



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. 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 time frame. **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, Grant Fund Development Officer on 020 8871 6203 who will be pleased to help you or email wgf@wandsworth.gov.uk

Aim of the Wandsworth Grant Fund

The Wandsworth Grant Fund (WGF) is a small 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 its key objectives. These 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.
- To improve opportunities for children and young people, supporting all to make a positive contribution.
- To promote health and well-being for all adults, enhancing independence and enabling all to make a positive contribution to the community.
- To make Wandsworth an attractive, safe sustainable and healthy place.
- To build a prosperous, vibrant and cohesive community. A borough, renowned as a great place to live, work and visit: a place that values diversity of its neighbourhoods and makes the most of opportunities to enrich the economic and social life of everyone in the borough.

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

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



Who can apply?

We will only fund organisations that are:

- Providing services or activities that benefit the residents of the London Borough of Wandsworth.

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

- Not for profit

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

There are some occasions where applicants may, by exception, operate on a for-profit basis, for example, an arts' professional. Such applicants must demonstrate that the activity is not for profit or personal financial gain. 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.

- Structured community groups

All Grants are open to structured groups of 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 residents could be established groups who have been meeting for a few years or who have recently formed for a one-off event. Structured groups must have clearly defined aims and objectives and demonstrate that the funding will be paid into a bank account in the group's name authorised by at least two unrelated members' signatories living at different addresses.

- Un-constituted/ Informal Groups

Groups of individuals must have an association agreement allied to an organisation bank account with two unrelated signatories who live at different addresses. We encourage all applicants towards becoming a structured constituted group as they will be given preference for funding by us. Some resources, information and support such as drafting a simple constitution or registering as a small charity are on our website www.wandsworth.gov.uk/wgf or are available from the Charity Commission www.gov.uk/government/organisations/charity-commission

- Financially solvent

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

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.

If a project 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 show 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.

What we do fund:

- Venue hire costs
- Training costs
- 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 (facilities) / refurbishment projects
- Transport
- Equipment
- Utilities and other running costs
- Residential experiences for young people (e.g. outward-bound type activity) outside the borough which fulfil the priorities of the Youth Work Curriculum.

We do not fund:

- Core staffing costs that form part of an organisations existing work
- Any work or activities that any other person/organisation has a statutory duty to provide or undertake.
- Large capital or revenue fundraising appeals.
- Existing projects that form part of your group or organisation's ongoing work.
- Churches or other organisations where the monies will be used for religious purposes.
- Applications which are fundraising in nature.
- Any activity which is of a political nature.
- Development of websites and associated costs.
- Contingency costs, refreshments/food costs, application 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.



The Wandsworth Grant Fund is intended to fund one-off projects and will not repeat fund projects, unless under exceptional circumstances. Strong preference is given for new projects and is not designed to support on-going running costs including staff costs. In exceptional circumstances, an existing project may receive further funding to develop a new piece of work but only where there is strong evidence of previous successful outcomes for residents.



Wandsworth Grant Fund: Emergency Grant process

There is provision within the Wandsworth Grant Fund for grants of between £500 and £1,000 to be made, on an exceptional 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 demonstrable 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 £1,000. Projects which have been considered at a previous round of the Wandsworth Grants Fund are ineligible for an Emergency Grant. 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.

Applicants may only apply to the Emergency Grant once.

If you do wish to apply for an Emergency Grant, you should contact the Grant Fund Development Officer as early as possible to discuss your need and how to proceed. Whilst there is no specific application form for an Emergency Grant, the applicant must provide a written request covering the above criteria. Further supporting documents will be requested, as required.



How much can you apply for and Match Funding?

You can apply for a grant of between £500 and £10,000. Priority for funding is given to one-off projects - rather than applications which may seek to rely on this fund each year to sustain their activity or service. 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 resources.

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; <ul style="list-style-type: none"> • Capital e.g. Equipment, buildings and refurbishments • Revenue e.g. day-to-day costs of running the project <p>Applicants should have an annual income of less than £100,000.</p>
Intermediate Grant	£1,001 - £5,000. A minimum of 10% of the total cost match funding is required.	Open to eligible applicants. Applicants should have an annual income of less than £250,000.
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.

Total costs of your project

In calculating the full costs of your project, you should cost every item in full as if you were going to pay for it.

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.

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.

Match Funding

Match funding can be in the form of other grants, cash from your own organisation, sponsorship 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. These costs need to be at least in line with the Minimum Wage regulations of the time of the project activity.

