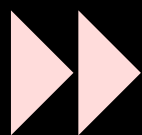
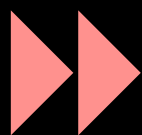


# supporting london's communities



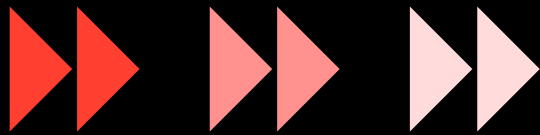
**Funding Guidelines**  
**2007-11**



Trust  
for  
London

Supporting ▶ London's ▶ Communities ▶

# supporting london's communities



We believe that local people  
are often in the best position to  
identify the problems that  
affect their lives and the  
possible solutions to those  
problems

You can get a copy of these funding guidelines in Braille, large print,  
on audiotape, CD or with easy words and pictures.

Please contact us if you would like any of these. The guidelines are  
also available on our website: [www.trustforlondon.org.uk](http://www.trustforlondon.org.uk)

## About Trust for London

We are an independent charitable trust set up in 1986 to support small, new and emerging voluntary organisations which have been established to improve the lives of people and communities in London. We believe that local people are often in the best position to identify the problems that affect their lives and the possible solutions to those problems.

We help them to achieve this by funding charitable work. Most of our grants are made through our open programme but we also occasionally fund special initiatives. We aim to develop supportive relationships with the community and voluntary organisations that we fund and to provide a 'funding-plus' approach. 'Funding-plus' includes providing advice, guidance, and where appropriate, consultancy support and training to help organisations grow and develop.

These funding guidelines provide information about us, what we will and will not fund, and how you can apply to us. We update our priorities every five years to ensure that we are responding to the changing needs of London's communities.

We work closely with our sister fund, City Parochial Foundation, which supports organisations tackling poverty in London. The Foundation is operated by the same staff and trustees but has separate funding guidelines. These are available from our offices or on the Foundation's website [www.cityparochial.org.uk](http://www.cityparochial.org.uk). We recommend that you check carefully which fund is more appropriate to your organisation as you can only apply to one.

We aim to develop supportive relationships  
with the community and voluntary  
organisations that we fund and to provide  
a 'funding-plus' approach

# Open Programme

We are not able to fund all small, new and emerging organisations that apply to us. We will therefore fund areas of work which have one (or more) of the following aims:

- 1 To challenge discrimination faced by disabled people;
- 2 To promote the inclusion and integration of recently established communities;
- 3 To strengthen mother-tongue and supplementary schools to provide creative educational opportunities;
- 4 To address new and emerging needs.

Each of the four priority areas is explained in more detail on pages 7-8.

## Non-Priority Areas

You may find it useful at this stage to look at the areas of work we will not support or are unlikely to support on page 10, to check whether the work you want us to fund meets our priorities.

## Who can apply

You will need to demonstrate that all the criteria below apply to your organisation. You must:

- » benefit local people and communities in London;
- » be run by volunteers or have paid staff that between them work no more than 35 hours per week. This may include full-time or part-time staff but does not include tutors who work sessional hours e.g. teachers at a supplementary school;
- » have a high level of user involvement, including on your management committee;

We want to make sure that our funds reach the people who need them most, especially those who are excluded and are particularly disadvantaged and discriminated against

- ▶▶ be undertaking charitable work, though you do not have to be a registered charity;
- ▶▶ have a constitution or a set of rules which governs your activities;
- ▶▶ be run by a group of people who may be called the trustees or the management committee;
- ▶▶ have your own bank or building society account where two named people from the trustees or management committee have to sign all the cheques;
- ▶▶ be able to provide annual accounts for the last year. If your organisation is very new, copies of your most recent bank or building society statements will do.

In general we will support organisations which have been established for at least a year. However, if you want to start a new organisation, or have recently been set up, you will need to tell us about the needs you are addressing, how you will do this, and provide evidence that you have a number of people involved in running your organisation.

If you are a long-established organisation, you will need to demonstrate that you are addressing new and emerging needs.

