive Neighbourhoods and Raising Aspirations and Potential themes. Projects can cross themes and link with others so long as they meet a number of objectives within each theme.
- Grants for supporting activities during the Wandsworth Arts Festival are not available in this Round, being available later in the year. Grant awards for Arts projects outside the Festival are still available but applications should not exceed £5,000. One capacity building application during the year may be awarded a main grant of up to £10,000. [\(Please read details in Appendix 1, Section 6\)](#)
- We previously received a large number of applications for the Main Grant category (over £5,000), with many seeking the maximum amount. Main grants are seen as an exception and preference will be given to small and intermediate grants reflecting borough based organisations and activity. This should allow for more grants to be approved from the budget available. Further, the maximum grant available has been reduced to £10,000. Please consider the size of the grant you are applying for and if that the size is justified. Inflated grant applications will not receive strong assessments. To support this preference and the available budget, the level of match funding being required for main grants (between £5,000 and £10,000) is now 25%
- For applicants seeking a grant of over £5,000 to run a project or service, it is strongly recommended that they contact the Thematic Officer to discuss whether what is proposed competes or compliments an existing service of the Council. Applications will need to provide compelling evidence of need, show that they are the best placed to provide the project, have proven capability and a strong local connection.
- Where organisations currently provide a commissioned service for the Council, consideration should be taken as to whether any new or additional project might be better further commissioned, rather than funded by a grant. The Council commissions services based on identified need and sets about specifying the required service from the open market. If you have identified such a gap and it fits with the Council priorities and needs, then a commissioning service approach may be thought more appropriate.
- We received a number of applications from organisations based outside the borough. Whilst we recognise the value of outside expertise, it is important that proposed activities are set within the local Wandsworth context. This means actively engaging with local communities, organisations and ward councillors when developing the application. A positive indication that partnerships with local schools, organisations and/or community groups have been established will strengthen your application. It is also very important to discuss your proposal with the designated thematic lead in the Council or another appropriate Officer– contact details are provided in the General Guidance. With preference being given to borough based applicants, organisations based outside the borough will need to show genuine partnerships have been established with a range of stakeholders and that there is strong borough support for the project.
- A number of applicants seek ward councillor endorsement at the last minute, a matter of days before, or on the day of the application deadline. It is important that **ALL** applicants discuss their proposals with ward councillors as early as possible; ward councillors provide endorsement of the project concept, not necessarily the detail (although some may be interested in this). To this end, we have for Round 3 set a deadline of 12th July 2016 after which applicants should assume that ward councillors will not be willing to consider endorsing applications. We particularly encourage applicants from outside the borough to meet with the relevant councillors prior to seeking endorsement.
- Ward councillors can comment and sign their endorsement into your application. As an alternative, ward councillor endorsements can also be sent to us direct from their official email addresses to the Applywgf@wandsworth.gov.uk e-mail box. In order to ensure all relevant details are contained in the e-mail, including any additional ward councillor comments, we have provided a template e-mail message (or alternatively, a copy of this in a document format that can be sent as an attachment). Both are provided as a link within the WGF application form (and it was also sent as part of the endorsement guidance to all councillors).
- Please ensure you send e-mail applications to the Applywgf@wandsworth.gov.uk mail box and that you receive an automatic receipt e-mail; this will function as proof of receipt. If you do not receive any reply, please contact us immediately in order that action can be taken to resolve any issues.

6 Who can apply?

The Wandsworth Grants Fund is principally open to voluntary and community groups (also known as third sector organisations) who can deliver projects/activities for Wandsworth residents.

Applicants to the fund must run not-for-profit activities which reinvest any surpluses to further social, environmental or cultural objectives. Voluntary organisations or third sector organisations include community groups, faith and equalities groups, charities, social enterprises, co-operatives, mutual and housing associations. Community groups can include: sports clubs, residents associations and PTAs.

Social Enterprises and Community Interest Companies (CICs) are only eligible to apply for a grant if they operate on a wholly not-for-profit basis. This means that the following criteria must all be met:

- 100% of surplus funds are re-invested into the organisation
- executive directors operate in a voluntary capacity and not as paid shareholders
- as an indicator of the above, there is no 'profit distribution' clause in the governing documentation.