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.



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 outcomes 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 objective for each project.

1. 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.

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

- 1. Local cultural activities and celebrations including community festivals, choirs and amateur dramatics. Applicants will be able to demonstrate the arts/ cultural content involved.**
- 2. 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 residents and cultural life.**
- 3. 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.**
- 4. Research and development or pilot activity for new project work. Applicants will be able to explain their method for this preliminary stage of work.**

Cultural Capacity Grant (a maximum of £10,000)

From the WGF, one application during the year can be funded for the following priority:

- 5. 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.**

A separate application form is available (by request) from the Arts Team- contact: Lelia Greci, Arts Programme Manager, email: lgreci@enablelc.org
Telephone: 020 8871 7037.

2. 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, improving the local environment
- Reducing CO2 emissions and adapting to the unavoidable effects of climate change
- Reducing pollution along with the consumption of resources
- Demonstrating community leadership on sustainability

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

1. **Reduce waste and/or increase recycling, composting and re-use of waste.**
2. **Reduce the impacts of local energy and resource usage.**
3. **Encourage sustainable travel.**
4. **Improve local environmental quality.**

Examples of the types of projects which would be encouraged include:

- Community clean-up initiatives
- Estate-based free exchange / re-use initiatives
- Community/public gardens (with composting)
- Reducing household waste and/or recycle or compost more of it
- Planting of flowerbeds in street tree bases
- To help reduce fly-tipping and/or bringing the perpetrators to justice

3. Children and Young People

We wish to improve opportunities for children and young people aged 0-18* years (*and those under 25 years with a disability).

We would like to fund activities which help all children to reach their full potential. 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 children to have improved mental and physical health and well-being, increased resilience and help to meet their aspirations:

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 support disabilities, mental health problems and looked after children, helping them to engage in education, lawful behaviour and engaging in active and responsible citizenship.**
2. **Activities open to 11-18* 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 Wandsworth Council](#). We welcome all applications although priority will be given to Wandsworth Council registered youth clubs.**
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. Community based youth activities (11-18* years) that provide a distinct focus, but which fall outside the above categories, e.g. sports groups.

If young people are looking to lead projects, please refer to the [Youth Opportunity Fund](#) .

4. Citizenship and Civic Engagement

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

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

- 1. Encouraging more active citizenship and increasing volunteering.**
- 2. Making Wandsworth a safer, healthier more prosperous and sustainable place.**
- 3. Attract support and resources from the community e.g. sponsorship, in-kind support.**
- 4. Help any disadvantaged or under-represented groups to engage in the wider prosperity of the borough.**
- 5. Activities that promote community leadership and cohesion.**
- 6. Community Champions (except for those already supported through our Housing and Community Services Department's Community Champions scheme).**
- 7. Intergenerational activities.**
- 8. Cross cultural and inter-faith activities bringing a range of community groups who would not otherwise come together.**
- 9. Supporting neighbourhood and residents' associations to improve engagement or become more sustainable (Except where funding is provided through the Council's Housing Department).**
- 10. 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.**

5. Raising Aspiration and Potential

We are committed to supporting adults (especially young adults aged 18-24 years old) who may be 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. All projects must ensure that there are linkages between existing services in the borough and they don't duplicate provision.

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

- 1. 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, particularly within the borough.**
- 2. Lifelong learning projects linked to employment e.g. job interview coaching; in-work learning support.**



3. **Activities that promote job readiness linked to existing job vacancies and long-term employment opportunities where there are gaps in current provision.**
4. **Confidence building and motivational support for those who have been out of work for a long time.**
5. **Activities like the above that additionally promote health and well-being, social and economic development in these neighbourhoods.**

6. Health and Wellbeing

We are seeking applications which are community led approaches to promoting health and wellbeing including personalised and preventative care for those in need.

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

1. **Reflect the priorities set out in the Health and Wellbeing Boards [Joint Health and Wellbeing Strategy](#) or contributes to the Better Care Fund objectives of reducing the number of admissions to hospital and residential care.**
2. **Promoting physical and mental health activities to improve wellbeing; e.g. encourage activities which aim to promote healthier lifestyle through increased physical activity and healthier eating, as these would contribute to the prevention of diabetes, as well as other lifestyle-related diseases.**
3. **Community/peer-led programmes that support people with long term conditions or fragility.**
4. **Provision of activities for disabled residents.**
5. **Promotes activities that tackle isolation e.g. for older residents living alone or without support networks.**
6. **Promotes inactive people from disadvantaged backgrounds to become more active.**



Supporting you with an application

We 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 but will give advice and support.