### How to apply

Please read these funding guidelines in full before making an application to us. Details of how you can apply are listed on pages 12-14. We highly recommend you visit our website before submitting your proposal. We update it on a regular basis, outlining any changes made to these funding guidelines. The website [www.trustforlondon.org.uk](http://www.trustforlondon.org.uk) also includes a full list of recent grants we have made.



### Funding available

Each year we will make grants of approximately £650,000. The majority of this is spent on our open programme.

The maximum you can apply for is £15,000 per year, although the average grant will be approximately £8,000 in total. We will make grants for one, two or three years. We expect to make 50 grants each year.

In addition, we will also make a smaller number of grants to organisations that want to increase their staffing levels in order to make a step change in their development. This may include making a contribution towards the costs of a full-time post.

Grants will be made to organisations that are undertaking work in one of our priority areas. You may need to apply to other funders to fund your proposal jointly with us and we encourage you to do this, as we cannot always provide the total costs of your work.

Organisations which have previously received funding may return for support for work which is particularly effective and continues to meet our criteria and priorities. However, you should not assume we will award further funding and should apply to other funders. If you wish to apply again for the same or different work, you should contact your relevant officer at least eight months before your current funding expires. Generally we do not provide more than one grant at a time through our open programme.



### **What we will fund**

We will support work which meets our areas of work as outlined on pages 7-8. This may be for a project or for core costs. These costs may include rent, volunteers' expenses and/or running costs. We do not fund large-scale capital projects but we can make small grants for capital items such as the purchase of equipment.

We want to make sure that our funds reach the people who need them most, especially those who are excluded and are particularly disadvantaged and discriminated against. Some of our work benefits all communities in London, whilst others target particular groups. These may include black and minority ethnic communities, asylum seekers, refugees and migrants, young people, lesbians and gay men, disabled people (including those with mental health issues) and isolated white communities. We therefore welcome applications from these groups and others who are addressing new and emerging needs in London.

We also recognise that women experience discrimination in different ways and particularly encourage applications from women's organisations.

Please read each open programme area to check your proposal is targeting the groups we have prioritised.

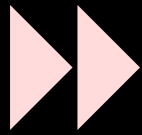
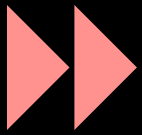
## Special Initiatives

In addition to the open programme, we also fund special initiatives where we want to make a strategic impact. These are developed in consultation with organisations and funders working in the areas we have identified as important. Examples of special initiatives we have previously undertaken include:

- ▶▶ the Resource Unit for Mother-Tongue and Supplementary Schools (now part of ContinYou) originated from research undertaken by the Trust and now provides support and advice to a network of more than 800 groups;
- ▶▶ the Small Group Workers Scheme – this project assisted small community groups by providing technical support and training and this led to the development of a network of small groups workers;
- ▶▶ Refugee Communities History Project – an initiative to highlight the contribution of London’s refugees since 1951 through the collection of life histories.

These initiatives are larger in scale than our open programme. We will put more details of new initiatives on our website as they develop. In some instances we will commission an organisation to deliver a piece of work and in others we will invite applications from the wider sector.





# Open Programme

We want to make sure that our funds reach the people who need them most, especially those who are excluded and are particularly disadvantaged and discriminated against

supporting  
london's  
communities

## **Aim One:** **To challenge** **discrimination faced by** **disabled people**

We believe that disabled people are the best people to speak for themselves and we are therefore keen to fund organisations run by disabled people for disabled people.

We work within the social model of disability, which is based on the view that disabled people do not face disadvantage because of their impairments but because of the way society is organised. This includes those with mental health issues, HIV and AIDS, and other chronic health conditions. We also recognise that many people experience multiple disadvantage – for example, a young black man with learning difficulties may be discriminated against due to his disability but also because of his ethnicity. As a result we are keen to fund work which supports disabled people who are disadvantaged in a number of ways. Young disabled people and disabled parents are also priority groups.

We will fund work that includes:

- » encouraging disabled people to have a stronger voice;
- » providing an opportunity for mutual support and sharing of experiences;
- » supporting campaigns to improve the quality of life for disabled people;
- » supporting self-advocacy groups of people with learning difficulties.

