



## **The Bromley and Lewisham Covid-19 Grant Giving Scheme (The National Lottery Community Fund)**

### **Application Guidance**

Having read the guidance below please complete the online Application Form available through the Award Force Portal. This can be found at <https://communitylinksbromley.awardsplatform.com/>

Please note that you will be able to save your progress on the online Application Form as you go along, so it is possible to part complete and come back to at a later stage.

Unless there are exceptional circumstances, the method for applying for funding is via the Award Force Portal, however, if you do not have access to the internet and need a paper version, please contact Steve Smith at [fdo@communitylinksbromley.org.uk](mailto:fdo@communitylinksbromley.org.uk) (Bromley) or alternatively [dawn.muspratt@googlemail.com](mailto:dawn.muspratt@googlemail.com) (Lewisham)

Please also refer to FAQs

### **1. Overview**

Thanks to National Lottery players, The National Lottery Community Fund has awarded £237,500 to Community Links Bromley (CLB) to be used to provide grants for local voluntary and community groups across Bromley and Lewisham to deliver activities specifically aimed to support communities through the COVID19 crisis.

The giving scheme will provide grants of up to £20,000, based on eligibility, to deliver projects which may include staff and overheads.

The aim of the Programme is to support organisations from the London Boroughs of Bromley and Lewisham to continue to deliver vital services to people and communities affected by COVID-19. In particular, the Programme will:

- Fund activities supporting people and communities affected by COVID-19; and
- Help organisations overcome any acute financial difficulties they are facing as a result of the crisis

The Programme will focus on:

- Organisations supporting people and communities who experience disproportionate challenge and difficulty as a result of the COVID-19 crisis;
- Organisations providing services and support for vulnerable people, for which there will be increased demand as a result of the COVID-19 crisis; and
- Organisations which connect communities and support communities to work together to respond to the COVID-19 crisis.

Funding will be prioritised to focus on the following issues (alphabetical order):

- Children and Young People
- Disability including mental health
- Diverse ethnic heritage
- Domestic violence
- Long term health conditions
- Older people
- Individuals facing crisis
- Vulnerable families

Grants will also support organisations that connect communities through local activities such as volunteering and building capacity and infrastructure of community groups.

The programme is designed to be light touch and proportionate, whilst following The National Lottery Community Fund guidelines.

It is intended that projects will start within one month of the grant offer letter and be completed within a 6-month period. In any event, all monies should be spent within six months from your project start date (detailed in your application form) and no later than 28 October 2022.

## **2. Funding Available**

Eligible groups within Bromley and Lewisham that meet the criteria will be able to apply for a grant up to a maximum of £20,000. However, unincorporated associations/organisations will be limited to applying for a grant of up to £10,000.

Please note, depending on demand, organisations may not receive the full amount requested.

The panel will only award one grant per organisation. Organisations may re-apply if unsuccessful and funds remain.

## **3. Funding Schedule:**

- 20 January 2022 - Fund opens
- 14 Feb 2022 (midnight) - Funding application deadline
- March 2022 - Grant offer/rejection letters issued
- All funds will be committed by 27 April 2022

If the amount requested in bids received by 14 February is less than the total amount available within the grant scheme, a second short round may immediately be triggered. Organisations can re-apply if unsuccessful in the first round.

We aim to notify applicants of the panel's decision as soon as practicable following the funding panel meeting(s).

#### 4. Eligibility criteria:

| Eligibility criteria   | Evidence required to be submitted with the application form   |
|--|---|
| a) Your organisation belongs to one or more of the organisation structures shown in table 1 below  | Copy of <b>governing document</b>   |
| b) Have a minimum of 2 unrelated trustees / directors  | Names stated in <b>application form</b>   |
| c) Hold the grant in UK based bank or building society which is in the name of the organisation and requires at least two unrelated people to approve all transactions and withdrawals   | Redacted copy of bank account, <b>less than 3 months old</b> showing name of bank; name of account; sort code; account number   |
| d) The activities which you are applying for funding for need to be legally charitable and predominantly benefit Bromley or Lewisham borough residents   | Assessors will check information held at Charities Commission/Companies House<br><br>For unincorporated organisations, we will use your governing documents to check this |
| e) Have an appropriate governing document which confirms the organisation is operating on a not-for-profit basis   | Copy or link to your governing document   |
| f) Where the project involves working with children, or vulnerable adults, your organisation must comply with The Big Lottery Safeguarding policy available here <a href="https://www.nationallotterycommunityfund.org.uk/policy-for-granholders">National Lottery Community Fund – Policy for granholders   The National Lottery Community Fund (tnlcommunityfund.org.uk)</a> This includes carrying out background checks for all employees, volunteers, trustees or contractors as required by law and good practice guidance from your regulator(s). | Copy of organisation's <b>Safeguarding policies and procedures</b>  |

|   |  |
|---|--|
| g) Be able to provide a copy of the organisation's accounts from the most recent financial year. If your accounts are independently examined or audited, the most recent audited ones.                            | Copy of the organisation's <b>financial accounts</b> |
| h) Completed budget breakdown ( <a href="#">download here</a> )   | Completed budget breakdown                           |
| i) We will not fund: - <ul style="list-style-type: none"> <li>o Individuals</li> <li>o Statutory/public bodies</li> <li>o Organisations which exist solely to make a profit, with no community benefit</li> </ul> |  |

