London Councils

Pan-London Grants Programme

2022-2026

Application Form

Please read the London Councils [2022-2026 Pan-London Grants Programme Requirements Prospectus](https://www.londoncouncils.gov.uk/services/grants/grants-programme-2022-2026) carefully before completing this form

**Deadline for Applications: 12 noon, 10 September 2021**

Please note that London Councils will share information that you provide to us with the London boroughs and other partners as part of our assessment process.

**If your application is successful, the content of this application will become part of your Grant Agreement.**

**Application Guidance**

**Before you begin writing your application**

The London Councils 2022-2026 Pan-London Grants Programme Requirements (the Prospectus) sets out the requirements organisations need to meet to access funding.

If you have any queries relating to the prospectus and how to apply, please check the FAQ on the [London Councils website](https://www.londoncouncils.gov.uk/services/grants/grants-programme-2022-2026), or email us at funding@londoncouncils.gov.uk.

All applications must be submitted through this online form and the Annexes provided on the Programme’s website, which, together with the Application prospectus, can be downloaded from [London Councils website](https://www.londoncouncils.gov.uk/services/grants/grants-programme-2022-2026).

**Check you are eligible**

There is no point in spending time on an application if you are not eligible for a London Councils grant. London Councils **cannot** fund organisations that do not meet all the following conditions:

* **Not for profit:** London Councils cannot fund organisations that make a profit. It can fund social enterprises and other organisations that generate surpluses, if the organisation’s governing documents show that the surplus must be reinvested. This must also be reflected in the organisation’s accounts.
* **Constituted:** Organisations must have a constitution or governing document that has been formally adopted by the organisation, is signed and dated, and defines how the organisation will operate. A governing document can be a written constitution, or Memorandum and Articles of Association of a company. Activities outlined in a funding application cannot be outside the remit of the organisation as set out in its constitution.
* **Financially solvent:** Organisations funded by London Councils must not have liabilities that exceed current assets.
* **Not a public or local authority body:** The legislation that governs the operation of the Grants Scheme does not allow London Councils to fund public bodies such as NHS trusts, local authorities, state schools or colleges.
* **Deliver services within Greater London:** The legislation that governs the operation of the Grants Scheme requires that funding, which comes from London boroughs, must benefit people who live in the capital.
* **Able to work across more than one London borough:** The legislation that governs the operation of the Grants Scheme only allows London Councils to fund organisations that deliver services in more than one London borough. Due to the diverse range of London’s communities and the pan-London coverage required to meet the programme’s eligibility criteria, London Councils anticipates applications from partnerships, or sole organisations with enough reach. London Councils funds partnerships via a lead partner, however, all organisations within a partnership need to meet the eligibility criteria.

**Check the deadline**

Applications for the London Councils Pan-London Grants Programme 2022-2026 must be submitted through London Councils [online Secure Web Form](https://eilondoncouncils.egressforms.com/).

The deadline for submitting the application is **12 noon, 10 September 2021**.

Leave yourself enough time to complete, review, amend, upload and **submit** (it can take up to 30 minutes for your files to fully upload when you press submit) your online form before the deadline. Deadline days are often busy, and you may not be able to reach a member of London Councils staff if you have any technical queries with submitting the form.

***Applications and/or documents submitted after the deadline will not be considered.***

**Check the requirements**

Please read the [Prospectus](https://www.londoncouncils.gov.uk/services/grants/grants-programme-2022-2026), which sets out the programme requirements, carefully. All applicants must be able to demonstrate they meet the requirements of the programme.

Each scored section will indicate the maximum available score.

The attachments we request will support some of the scored sections and will be considered during the assessment process.

The person scoring your application can only assess the information stated in your application. You must assume that they know nothing about your organisation, or the needs of the local community, so be clear about what activities you intend to deliver and for whom.

There will be no cross referencing of answers, so you may need to repeat some information, as responses for one question cannot be secured from an answer for another question.

**Help: If you need further assistance/information**

* Read the Prospectus and this application guidance section.
* Refer to the FAQs on the [London Councils website](https://www.londoncouncils.gov.uk/services/grants/grants-programme-2022-2026).
* If you have not been able to find an answer, please email us at funding@londoncouncils.gov.uk. Please send your questions **by 3 September 2021** as we may not be able to answer questions after that date.

**Submitting information to London Councils using our** [**Secure Web Form**](https://eilondoncouncils.egressforms.com/)

1. To use the web form all documents need to be added to a zipped file/folder.
2. To make a zip file/folder place all the documents that you wish to send in a folder ready to be zipped.
3. With most windows operating systems, you should be able to right click on a folder and create a zip file or compressed folder.  To create the zipped folder, select the folder that contains the relevant documents, right click and select “**Send to**” and then from the next pop-out menu select “**Compressed (zipped folder)**” as shown below.



1. Once you have done this you can then drag and drop the zipped folder on to the web form.
2. If you do not have this option you can download 7-Zip, a free programme. A link for the download of this free software is here:

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| [Download](http://www.7-zip.org/a/7z1604.exe) | 32-bit x86 | 7-Zip for 32-bit Windows |
| [Download](http://www.7-zip.org/a/7z1604-x64.exe) | 64-bit x64 | 7-Zip for 64-bit Windows x64 (Intel 64 or AMD64) |

**Filling in the web form**

You will need to fill out the [Secure Web Form](https://eilondoncouncils.egressforms.com/) as detailed below.  Please enter the required text (highlighted in **BOLD**) taking note of the instructions (in *italics)*.