## **Aim Two:** **To promote the inclusion** **and integration of** **recently established** **communities**

Refugee and migrant organisations play an important role in supporting people as they start to re-build their lives in London. This may be through providing information and advice about health services, housing, benefits and employment and/or by providing opportunities to socialise and celebrate their culture and identity with different communities. We believe that these are key factors in helping people to feel included and integrated in society.

We will fund the following areas of work:

- » information, advice and signposting services for asylum-seekers, refugees and migrants, in order to improve access to services;
- » activities which encourage greater understanding between different communities – for example, a community arts project for Somali, Congolese and Kurdish women; or a gardening club which involves a diverse range of tenants on a housing estate.

**Aim Three:**  
**To strengthen  
mother-tongue and  
supplementary schools  
to provide creative  
educational  
opportunities**

We recognise the importance of supporting children and young people to reach their potential. We are therefore keen to fund mother-tongue and supplementary schools that provide these opportunities in a creative way. By creative we mean activities that encourage self-expression, and which have a strong level of interaction and involvement by the children and young people.

We will fund mother-tongue and supplementary schools working with children and young people which address one or more of the following activities:

- ▶▶ providing creative educational opportunities;
- ▶▶ increasing parental involvement in their children's education;
- ▶▶ improving formal links between mother-tongue and supplementary schools and mainstream schools;
- ▶▶ broadening their activities to different communities.

Schools can apply for funding for one or more of these activities.

**Aim Four:**  
**To address new and  
emerging needs**

Over the five-year period of these priorities, new and emerging needs may come up which need to be addressed. We are keen to fund areas of work for which organisations may have difficulty in attracting funding because of the newness of the issue. For example, this might be arranging a conference on domestic violence services for the lesbian, gay, bisexual and transgender community; or responding to new legislation, which may have an impact on a section of society such as older people.

We anticipate making a small number grants under this aim each year.



## How we prioritise applications

We receive many more proposals than we are able to fund. When assessing proposals under our open programme we will give additional weight to those which can demonstrate the following in relation to the work for which funding is being sought:

- 1 develops new and/or imaginative ways of tackling an issue;
- 2 finds it difficult to get support for as it is perceived as being challenging and risky;
- 3 addresses new and emerging issues;
- 4 has strong user involvement at all levels;
- 5 shares best practice and learning with others;
- 6 is accessible and targets those who are the hardest to reach;
- 7 involves working jointly with others, where it is relevant;
- 8 can demonstrate a strong case for the need for the proposed work and considered other organisations providing similar services;
- 9 has the skills and ability within the organisation to undertake the proposed work.

You do not need to meet all the above but we will prioritise organisations which meet a number of them.

We will assess your proposal against our criteria and priorities. At the same time, we will look at what other proposals have been received and what we have funded recently. We want to make sure we fund across all our open programme areas and it is likely that for some of these areas we will receive more proposals than others. Proposals for types of work in geographical areas, or particular communities/beneficiaries where we have already provided significant funds will get a lower priority. For example, if we have funded a number of projects supporting refugees in a particular borough, further proposals for similar work in that borough are unlikely to be supported.

We know that we will receive a large number of proposals. Many organisations will meet some of our criteria and priorities and we will not be able to fund all of them. Unfortunately, we have to make difficult choices and will have to reject many good proposals. Just because you are not shortlisted does not necessarily mean that we do not think you are doing good and valuable work.

## Non-priority areas

We have limited funding available to distribute and we therefore cannot fund everything. Below are some areas of work we will not support or are unlikely to support.

