

## **Wandsworth Local Fund Guidance Notes**



**It is important that you read these guidance notes before you complete the application form. Other formats of these documents are available on request if you have a visual or psychological impairment, please contact [wlf@wandsworth.gov.uk](mailto:wlf@wandsworth.gov.uk).**

Thank you for your interest in the Wandsworth Local Fund. These guidance notes will help you to provide all the information we require to enable us to consider your application.

Please also refer to the Information Pack, which can be downloaded from the website, for more information regarding the criteria and application process.

**If after reading these guidance notes you are unclear about whether your application meets our criteria, please email [wlf@wandsworth.gov.uk](mailto:wlf@wandsworth.gov.uk) to arrange a follow up telephone call with one of our team.**

### **Important information**

As part of the application process you are required to discuss your proposal with local ward Members and lead service officers within the Council, who can talk through your ideas and provide extra guidance and support.

If you are applying for funds to do building works to a council owned building, then it is recommended that the works be costed and delivered by the council.

If you are applying for funds to do building works to a non-council owned building, then please read the following;

- Bid applications for between £20k-£30k will require the tenant to have a lease of at least 5 years in place, and the application to be supported by the landlord.
- Bid applications for £30k and more, will require the tenant to have a lease of at least 10 years in place and be supported by the landlord or the application can be made by the landlord directly if the tenant does not have a 10-year lease in place.

Please complete the electronic version of the application form. Paper copies of the application form are available if required. 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.

If you have any queries on the above, please contact one of the Community Engagement Team via the contact details above in the first instance for guidance on how to proceed.



**Wandsworth Local Fund**  
**Completing the Application Form**

**1. Name of Project**

If your project has a different name to that of your organisation, you need to tell us here.

**2. Name of organisation**

Are you an individual applying or an organisation?

If you are an individual then you will need to apply in partnership with a constituted organisation; please give your name, and the name of the organisation.

**3. What is the Legal Status of the organisation?**

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

**4 – 6. Your details**

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. If you have an e-mail address, please give us this as it will speed up the assessment of your application. Please let us know if you have special communication needs and we will try to meet these.

**7. Geographical areas covered**

A neighbourhood system is used in Wandsworth to recognise the impact that development can have may go beyond ward boundaries. You must indicate which neighbourhood area you are applying for, as each neighbourhood has a separate amount of funding available. For example, a project benefiting West Putney should be funded with the Putney neighbourhood pot.

Please tick which neighbourhood area and then write the specific address and location so that we understand the scope of the project.

**8. Describe your project**

Please provide a detailed description of your project meeting the points listed:

- Outline your work programme with activities and dates.
- What are the main outcomes?



- What experience do you have in delivering projects like this?

Some projects will not involve the running of activities.

**9. How does your project address the needs of more people living in or visiting your local area as a result of development?**

Your project must address the impact resulting from an increased number of people using your local area, either through new or developing housing or due to an increase in shops or services.

It is important to remember that ongoing revenue costs cannot be funded by the Wandsworth Local Fund. Therefore, an agreement must have been made with the council service to absorb these, or you must fund ongoing costs yourself.

**10. What evidence have you collected to demonstrate the important of this project? Who are the main beneficiaries?**

Please tell us how you know this project is important to the local people and local area. You may wish to consider the impact it will have, what difference it will make. Please list the main beneficiaries and if you are able, how many people will benefit.

**11. Who has been consulted with regards to this project and how has this been done?**

Please describe who you have consulted with; e.g. local people, Friends of Groups, trustees, user groups, about your project and how this was carried out.

Please note you must contact your ward councillor as part of this process.

**12. Which neighbourhood priority does your application meet and how will your project contribute to the priority/priorities identified?**

In 2018 the council consulted Wandsworth residents on how the fund should be spent over the next few years. Over 400 individuals and organisations responded to the consultation and identified the following the priorities;

- Improvement of public spaces including protecting biodiversity
- Improving community safety
- Street improvements such as the redesign pavements, up lighting, tree planting, cycling facilities and street furniture
- Investing in sports and leisure facilities
- Enabling more sustainable transport

Please identify which of these priorities your project is delivering against and how?

**13. What is the estimated start and finish date for the project? Please include the key stages or “milestones” in running this project.**

The Wandsworth Local Fund is intended to fund one-off projects and will not repeat fund projects, unless under exceptional circumstances. We are unable to consider projects that



have already taken place; please ensure you have allowed enough time between submitting the application and when you would like to start the project.

Please also state the key stages or “milestones” of your project so that we can understand how you have planned the project.

**14. Identify and describe any risks / uncertainties and how you will mitigate against them.**

Identify any relevant risks to the project and outline what your mitigation measures are. List them in order of relevance: High/Medium/Low.

Think about obstacles that your project may face and how you would overcome them.

**15-16. Equality Impact: Which protected characteristic groups will your project support?**

The Equality Act 2010 means that you must not discriminate against a person because they have any of the protected characteristics:

<https://www.equalityhumanrights.com/en/equality-act/protected-characteristics>

The following characteristics are protected characteristics:

- Gender
- Ethnicity
- Age (including older persons, young persons and children)
- Disability (including long-term illness or health condition)
- Gender reassignment
- Sexual orientation
- Religion or belief
- Pregnancy and maternity (or other caring responsibilities for dependents)

**17. Please give details of the person who will be responsible for receiving any monies awarded.**

Please include the contact details of the person who will be responsible for receiving any monies awarded.

**18. Who will manage and be involved in the delivery of your project?**

Please describe who will be responsible for managing and carrying out the project. Please state whether these will be paid staff or volunteers and how long you expect them to work on the project.

