



The Bromley and Lewisham Covid-19 Giving Scheme

Please tick below which grant you are applying for

Up to £10,000 for both unincorporated and incorporated associations/Organisations

£10,000 and above (up to £20,000) for incorporated associations/Organisations

All funds must be spent within 6 months of grant notification and by 28th October 2022 at the latest.

Please provide as much information below as possible:

| Organisation Details | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Organisation name | |
| Registered Charity Number OR Registration number for other types of organisation structure (include the name of your registered body) OR Not applicable N/A | |
| Company Number if registered at Companies House | |
| Address | |
| Main contact name for this project/activity | |
| Telephone number | |
| Email | |
| Website | |
| Facebook/Twitter/Instagram | |

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| | |
| What is your organisation's annual income (taken from most recent financial year accounts) | |
| What are the current unrestricted reserves of your organisation (taken from most recent financial year accounts) | |
| Please give an explanation of the reserves shown above if your reserves are particularly high or low. It would be helpful to provide a short narrative explaining why, so that we can assess your grant application fairly (max 250 words) | |
| Is your organisation a constituted not for profit organisation with a minimum of 2 unrelated trustees or directors and a bank account in the organisations name? Please note: Only constituted not for profit organisations with unrelated directors and a bank account in the organisation's name are eligible. | Yes / No |
| Names of trustees | |

What type of organisation are you? (Please tick all that apply)

| STRUCTURE | TICK WHERE APPROPRIATE |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Charitable Incorporated Organisation ("CIO") | |
| Registered charity | |
| 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 (you will need to provide the last CIC34 report (Community Interest | |

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Company Report) which shows how you benefit the community | |
| Community Interest Companies limited by Shares (you will need to provide the last CIC34 (Community Interest Company Report) which shows how you benefit the community | |
| Company limited by Guarantee (must be a registered charity OR have a not for profit/asset lock clause(s) in their Articles of Association) | |
| Unincorporated Association/Organisation (applicable for grants up to £10,000 only) | |
| None of the above | |

Below are the priority areas for this fund (in alphabetical order). What is the MAIN ISSUE or FOCUS that your project will address?

- Children and Young People
- Disability including mental health
- Diverse ethnic heritage
- Domestic violence
- Long term health conditions
- Older people
- Individuals facing crisis
- Vulnerable families
- Support for organisations that connects communities through local activities such as volunteering and building capacity and infrastructure of community groups.

Please list the OTHER/SUBSIDIARY priority issues/focus that your project will address

- Children and Young People
- Disability including mental health
- Diverse ethnic heritage
- Domestic violence
- Long term health conditions
- Older people
- Individuals facing crisis
- Vulnerable families
- Support for organisations that connects communities through local activities such as volunteering and building capacity and infrastructure of community groups.

Organisation Details

What are the overall aims of your organisation and how do these aims fit with the Bromley and Lewisham Covid-19 Giving Scheme priority areas? (max. 250 words)

What is your track record of supporting residents living in the London Borough of Bromley/Lewisham? Please list where and when your activities or services were offered (max. 250 words)

Details of Grant Requested

Name of the project/activity (maximum 20 words – A descriptor to use to promote and publicise the programme)

Project Summary: Brief description of the activity/project that will take place. Please be specific about what you will do and how you will do it. (max. 250 words)

Evidence of Need: How do you know that there is a need for this activity/project? We need a statement about why you think that this project is necessary to demonstrate that you are aware of the needs of your community. We would expect to see a comprehensive description of your evidence of need. (max. 250 words)

What difference (target outcomes) will the activity/project make to your beneficiaries and/or organisation? Please list the target outcomes including numbers where relevant e.g., 90% of participants will be more confident as a result of the project/activity (max 250 words)

How many direct Bromley/Lewisham beneficiaries are expected to benefit from your activity/project? This gives us an idea of the scope of the project. We appreciate that some services are more costly per head than others and this will be taken into consideration. In this question we are looking for the number of direct beneficiaries only, not their families.

How will the project deliver value for money? This provides an indication of how the level of grant invested measures up against what is expected to be achieved in terms outcomes, for example, impact on beneficiaries and the wider local community.

Questions below on breakdown of beneficiaries/volunteers will not be scored. They are to enable us to evidence the impact of the funding.