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

Thematic priority	Lead Officer	Email
Arts and Culture	Lelia Greci / Sara O'Donnell	lgreci@enablelc.org sodonnell@enablelc.org
Environment and Attractive Neighbourhoods	Michael Singham	michael.singham@richmondandwandsworth.gov.uk
Children (0-12 years)	Sara Jukes	sara.jukes@richmondandwandsworth.gov.uk
Young People (11-19* years – or up to 25 years for those with a disability)	Pat Ingram / Mark Clay	pingram@wandsworth.gov.uk mclay@wandsworth.gov.uk
Citizenship and Civic Engagement	Harriet Steele	harriet.steele@richmondandwandsworth.gov.uk
Raising Aspiration and Potential	Andrew Harland / Sonia Wilson	andrew.harland@richmondandwandsworth.gov.uk sonia.wilson@richmondandwandsworth.gov.uk
Health and Well being	Jabed Rahman / Lea Siba	jadeb.rahman@richmondandwandsworth.gov.uk lea.siba@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 your project will have 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 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?



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, Graveney, Furzedown and Roehampton, Latchmere 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

An electronic version of the application form is available, and we advise applicants to complete this form electronically. If you complete your application by hand, please ensure that your writing is clearly legible. Applications that cannot be easily read will be returned to you. A large print version of the application form and guidance notes are also available from:

Bruce Murdoch, Grant Fund Development Officer, Wandsworth Council, Wandsworth Town Hall, Voluntary Sector Team, Wandsworth High Street, London SW18 2PU. Telephone: 0208 871 6203 or email wgf@wandsworth.gov.uk

Councillor Endorsement

All applications must be endorsed by at least one Ward Councillor, preferably one local to the project activity.

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.

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 can sign your application form and you can send it to us (hard copy or scanned), or alternatively Councillors may email their comments directly to us from their own Council email accounts.

To find who your local Councillors are, check: [Councillors Wandsworth Council](#)

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

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



A guide to completing the application form

1. Name of Contact Person

Give the name 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. Daytime contact phone number

A telephone number the Contact Person can be reach between 9am -5pm, Monday to Friday.

3. Contact email address

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

4. Name of organisation/ Established

Give the organisation's name as it appears in your legal constitution document. This may be a Trust Deed, your Constitution or the Memorandum and Articles of Association. Please give the month and year the organisation was established in its current name

5. 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. If a Sole Trader, please give your Unique Tax Reference number.

6. State your registered address and postcode.

Address should be the same as registered with the Charity Commissioner and/or Companies House.

Organisation Phone number and email: These maybe the same as above or could be a main switchboard number and generic email address.

Correspondence address: If any post we send should go to a different address, please add.

7. If your organisation has a website, what is the address?

Please do check the site is operating.

8. Tell us about the aims and activities of your organisation.

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

9. What experience do you have to deliver the project?

In brief, give a short history of your organisation and the 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, explain the experience of the people who will be involved in leading the proposed project.

10. What success have you had in achieving positive outcomes for the beneficiary groups?

From previous work, provide some evidence, quotes or case-studies showing the difference/benefits to those who participated – how did it help them?



11. 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.

12. 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.

13. Which member of staff at the Council have you discussed your application with?

It is helpful to know who you have spoken to particularly as the Assessment team can speak with other Officers across the Council or with Enable Leisure and Culture, Probation and other colleagues across the departments.

14. Which Ward(s) will your project activity mainly operate in?

There are 20 Wards across the borough. Think about either where you are based, or where most of the project activity will take place. This will help you identify which Councillors to seek endorsement from. You can find details of Councillors [here](#). If your project covers more than one Ward, then write in both/all, or say 'borough-wide'. More than one Councillor Endorsement will be required for these projects.

15. 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](#)

16. Name of the project/activity

This is useful if your organisation runs several different projects. Give your activity a name which best describes it.

17. Is this a new or an existing project/activity?

The Fund prioritises new activities. If it is an existing activity, provide evidence of its success and explain how you wish to develop it.

18. What is the estimated start and finish dates for the project?

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 will be deemed 'ineligible'.