There are some occasions where applicants may, by exception operate on a for-profit basis, for example arts professionals. We can receive applications from commercial entities as long as the activity is run within the spirit of the above eligibility criteria, i.e. it is demonstrably not for profit or for personal financial gain and is a separate project with its own governance arrangements in place. This should include any charging policy for all/ Wandsworth beneficiaries. In general, our assumption is that such instances will be limited to arts professionals. We also acknowledge that arts organisations can also operate as legal charities so are not viewed as an exception.

Structured community groups

All Grants are also open to structured groups of local residents that have been formed for a specific purpose; for example a community gardening group or a group of residents organising a

community event in a local park. Structured groups of local residents could be established groups who have been meeting for a number of years or who have recently formed for a one off event. Structured groups must have clearly defined aims and objectives and the funding will be paid into a bank account in the group's name by unrelated members' signatories.

Un-constituted/ Informal Groups

Groups of individuals must have an association agreement allied to an organisation bank account with two unrelated signatories. We encourage all applications towards becoming a structured constituted group as they will be given preference for funding. Please refer to the Application Form Guidance and WGF Resources for further information. These resources also include information and support such as managing an event in Wandsworth.

Grant holders from our previous constituent grants are welcome to bid to the new scheme. However, you can't apply if, through the older constituent grants, award holders failed to fulfil the funding conditions or requirements of the previous grant (including the requests for the return of required monitoring reports).

For eligibility criteria on what we cannot fund please see Appendix 2 at the end of this document.

7 Applying to the WGF

Firstly you will need to check if you are eligible to apply. You will need to make sure that you read all of the application pack made up of:

- 1 [General Guidance \(this document\)](#)
- 2 [Application Form and Checklist](#)
- 3 [Application Form Guidance Notes](#)

These will help you find out if you are eligible to apply in terms of who we can fund (contained within this document) and secondly what we can fund (listed in Appendix 2. Certain expenditure items

are generally excluded across the board and some are excluded depending on the thematic area you are applying for).

Application Form and Checklist

The application form is available in a variety of formats and it is our preference that all applications are submitted to us along with your supporting documents via one email. As such, we have made the application form downloadable in Word and Editable PDF format (you must have downloaded the free Acrobat Adobe © software – although it is highly likely that you have done this already). We can accept hand-written applications and you can do this if you print off either the Word or the PDF (handwritten option) on our website.

Application Form Guidance

This includes hints and tips for your application, how to fill out the application form, question by question guidance (breaking down what to include in each answer) and finally a Checklist for all the documentation you may need to submit along with your application that must be filled in also. It is essential you read this in conjunction with the application form.

Finally so you know about the end to end process there is an [Application Process Flowchart](#) taking you through the various stages in applying from seeing the WGF advertised, through to the end of your project if you are successful.

There is only one WGF application form for all applicants regardless of the level of grant you request as we are interested in finding out about all aspects of your delivery. However, we do expect proportionate responses. For that reason we would particularly like to draw applicants' attention to Question 26, where we will require a more detailed answer from those that have applied for the higher level Intermediate and Main Grant awards regarding the end of your project; e.g. how it will end or continue and partnership working to ensure the longer-term legacy of the work funded.

Can you apply for more than one grant?

Applicants can only apply for one grant in each round of funding (there are two per year). Please note that we expect to receive a significant number of applications, and we seek to grant fund a wide spread of activity. We will take into consideration whether an organisation has been funded by us before, although that does not preclude them from applying. We will also be liaising with other teams that manage other funds and commissioned services for Wandsworth both internally to the council (e.g. Wandsworth's Youth Opportunity Fund) and externally to ensure there is no duplication of activity.

It is important to state that the grants scheme should not be viewed as on-going provider of revenue or capital funding. Strong preference is given for new applications and the WGF is not designed to support on-going running costs. Indeed, we encourage applicants to consider a diverse range of funding sources for their future development.

Application Endorsement

All applications must be endorsed by at least one Ward Councillor. We expect the majority of bids to be local and targeted so you will need this endorsement by your local Ward Councillor where the bulk of your proposed activity will take place or where the majority of the Wandsworth residents will come from. To prevent last minute approaches to councillors on near the day of the deadline, this year, we have stated an advisory endorsement deadline of 12th July. After this point councillors are under no obligation to provide endorsements after this date. Councillors can sign your application form and you can send it to us (hard copy or scanned), or alternatively councillors may email it directly to us from their own email accounts.