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| <b>Table 1</b>   |
| Unincorporated Association/Organisation ( <b>only applicable for grants up to £10,000</b> )  |
| Registered charity   |
| Charitable Incorporated Organisation ("CIO")   |
| Charitable Trust   |
| Registered Societies (Co-Operative Societies; Community Benefit Societies) (must have a not for profit/asset lock clause(s) in their Society Rules AND be registered with the Financial Conduct Authority (FCA)) |
| Community Interest Companies limited by Guarantee (CIC)  |
| Community Interest Companies limited by Shares (CIC)   |
| Company limited by Guarantee (must be a registered charity OR have a not for profit/asset lock clause(s) in their Articles of Association)   |

## 5. Application process:

a) Once you have read the Application Guidance but need additional support completing the application form, please contact Scheme Co-ordinator email: or telephone, (email [fdo@communitylinksbromley.org.uk](mailto:fdo@communitylinksbromley.org.uk) or phone 07510002157) well in advance of the application deadline

b) Complete online Application Form

- c) At the same time, upload all associated documentation to Awards Force
- d) On receipt of your application and associated documents, CLB will appraise your submission against the eligibility criteria. CLB will categorise all applications as eligible or not eligible. Applications that do not meet the eligibility criteria will be informed explaining their eligibility status.

Eligible applications will then be presented to one of the two Funding Panels (one for Bromley and one for Lewisham) who will consider the application, make recommendations then decide whether to approve the grant. Each funding panel will consist of two representatives from CLB (Bromley) or Blueprint for All (Lewisham), one representative from the Council of the relevant London Borough and 2 Community Representatives from the local area. In addition, a member of Bromley/Lewisham will sit on each other's panel to ensure consistency

- e) Panel meeting takes place

f) Panel decision - Grant approved or rejected. When a decision has been made, you will be notified of the outcome, and if successful sent a grant agreement outlining the conditions which apply, including how the work will be monitored and funding accounted for. If you are unsuccessful then brief feedback will be given

g) After signing and returning the Grant Agreement, payment will be made, usually via BACs.

h) All monies must be spent within 6 months of the stated Grant Start date (and **no later than 28 October 2022**).

i) All grantees are required to complete monitoring information – we will be looking to know how many people you helped, how many volunteers you worked with and what difference the funding made.

## **6. How We Use Your Grant Application Data**

- This information is being collected by Community Links Bromley (CLB)
- Your lead contact's name, job title and contact details will be used to support the assessment process, to notify your organisation of the outcome of your grant application, and, if successful in securing funding, to manage your grant and development support, monitor or publicise the work we are funding and/or evaluate our grant programmes. If you are successful in your funding application, we will only share your information with The National Lottery Community Fund; The London Borough of Bromley or Lewisham and panel members to manage the grant.
- Your data will be used only for the purposes specified.
- Your data will be held on our database and will be kept for a period of 7 years. Under the General Data Protection Regulations, you have certain rights (detailed here);

- If you are concerned about our use of our data, you may object. If your objection is not satisfactorily dealt with, you may complain about this to the regulator of data protection in the UK, the Information Commissioners Office.
- For further information (including details on how to request a copy of your information) or to make a complaint about our use of your data, please contact, Operations Manager, Christopher Evans, email [christophere@communitylinksbromley.org.uk](mailto:christophere@communitylinksbromley.org.uk).

## **INFORMATION FOR ORGANISATIONS WHO ARE SUCCESSFUL:**

### **7. Payment Schedule**

We will collect bank details as part of the application process, with first payments made on receipt of the grant acceptance letter.

**At what funding level would we split into three tranches?** Larger grants will be released in two tranches i.e., 50% on receipt of the grant acceptance letter and 40% half-way through the grant period and a final 10% on the satisfactory receipt of your full monitoring report.

### **8. Reporting**

We will ask you for a progress update. At the end of your funding, we will get in touch to see how it all went. We will be looking to know how many people you helped, how many volunteers you worked with and what difference the funding made.

We know things can change and evolve as the project does. Your funding officer will talk to you about what to do if things change.

Successful grant recipients will be required to provide robust monitoring and reporting, including an end of grant report; possible monitoring visits (as appropriate according to size of grant).

### **9. Grant Terms and Conditions**

You will be required to adhere to the Community Lottery Fund Terms and Conditions (Schedule 1 for Grant Applicants: Grant Terms and Conditions) which will be sent to successful applicants. If you require a copy before applying for a grant, please contact [fdo@communitylinksbromley.org.uk](mailto:fdo@communitylinksbromley.org.uk)

### **10. Promotion and publicity**

You will be required to include relevant logos; branding; wording etc on all communications (Schedule 4 for Grant Applicants: Communications Protocol) which will be sent to successful applicants.

## **11. Other Funding Available**

For further information about other funding sources in Bromley or Lewisham please sign up to the appropriate newsletter and bulletins here or go to the relevant website:

Bromley [Sign up to Community Links Bromley's e-bulletin](#)

Bromley [Help with Funding - Community Links Bromley](#)

Lewisham [Funding available for organisations - Lewisham Local](#)

Lewisham [Sign Up to Our Newsletter - Lewisham Local](#)