### We will not support proposals:

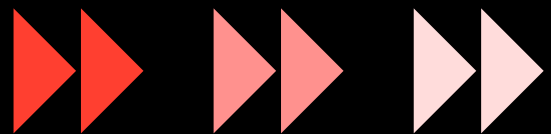
- » from organisations which have paid staff who between them work more than 35 hours per week;
- » for work that is the responsibility of statutory funders such as local and central government and health authorities;
- » that directly replace or subsidise statutory funding;
- » from individuals or which are for the benefit of an individual;
- » for medical purposes including hospitals and hospices;
- » for distribution by umbrella bodies;
- » for general appeals;
- » for holiday playschemes or playgroups;
- » for major expenses for buying or building premises;
- » for research;
- » for trips abroad;
- » for the promotion of religion;
- » for work that has already taken place;
- » for animal welfare;
- » from applicants who have been rejected by us within the last six months;
- » from organisations which have received funding from our sister fund, City Parochial Foundation.

### We are unlikely to support proposals:

- » from organisations based outside London;
- » for work that takes place in schools during school hours;
- » from organisations with significant unrestricted reserves (including those that are designated). Generally up to six months expenditure is normally acceptable;
- » from organisations in serious financial deficit.

# supporting london's communities

As a first step, please read our funding guidelines carefully to check whether the work you are seeking support for fits our criteria and priorities



# How to apply

## Read our funding guidelines

As a first step, please read these funding guidelines carefully to check whether the work for which you are seeking support fits our criteria and priorities. Also please make sure you read what we will not fund, or are unlikely to support, on page 10.

If after reading these funding guidelines you are unsure about whether your work fits our criteria and priorities you may wish to speak to one of our staff who are here to help you. You may telephone us so that we can discuss your proposal and give you a realistic assessment of whether your work is something we may be interested in. We welcome such telephone calls as it can save you time and resources.



## How we make funding decisions

We have a two-stage application process. We do not have application forms. Instead, at stage one we ask you to send in a brief proposal. If your proposal is successfully shortlisted, you move on to stage two of the process. This involves a visit from one of our staff, after which, assuming your application does indeed meet our requirements, we ask you to submit a final application which is considered by our Grants Committee. Outlined below is more information about our assessment process.

## Stage One: Your Proposal

Initially we ask you to send in a brief proposal which covers the points outlined on pages 15-16. If your proposal does not cover these points it is less likely that it will be shortlisted. We prefer proposals to be typed in font size 12 or above, so that we do not have difficulty in reading your proposal. If this is not possible, please ensure that your hand-written proposal is clear and readable. Do make a copy of your proposal for yourself before sending it to us.

We also ask for additional documents which are listed on page 16. Again you must send us all of these documents or provide a good reason as to why you have not sent them. Our address is:

Trust for London  
6 Middle Street  
London  
EC1A 7PH

We do not accept proposals sent by e-mail or fax.

When we receive your proposal we will send you an acknowledgement within ten working days of receiving it. This may be by letter or by e-mail (if you have provided us with an e-mail address). On some occasions we may contact you for further clarification regarding your proposal.

### Closing dates

We have three closing dates for proposals to be submitted by. They are:

- » 7 February for the June Grants Committee;
- » 30 May for the October Grants Committee;
- » 25 October for the February Grants Committee.

You may submit your proposal at any time but it will only be assessed once the next closing date has passed. For example, if you submit your proposal in January it will be considered with others received up to 7 February for the June Grants Committee meeting. If you are successful in securing funding the whole process will take approximately four months from the closing date for proposals to the Grants Committee meeting.

### Shortlisting

Once a closing date has passed we will look at all of the proposals we have received and draw up a shortlist. Those received after the deadline will not be considered until the next closing date.

All proposals which are not on the shortlist will be rejected. We aim to contact you within one month of the relevant closing date to let you know whether you have been rejected or shortlisted. Please avoid contacting us during this period, to find out about your proposal, as this takes up our time and resources.

We will try and give feedback as to why you have been unsuccessful. However, please understand that our funding decisions are final.



## Stage Two: Visits

All organisations submitting proposals which are shortlisted will be visited by a member of our staff. This will normally be at the place where you deliver your activities, but on occasion we may ask you to come to our offices. We normally ask to meet with the main person who will be involved in the proposed work, the co-ordinator/manager of the organisation (if you have one) and a relevant trustee/management committee member.

At the visit we will discuss your proposal and agree what you can apply for. At this stage we will ask you to make your final application which we will discuss in more detail. You will be provided with a date by which you need to submit this.