You can find out which ward your project is in by entering a post code here:

[Find your Ward](#) , followed by finding your ward councillors here:

[Find a councillor](#)

Whilst Ward Councillor endorsement of your application is a requirement, this is by no means an approval of a particular project. This step is to ensure local councillors are aware of your activity, that it is meeting a local need and to offer the opportunity to link it up with other activity in the locality. Your Ward Councillor may wish to advise on further development of the project before they are willing to endorse it. Ward Councillors will be briefed and receive guidance on the grant process. Please allow plenty of time to contact your local Councillor to discuss endorsement of your application well before the deadline. Without their endorsement, your application will not be considered. Applicants from outside the borough are particularly encouraged to meet with the relevant Ward Councillors as part of seeking their endorsement.

After application submission, eligibility and due diligence checks will still need to be conducted so this initial stage is to endorse the concept or idea of your project by the Ward Councillor.

Cross-ward Activity: For those where your activity will cross ward boundaries, please state in which ward you plan to have the bulk of the activity taking place or where the majority of your Wandsworth beneficiaries will come from and contact that Ward Councillor for endorsement.

Borough Wide Activity: For those applications that are genuinely borough-wide, a full statement or marketing outreach plan will need to be attached to your application fully outlining how your project demonstrates reach across Wandsworth and how all Wandsworth residents can access this. It is not enough to say your activity or your project will benefit all of Wandsworth or it is open to all, when, in reality, it is likely to attract residents from a very local catchment area (without a strategy to involve and reach the borough). We will require two relevant Ward Councillors, preferably demonstrating this reach, to endorse the project.

Verification of policy documents

You are required to attach policies which are relevant to your application (e.g. Safeguarding, Health and Safety, Equal opportunities, etc.). You are responsible for ensuring that your staff, volunteers, service users and public are aware of the relevant policies (as per the Checklist) towards the end of the application form. You must ensure that client and customer facing employees, volunteers and any Trustees involved are implementing them correctly and comply with the most current legislative requirements. For the policies, insurances as outlined in the Checklist please supply the relevant documents you do have as part of your application submission.

A Note on Safeguarding:

All applicants for projects working with children, young people and vulnerable adults must have a satisfactory written safeguarding policy or procedure in place (that conforms to the Wandsworth Safeguarding Children Board standards) which includes DBS checks and certification for the relevant staff and volunteers. Projects which include community events must have a Safeguarding Children and Safeguarding Vulnerable Adults policy and, as a minimum, the event coordinators, volunteer supervisors and unsupervised volunteers must have Disclosure and Barring Service (DBS) certificates.

For further information and resources to help you develop these policies on Safeguarding please refer to [Wandsworth Safeguarding Board](#) our [Grant Resources Page](#).

8 What happens after assessment?

If your grant application is successful

The assessment period will take place during July and August 2016. **Once the** Executive has agreed the recommendations of the Grants Sub Committee of approved applications on 3rd October 2016, Wandsworth Council will send you a notification letter. This will contain:

- An initial notification of the recommended grant amount.
- You will be asked to update any relevant information in line with your grant award level, as this may be different from the grant amount you have requested.
- You may also be asked to meet some special conditions of grant and or pre-agreement grant conditions and if these are agreed, a grant agreement letter will be sent to you to be signed and returned to us.

Once Wandsworth Council has the signed award agreement, the first grant instalment will be paid by BACS as per the agreed profiled.

The council may operate a small reserve list of projects where, for whatever reason, those originally selected for a grant award cannot start, e.g. they cannot meet the conditions of grant. You will be notified if you are on the reserve list but if you have not heard from us by the end of November 2016 then this means that your activity will not have been supported. You may re-apply to the following or future rounds.

If your grant application is unsuccessful

Due to the budget available and the number of applications received, Wandsworth Council cannot provide funding to every applicant that applies for a grant. There is no appeal process and the decision of the Council is final. Reasons for not receiving grant support for your proposal will be recorded as part of the assessment and you will be notified of this. Unsuccessful applicants are of course eligible to re-apply to future Wandsworth Grant Fund rounds. We have also started a new signposting resource to other funding opportunities and organisations.