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

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

- For buildings, planning permission or change of use maybe required. You must ensure that you have the relevant permissions and paper work in place before you apply.

If you are unsure whether you need to seek permission for your project, please contact the Community Engagement Manager or the appropriate lead service Officer within the local authority.

**20. Have you spoken to the appropriate Council officer about your project?**

You will need to have a conversation with the relevant council officer who can offer you advice on the viability of your project and ensure that your proposal is not part of existing work planned for the area.

The Community Engagement Manager can assist you in identifying who you will need to liaise with to complete the application, for example; an application to renovate play equipment in a local park will require advice and guidance from the Parks Service and possibly Children's Services.

**21. Endorsement from two Councillors from the ward area is required to support the project.**

Please discuss your application with local ward members. Endorsement from two councillors is required to meet the criteria. This may be in the form of a supporting email to the relevant group and Community Engagement Manager, or a signed application form. Please ensure you have approached your ward councillor with plenty of time before the application deadline is due.

**22. Which other funders have you applied to and what was their response?**

Please give us the specific name(s) of other funders you have applied to in relation to your project, and what the outcomes were. If you have been awarded other funding towards the project costs, or if you have a grant decision pending, please indicate when you will know the outcome.

You will need to demonstrate why you cannot fund this project from your own resources. In some circumstances we may decide to only fund a proportion of your project costs if we think you have the capacity to raise funds from other sources e.g. other funders, the lottery grant, your own fundraising efforts.

We will also take into consideration whether your proposed project or service is the responsibility of another statutory body e.g. hospital, school, police etc and would be more appropriately funded by them.

**23. Please state the date of your most recent audited accounts or management accounts.**



If you do not have a set of audited accounts (e.g. you are a new organisation) or if they are more than a year old, please explain why.

**24. Please state your income and expenditure for your last financial year.**

Please include here the total income and total expenditure for your organisation in your last financial year.

**25. How much is your project going to cost and how much do you need from the Wandsworth Local Fund?**

How have you arrived at the amount you are requesting? Please provide a breakdown of what the grant would fund. If it is towards an element of your project, please state what it will go towards. If you have received match-funding please state how much, and where this is from.

We expect you to have obtained quotes for goods/services, and salary costs should be based on either existing pay scales in your organisation or recognised local or regional pay scales. Staffing costs must be short, fixed term and incurred as a result of the delivery of the proposal.

For capital purchases or works we require you to have obtained a quote which will be evaluated by the council, unless the works are to be carried out by the council. We may ask you to provide evidence of these quotes at the assessment stage and once the project is completed, we may require evidence of how much you have spent.

You will be required to sign a Funding Level Agreement for any grant awarded.

**In-kind Match Funding**

As well as actual match funding (cash funding), unpaid voluntary work can be used as a source of in-kind match funding for projects applying to the Civic Pride Fund. In-kind match funding is a noncash contribution of donated goods or services e.g. volunteer time, use of a room or equipment.

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. To calculate the in-kind contribution of volunteers' time we have used the Annual Survey of Hours and Earnings 2015 (ASHE) Median hourly pay – gross, for all employees in Wandsworth borough. This provides an hourly rate of £14.36. If a volunteer is being used in a professional capacity e.g. legal advice, then that time can be costed at their professional rate.

**To calculate volunteer time**

Total hours per week volunteered (per volunteer) x Total number of volunteers = Total hours per week volunteered by all volunteers in this role.

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

For example:

Total Hours per week volunteered (Per Volunteer)	Total number of volunteers	Total hours per week volunteered by all volunteers	Number of weeks given per year by each volunteer	Hourly rate	Value of volunteer time
7	5	35	40	£14.36	£20,104

*Payments made from the Wandsworth Local Fund will fund actual expenditure of the proposal and not the in-kind elements.*

**26. If we can only part-fund your project, what are your spending priorities?**

Please state what your spending priorities are (what you would like funded if you cannot receive the full amount) should you receive partial funding.

**27. Please identify any on-going maintenance costs. How will these costs be met?**

If on-going maintenance is required from the Council, then you must have the agreement of the relevant service lead in place before applying.

**28. Does your organisation have a bank account in the name of the organisation / project with two separate signatories?**

In order for us to pay you, your organisation will need a bank account in the name of the organisation with a minimum of two signatories. We are unable to proceed with your application if this is not the case. Please contact Community Engagement Manager to discuss options.

**29. If applicable: please describe any conditions around match-funding which need to be adhered to.**

For example, if you have a certain time limit within which your match-funding needs to be spent, or it may only be spent on certain things. This way we can better judge your application and request.

**30. Agreement: Your understanding of the grant condition**

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.



**Supporting Documents**

**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.

**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 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.

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

**Electronically to:**

[wlf@wandsworth.gov.uk](mailto:wlf@wandsworth.gov.uk)

Please mark the subject line as Wandsworth Local Fund application followed by the neighbourhood area.

For example; *Wandsworth Local Fund application: PUTNEY*

\*If returning via email, please ensure your cover email is copied to the Councillors supporting this proposal.

**Or via post to:**

FAO Community Engagement Team, Room 162 1st Floor, The Town Hall, Wandsworth High St, London, SW18 2PU.

**Key Contacts:**

\*If you have not received acknowledgment via email that we have received your application within 48 hours, please email/call the contacts below.

Rajiv Bhattacharjee	Community Engagement Manager	<a href="mailto:Rajiv.Bhattacharjee@richmondandwandsworth.gov.uk">Rajiv.Bhattacharjee@richmondandwandsworth.gov.uk</a> 0208 831 6202
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