19. Which of the Wandsworth Grant Fund themes does your application mainly meet?

From reading the thematic priorities on pages 6-9 and the specific priorities in each of them that the Fund seeks to support, identify which theme your project mainly meets. Some projects will fit mainly into one, but others two or more.

20. Describe the project/ activity you want us to fund and how your project will contribute to the priorities of the theme(s) you have identified.

Please provide a detailed description of your project. Consider the following:



- What activity are you going to undertake?
- When will the activity take place; regularity and how often?
- How does the project fit with the thematic areas indicated earlier?
- Which priorities will the project achieve? How will the project contribute to these?
- Include Key Milestones/stages of the project delivery period.

21. Where will your project take place?

Where in the borough will you deliver this project? E.g. in a community centre, or open space. It is better to be able to be specific about where the activity will take place. If you still need to confirm a venue(s), this will score negatively.

22. Who will participate in this project?

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.

23. How many direct beneficiaries/volunteers will your project have/involve?

Direct beneficiaries are those who actively engage with the project activity. Other people might benefit e.g. 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 beneficiaries of the grant award will be Wandsworth residents.

Also register the number of people who volunteer to help the project to operate working directly with the beneficiaries or behind the scenes.

24. Do you have any project partners and what will they be contributing?

Explain if you are working with other community or voluntary organisations, businesses or schools. We will expect all partners who are benefiting from the project to contribute to the costs, management and resources for the activity, in some way.

25. How will you find or recruit those people who you hope will take part and benefit from the project?

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?

26. What permission from a third party does your project require, and if so has this been obtained?

Depending on the type of project you are planning you may need to obtain permission from a third party e.g. local authority, private individual/company or the police. An example of the permission you might require is described below:

- A conservation group wants to develop a project on some local common ground, they would need to contact the local authority's Parks and Environment Department to obtain permission to work on the property and ensure they are complying with local biodiversity guidelines.



If you are unsure whether you need to seek permission for your project, please contact the Grant Fund Officer or the appropriate Lead Service Officer within the local authority. Contact details are on page 8 of these guidance notes.

27. a) How have you engaged with or consulted the targeted participants 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.

b) What local evidence have you collected to demonstrate that there is a need for this project in 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.

28. a) What longer term impact for the participants do you hope the project might help to achieve?

For many projects, the real differences may not be seen until much later after this project has finished. There will be a range of longer-term benefits, some of which might link to the broader priorities of the Council.

b) If your project is to be a one-off and not continue, or you will continue with new people, how will you support any participant who would like to continue with the activity elsewhere?

Describe how you could support participants to continue the same or similar activity if your project finishes or you wish to carry on with different people. Can you signpost participant to other organisations, provide a referral route or give out information?

29. How will you manage the monitoring and evaluation of the project/activity? Who will be responsible for this?

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. Who will be responsible for leading this management role?

30. Outputs & Outcomes

Outputs – 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.

Outcomes – list what differences your activity will make ensuring they are in-line with the priorities detailed in the Guidance notes under the main theme your project supports.

Further details about Outputs and Outcomes can be found at [Downloads - Resources for grant recipients](#)

31. Which of the following under-represented groups, in your activity subject, will your project be benefiting directly?

The categories listed are all standard descriptors of under-represented groups. In thinking about the beneficiaries of your activity, are there people who would not usually take part in this kind of activity and if so, which category describes them best? Tick all that apply.



32. 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?
- 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 -

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



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

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

(7hours 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 |
| ➤ 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.

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.

34. Declaration

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**
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.

Further support

Programmes of regular 'Meet the Funder' events will be available for you to come along to learn about the Fund and to speak to Officers about your proposed project. Nearer application deadlines, a programme of Application Surgeries' where you can meet 1:1 with a Specialist Officer/Assessor will be available. Bookings can be made through the website www.wandsworth.gov.uk/wgf. These events will help you to decide if your project is appropriate for this Fund and help you to complete your application form. As Officers undertake the application assessment, they cannot complete your application for you



Claiming Your Grant

We will only release grant funds upon confirmation that the project is about to start 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 www.wandsworth.gov.uk/wgf 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 than 12 months from the grant offer date grant recipients will need to seek agreement from Officers for an extension to their funding period.

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

Submitting Your Application

Please submit a signed copy of your application with all your supporting documents to:

Wandsworth Grant Fund,
Wandsworth Council, Town Hall,
Voluntary Sector Team,
Community and Partnerships,
Wandsworth High Street,
London SW18 2PU.

By email: applywgf@wandsworth.gov.uk