9 Support with your application

We urge all applicants that are unsure about whether to submit an application to attend one of our Meet the Funder events advertised and/ or contact the relevant team member on page 10 of this document before you submit your application for guidance. There will also be 1-2-1 advice appointments as part of our Bidding Workshops arranged. Wandsworth Council is available to provide advice to applicants with a clear activity in mind after they have read all the Application Pack. We will be holding workshops where various specialist Officers will be available to discuss your application in detail and offer appropriate advice – booking required.

Meet the Funder Workshops for Round 3 will be held on:

7 June	Roehampton BASE	10.00am–12.30pm
15 June	Balham Library Hall	2.00pm–4.30pm
21 June	Caius House, Battersea	5.00pm–7.00pm

Bidding Workshops (1:1 advice appointments)

27 June	Penfold Centre	1.30pm–4.30pm
6 July	Penfold Centre	10.00am–1.00pm

More information is available on our website:
www.wandsworth.gov.uk/wgf

10 How to reach us

The Economic Development Office is able to provide help with general enquiries regarding the grant process after you have read all of the grant documentation before making contact. Please then contact the relevant thematic officer leads to speak about any clarification issues regarding your specific project as per the table below. Please note the email address below is for WGF enquiries only, not for submitting applications (which has a dedicated email as detailed at the end of the application form).

Economic Development Office
Wandsworth Council
Town Hall, Wandsworth High Street
London, SW18 2PU

Telephone: (020) 8871 6203

E-mail: wgf@wandsworth.gov.uk
(Please note that this is not where you submit your applications)
Web: www.wandsworth.gov.uk

Council Priorities Thematic Grant Areas	Contact Name	Email Address
Arts and Culture	Justine Kenyon	JKenyon@wandsworth.gov.uk
Citizenship and Civic Engagement	Steve Diamond	SDiamond@wandsworth.gov.uk
Raising Aspiration and Potential	Chantelle Daniel Andrew Harland	cdaniel1@wandsworth.gov.uk AHarland@wandsworth.gov.uk
Children (0 years- up to 11 years)	Sara Jukes	SJukes2@wandsworth.gov.uk
Youth (11- 19 year olds)	Pat Ingram and Virginia Wall	pingram@wandsworth.gov.uk Vwall@wandsworth.gov.uk
Health and Well-Being	Laurence Gibson	lgibson@wandsworth.gov.uk
Environment and Attractive Neighborhoods	Michael Singham	Msingham@wandsworth.gov.uk
Sports Development projects (not a stand alone theme but it is pertinent to many of the above areas).	Chris Austin	Caustin@wandsworth.gov.uk

Please scroll down to read Appendix 1 – The Funding Priorities and Themes, and Appendix 2 - Eligibility

Thank you for taking an interest in the Wandsworth Grant Fund.

Appendices

Appendix 1: The Funding Priorities and Themes

There are six themes detailed below that are funding priorities for Wandsworth Council. As long as you can meet at least one priority on the left we are open to any eligible proposals, as long as you make a good case for support.

Funding Priorities and Themes

1 Raising Aspirations and Potential.

We are committed to adults (especially young adults aged 18-24 years) who maybe unemployed, at risk of social exclusion, at risk of crime or affected by gang culture. Our aim is to help create socially and economically thriving communities through raising aspirations and building the capacity of local people.

The Council would seek to enable a range of activities that help those that are at risk/ vulnerable or live in identified areas of deprivation compared to the Wandsworth average: Tooting, Graveney, Furzedown and Roehampton, Latchmere and Queenstown wards.

Outreach and community engagement to support people into jobs and training. Pathways that encourage recruitment of young people to undertake apprenticeships, especially in hospitality, catering, business administration and construction:

- Lifelong learning projects linked to employment: e.g. job interview coaching; in-work learning support.
- Activities that promote job readiness linked to job vacancies and long- term employment opportunities where there are gaps in current provision.
- Confidence building and motivational support for those who have been out of work for long periods of time.
- Activities similar to the above that additionally promote health and well-being, social and economic development in these neighbourhoods.

All projects must ensure there are linkages made between existing services in the borough and they don't duplicate provision.

2 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), in the following ways;

- Provide activities that support early intervention and preventative work for those who may be vulnerable. We would especially like to see projects that support disabilities, mental health problems and looked after children, helping them to engage in education, lawful behaviour and engaging in active and responsible citizenship.
- Activities open to 11-19* year olds which are part of a broad based universal youth work programme of social and personal development. This should follow the [Youth Work Curriculum](#) of the Council. We welcome all applications although priority will be given to Wandsworth Council registered youth clubs.
- 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.
- Community based youth activities (11-19* years) that provide a distinct focus but which fall outside the above categories, e.g. sports groups.