Breakdown of beneficiaries - communities of diverse ethnic heritage - How many beneficiaries, if any, do you anticipate belong to this group? (estimate)

Breakdown of beneficiaries - Children and Young People - How many beneficiaries, if any, do you anticipate belong to this group? (estimate)

Breakdown of beneficiaries - Those affected by disability and mental health - How many beneficiaries, if any, do you anticipate belong to this group? (estimate)

Breakdown of beneficiaries - Those affected by domestic violence - How many beneficiaries, if any, do you anticipate belong to this group? (estimate)

Breakdown of beneficiaries - Those with long term health needs - How many beneficiaries, if any, do you anticipate belong to this group? (estimate)

Breakdown of beneficiaries – Older people - How many beneficiaries, if any, do you anticipate belong to this group? (estimate)

Breakdown of beneficiaries - Those individuals facing crisis - How many beneficiaries, if any, do you anticipate belong to this group? (estimate)

Breakdown of beneficiaries – Vulnerable families - How many beneficiaries, if any, do you anticipate belong to this group? (estimate)

Breakdown of beneficiaries – numbers of connections with local activities such as volunteering and building capacity and infrastructure of community groups

How many volunteers do you plan to work with on this project?

Budget

You may include salaries, project activities and overheads. Note that any equipment funded must remain the property of the organisation.

Please see the Application guidance document and download and complete the budget template which shows the breakdown of your project as part of your application submission.

All funds must be spent within 6 months of grant notification and by 28th October 2022 at the latest.

Total cost of project

Total funding requested

Shortfall (if applicable) The shortfall is the difference between the total cost of the project and the amount requested

How will you fund the shortfall?

Bank Details

All information will be kept strictly confidential and stored securely.

| | |
|----------------------------------------------------------------------------------------------------------------------------|--|
| Name of Bank | |
| Branch Address | |
| Name of Account where the grant will be paid | |
| Sort code | |
| Account No. | |
| Full names of the cheque signatories/banking authorisers – signatory 1 There must be at least 2 independent authorisers | |
| signatory 2 | |
| signatory 3 | |

When do you intend to start the project? It is intended that projects will start within one month of the grant offer letter and be completed within a 6-month period. Projects must be completed no later than 28th October 2022.

When do you intend to have spent the grant? Projects must be completed within a 6-month period. In any event, all monies should be spent no later than 28th October 2022.

How will you keep track of the project/activity and the change that you are making? (Your methods would be proportionate to the amount of money you are asking for: For small amounts of funding, basic methods could include registers of the number of people, information from registration forms to see if you are reaching the people you hoped to and a three-question survey at the end about whether participants found the work changed things for them. If you are requesting more money, you may use some basic methods, plus more evaluation on whether change has happened from, for example, observations and/or before/after surveys. These are examples, we are happy to hear about how your group wants to monitor and evaluate) (max 250 words)

Application submission

53. Associated documents

IN ADDITION to fully completing the application form, you are required to submit the documents below as part of your grant application. They should be included as part of the application and submitted via the Awards Force Portal.

I have attached copy of a bank statement (less than 3 months old) (with financial information redacted) showing the name of bank, account number; sort code

I have attached a copy of my Safeguarding policy and procedures

I have attached a copy of my financial accounts for the most recent financial year (If your accounts are independently examined or audited, the most recent audited ones).

I have attached a copy of my Constitution or other Governing Document

I have attached a copy of the Completed Bromley and Lewisham Covid-19 Giving Scheme budget breakdown

If you are not able to upload the required documents to Awards Force, please contact Steve Smith at Community Links Bromley straight away by emailing fdo@communitylinksbromley.org.uk

54. Declaration: I confirm that I have the authorisation to submit this application and that the information is correct to the best of my knowledge. I understand that if any of the information is found to be incorrect that this could jeopardise funds being given.

55. Name of person submitting the form

56. Position in organisation

57. Date

What next?

Provided that we have received a fully completed application form ONLINE and associated required documents (listed in the Application Guidance) within the funding deadline, your application will be reviewed by CLB, then, if eligible, will be passed to the appropriate Funding Panel for consideration and decision.

If there is a piece of information missing from your application pack we will inform you once, but unfortunately due to the anticipated number of applications we will not be able to chase. Any partially completed applications will not be put forward to panel.

We aim to notify you of the panel's decision for grant applications within two weeks of the funding panel meeting date. This will depend on the volume of grants, but we will endeavour to achieve these timelines.

If successful, you will receive a Grant Offer letter outlining the conditions which apply, including how the work will be monitored and funding accounted for.

Please refer to the Application Guidance for full details.

If you are unsuccessful then brief feedback will be given.

If you have any queries, please contact Steve Smith at fdo@communitylinksbromley.org.uk