It is important to remember that not all organisations which we visit will receive funding. We take forward more proposals than funding available can support. This is to ensure that we are funding the best work put forward to us.

## Grants Committee

Once we have received your final application this will be presented along with all the other applications to our grants committee which will then make the final decision about your request. We aim to spend approximately the same amount of money at each meeting. You will be told about the decision by your relevant officer who will telephone you with the result soon after the meeting. This will be confirmed in writing generally within ten working days of the meeting. The Grants Committee meets in February, June and October.



## Complaints

If you have any complaints about how we have handled your proposal, you should in the first instance contact the member of staff who has been dealing with your organisation. If you are still not satisfied you should write to our Chief Executive who is responsible for the management of the Trust. If the complaint is regarding our Chief Executive you should write to the Chair of our Trustees. However, please note that you cannot appeal about any decision made by our Trustees about whether or not we fund your organisation.

# Points to cover in Your Proposal

You will need to cover all the points listed below. Please indicate in your proposal which points you are addressing.

## 1. A description of your organisation

This should include your aims, when and why your organisation was established, your legal status (for example, a voluntary organisation, a registered charity, company limited by guarantee), your current activities, any recent achievements, your geographical area of operation, the number of hours your paid staff work, and the number of volunteers you have.

If you are a new organisation you need to tell us about the needs you are addressing, how you will do this, and provide evidence that you have a number of people involved in running your organisation.

## 2. Details of what you are applying for

Which of our open programme areas of work (listed on pages 7-8) are you applying under and how does it meet its aims? (please note making your work fit more than one area does not increase your chances of receiving funding, but do let us know if your work genuinely fits more than one area). What are you going to do? What difference will the work make? Who and how many will benefit? How will the work be promoted? How will it be open and accessible?

## 3. The need for the work

What is the need for the proposed work? Why are you best placed to deliver this work? Who have you consulted about this work? Who else is doing similar work to yours and what are your links with them?

## 4. Our priorities

How does your organisation and the proposed work meet our priorities set out on page 9? Describe how you meet any of these and where relevant provide evidence.



## 5. Financial costs

Please provide details of the costs of the work. Include an itemised breakdown for each year. Indicate any income you have already secured. How much you are applying for from us? Who else are you applying to?

## 6. Contact details

The lead person working on this proposal and their position in the organisation, a contact address, telephone number, website and/or e-mail address if you have one.

### Additional documents you must send:

- ▶▶ your governing document – for example, constitution, memorandum and articles;
- ▶▶ your most recent annual report (if you produce one);
- ▶▶ a job description if you are applying for a post;
- ▶▶ your most recent signed annual accounts. If you are a newly set up organisation you will need to send us copies of your bank or building society statements for the previous three months.

Please remember that if your proposal does not cover all the points above and you do not send the additional documents requested, your chances of being shortlisted will be reduced.

You may also send a small number of other supporting documents if you feel they may be useful in helping us to assess your proposal. However, please do not send us too much as we will have a large number of other proposals to read and assess.

Not including the additional documents we ask you to send, your proposal (addressing points 1 to 6) should be between two and four A4 pages long.



## Historical Note

In 1986, Trust for London was established by the government after it abolished the Greater London Council. City Parochial Foundation became the 'Trustee' of the new organisation with an initial endowment of £10 million.

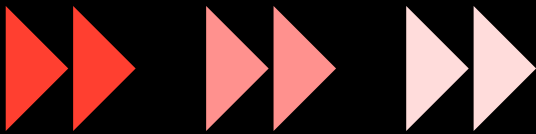
From that beginning, we have remained distinct in our policies and methods of work, despite our clear links to the Foundation. We have always focused on smaller organisations, making grants to locally-based charitable groups.

We seek:

- ▶▶ to have an initiating and pro-active role, rather than to wait for applications;
- ▶▶ to ensure that our grants have a distinctive and particular impact;
- ▶▶ to be accessible to small groups.



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**Trust for London**

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Website: [www.trustforlondon.org.uk](http://www.trustforlondon.org.uk)

Charity Registration Number: 294710