Where young people are looking to run projects that are led and or managed by themselves, please refer to [Wandsworth Youth Opportunities Fund](#)

3 Health and Well Being

Community led approaches to promoting health and wellbeing including personalised and preventative care for those in need.

We would like to see activity where it targets an unmet need as identified through the Health and Well Being Board's [Joint Strategic Needs Assessment](#).

- Promoting physical and mental health activities to improve wellbeing, e.g. Alcohol abuse has been highlighted as an issue to tackle in Roehampton and Winstanley; residents in Nine Elms, areas encompassing Winstanley and Tooting gave an average self assessment of bad health.
- Community/peer-led, outreach support: e.g. information and advice on health issues (addictions: particularly alcohol abuse, preventative female genital mutilation measures and mental health support).
- Provision of activities for disabled residents.
- Promote activities that tackle isolation e.g. for older residents living alone or without a support network.
- Providing access to sport and fitness opportunities, e.g. especially for groups who find this difficult or who are under-represented.

4 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 cleaner, greener, healthier borough
- Reducing CO2 emissions
- Adapting to the unavoidable effects of climate change
- Reducing pollution along with the consumption of resources
- Demonstrating community leadership on sustainability
- Improving local environmental quality

Project proposals that could potentially be supported include those which:

- Reduce waste and/or increase recycling, composting and re-use of waste
- Reduce energy and resource usage
- Encourage sustainable travel.
- Improve local environmental quality,

5 Citizenship and civic engagement

We aim to encourage personal responsibility and active citizenship to promote self-reliant and supportive, cohesive communities by:

- Encouraging more active citizenship and volunteering. Promoting community involvement and engagement in the life of the borough, especially through increased volunteering
- Making Wandsworth a safer, healthier more prosperous and sustainable place
- Attract support and resources from the community
- Help any disadvantaged or under-represented groups engaging in the wider prosperity of the borough
- Activities that promote community leadership and cohesion.
- Community Champions (with the exception of those already supported through our Housing and Community Services Department's Community Champions scheme).
- Intergenerational activities.
- Cross cultural and inter-faith activities bringing a range of community groups who would not otherwise come together.
- Supporting neighbourhood and residents associations to improve engagement or become more sustainable (Except where funding is provided through the Council's Housing Department).
- Building participants' confidence and communication skills so that they could speak up and represent their own interests and those of their communities thereby enhancing democracy.

6 Arts and Culture

The Arts and Culture priority supports professional and amateur arts activity to take place for the benefit of residents and the positive cultural life of the borough.

Its key aims are to:

- Develop and deliver quality arts led activity
- Provide opportunities for participation, appreciation and understanding of the arts
- Reach new and hard to reach audiences and participants
- Create opportunities for skills development
- Demonstrate partnership working

A maximum of £5,000 (Intermediate Grant) can be applied for under this theme – except for one main grant award of £10,000 each year for ‘Capacity Building’.

For this theme we welcome projects that can deliver the following:

- Local cultural activities and celebrations including community festivals, choirs and amateur dramatics. Applicants will be able to demonstrate the arts/ cultural content involved.
- Projects across all arts genres that develop practice and ambitious new outcomes for the artist or arts organisation being supported. Applicants will be able to demonstrate benefit to local residents and cultural life.
- Projects that stretch the artist or arts organisation being supported to engage new audiences or participants. Applicants will be able to demonstrate local knowledge of groups, networks and organisations.
- Research and development or pilot activity for new project work. Applicants will be able to explain their method for this preliminary stage of work.

One application during the year can be funded for the following:

- Support for a Wandsworth-based cultural organisation to develop their fundraising capacity and future sustainability. This may include contributing to the cost of a fundraiser, training for existing fundraising staff, or to support the development of a new fundraising strategy and income streams. Applicants will be able to demonstrate: anticipated impact on the organisation, evidence of previous fundraising and a risk assessment of the proposed work

Appendix 2:

We will not fund:

The Wandsworth Grants Fund does not accept applications for any of the following and reference to this appendix will be made in the general terms and conditions of grant:

- Political, campaigning, lobbying or exclusively religious activities. We are aware that many organisations which have references to religion in their objectives also deliver valuable work to promote inter-faith community cohesion and help vulnerable people where the primary purpose is to meet their practical needs rather than to bring them to faith. When assessing applications we do, however, need to be assured that the activity being proposed clearly meets with the fund's eligibility requirements. Please note that with regards to requests for grant support for salaried posts, this will not be possible if there is an occupational requirement for its staff to be of a particular faith which suggests the primary aim of the work is religious.
- Overheads allocated or apportioned at rates materially in excess of those used in similar work carried out by the organisation; this is a value for money consideration;
- Costs paid or liabilities incurred before signature of any funding agreement letter unless otherwise agreed in writing by the London Borough of Wandsworth; including fees for costs associated in writing the WGF application;
- The cost of work or activities that any other person/organisation has a statutory duty to provide or undertake; you must show additionally if, for example you are a school that wants to run something outside of school hours or term time and why your budget doesn't cover it;
- Activities undertaken outside of Wandsworth (although there may be some exceptions, for example, Wandsworth residents may be accessing specialist courses);
- Previous debts, including 'contingent liabilities' (possible charges relating to past events);
- Cover for something that may not occur ('contingencies');
- Interest charges, or other costs resulting from delaying payments due to creditors;
- Service charges arising on leases, hire purchase and other credit arrangements;
- VAT (if you are registered for VAT, the VAT element of any item of expenditure that is reclaimable within Customs and Excise rules); endowments, depreciation of fixed assets;
- Any costs that do not represent an additional cost exclusively incurred as a result of work carried out for purposes of the grant, unless otherwise agreed in writing with the London Borough of Wandsworth;
- Applications by individuals where it only benefits themselves. That person must be able to demonstrate how it will benefit a wider group/s within Wandsworth. As such we do not support education fees, personal sporting equipment or support living costs;
- Street parties, Big Lunches, picnics, etc. One-off events such as these are unlikely to be funded. Where, for example, events such as these are used as a kick-start to establish a structured residents association, there needs to be longer term aim and legacy outlined for the organisation;
- State Aid: those organisations that may not qualify as they already have funds that would take them over state aid threshold. We can help by signposting you to other funding opportunities;
- General appeals or letters requesting donations (full applications that follow our guidelines must be submitted);
- Projects outside of the UK;
- The core work of Citizens Advice Bureaux;
- Projects that solely provide legal advice;
- Professional or business associations, or training for professionals (although we can support training for practitioners in voluntary sector field where it will help project activities/ participants, e.g. First Aid);
- Overseas trips;
- Social research;
- We rarely fund organisations with multi-million pound incomes. If this is the case, you would need to very clearly demonstrate that your application is best placed to deliver the work and that you are unable to source the funding elsewhere. Similarly, applicants with cash reserves covering more than 12 months' expenditure are unlikely to receive a grant unless they can make an exceptionally convincing case that they are in financial need;
- Core costs can only be applied for, if it directly and proportionately relates to the project/ activity applied for;
- We would give preference to those organisations that directly manage and/ or deliver the activity themselves;
- Work in prisons- where there is no defined benefit for Wandsworth residents;
- Work where there are no tangible outcomes for Wandsworth e.g. website views only; the content of the project hasn't been defined.

Other Exceptions

- Arts and culture projects: costs of mounting and framing and material costs cannot be paid. Core costs cannot be paid to for-profit applicants.
- Residentials, trips and hospitality: this is only permissible for supervised children, young people and vulnerable elderly (65 years+) if it is an integral part in helping the project meet its objectives or it supports a clear and valid educational purpose. (Alcohol is not permissible expenditure).

Capital Exclusions/ Exceptions

- Projects must have public access: private residential addresses cannot apply. Capital improvements to places of worship cannot be supported except where that relates solely to the delivery of non religious activities in line with the WGF eligibility criteria.
- Applications where there is no detail on how capital items will be treated during and after the project e.g. safe storage, insurance and usage/safe disposal post project and where capital may increase the running costs in the longer terms;
- IT equipment (unless clearly related to the project and it demonstrates value for money);
- All fixed capital costs e.g. buildings, gardens; refurbishments must be spent within the borough of Wandsworth;
- Capital spend where there is limited benefit; e.g. refurbishments where there is only a short time remaining on the lease arrangements for those premises.