1. **Your contact within the EI team**

|  |  |
| --- | --- |
| **Name of EI member** | *Please title ‘S48’* |
|  |  |
| **Project Team** | *Please title ‘S48’* |

1. **Information about your submission**

|  |  |
| --- | --- |
| **Name of your Project** | *Please enter the name of your project that you have applied for funding for* |
|  |  |
| **Purpose of Submission or Subject Matter** | *Please title ‘S48’* |

1. **Your Details**

|  |  |
| --- | --- |
| **Organisation name** | *Please add the name of your organisation* |
|  |  |
| **Name of Sender** | *Please add the name of the person sending the attachments or the best person to contact if there are any issues* |
|  |  |
| **Email address** | *Please add the email address of the person sending the attachments or the best person to contact if there are any issues* |
|  |  |
| **Telephone number** | *Please add the phone number of the person sending the attachments or the best person to contact if there are any issues* |

Once you have entered the information and added the zipped file/folder you will need to complete the Captcha and then you will need to click **submit.** Once you have submitted you will receive an acknowledgement email.

To access the [Secure Web Form](https://eilondoncouncils.egressforms.com/) go to: <https://eilondoncouncils.egressforms.com>

**Applicant details**

**Organisation details**

|  |  |
| --- | --- |
| Name of Organisation or group | Click here to enter text. |
|  |  |
| Company Registration Number (if applicable) | Click here to enter text. |
|  |  |
| Charity Number (if applicable) | Click here to enter text. |
|  |  |
| Are you submitting a partnership proposal as Lead Organisation? | Choose item | You must complete the Partnership template |
|  |  |
| Did you **submit** an expression of interest? | Choose item | **IF YES** - Proceed to *Key Contact* **IF NO** - Proceed to next question |
|  |  |
| Legal Status of organisation | Click here to enter text. |
|  |  |
| Address  | Click here to enter text. |
|  |  |
| Postcode | Click here to enter text. |
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| Phone Number | Click here to enter text. |
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| Email address | Click here to enter text. |
|  |  |
| Website address | Click here to enter text. |
|  |  |
| Local authority area where your organisation is located | Click here to enter text. |
|  |  |

**Key contact (the name of the person we can contact for further information and to inform them of the outcome of the funding application)**

|  |  |
| --- | --- |
| Name | Click here to enter text. |
|  |  |
| Job title | Click here to enter text. |
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| Phone Number | Click here to enter text. |
|  |  |
| Email address | Click here to enter text. |

**Please describe the management structure, reporting and governance arrangements for the proposed project.**

When you describe the structure and arrangements, please ensure you are clear about lines of accountability.

**Maximum length of answer: 500 words**

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| Click here to enter text. |

# **Introduction to the Application Form**

London Councils will use the information you provide in this form to assess which projects most closely fit the requirements for funding set out in the Prospectus. The maximum length of answers and points available for each question are shown in bold after each question.

For all questions, use the boxes or tables within the document to provide your responses. Boxes will expand as text is input, however; the length of your answers has been limited (expressed as a maximum word count) in order to assist in the assessment process. As a rough guide, 500 words is about one side of A4.

**Applicants must provide no more than the maximum permitted word count specified for each answer. Scorers will only take account of the information provided up to the maximum word count.**

Bear in mind that scorers will have a large amount of information to process, so it is in your interest to be as clear and concise as possible.

**Make sure you structure your answers by addressing each part of the questions separately.**

Information is provided throughout the application form to help you with your application. Read each question fully before you write your answer in order to capture all the points required for a maximum score.

**Please note, a well written application may not necessarily result in the best project for this programme, and a high score does not necessarily mean a grant will be awarded. Following scoring/appraisal, a Programme Panel will review applications in the broadest context of the programme aims. It is essential not to overinflate the objectives and achievements of your project – the application is only one stage of the process leading to grant award.**

**Proposed Project**

**Proposed Service Area**

|  |
| --- |
| Choose item. |

**Project name**

|  |
| --- |
| Click here to enter text. |

**Please tell us how many people - or organisations (service areas 1.4 and 2.5 only) - you expect your pan-London project to support; this should be the total number of people supported across the whole of London for the life of the programme.**

|  |
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| Click here to enter text. |

**Please tell us the primary target group(s) you intend to support.**

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| Click here to enter text. |

**Please provide a brief summary of your project.**

Please describe your projects:

* aim
* activities
* intended impact.

**Maximum length of answer: 500 words**

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| Click here to enter text. |

* 1. **Please provide detailed information about how your project has identified the needs of Londoners and how it will address those needs.**

In addition to the requirements set out in the service specification, the following General Requirements should be considered when answering this question:

* applicants demonstrate a track record of specialist work in the field of homelessness or domestic and sexual abuse **AND** a track record of specialist work with the target group(s) identified in the specification(s)

Please describe:

* the needs you intend to address
* how your project will address those needs.
* the research and/or evidence you have used to identify need

Please be specific - where evidence demonstrates differing needs across London (e.g. inner and outer London boroughs, people with specific equalities characteristics), where and how services will be adapted to take account of differing need.

**Maximum length of answer: 1,000 words**

**Maximum points available: 12**

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| Click here to enter text. |

* 1. **How will your project be promoted and delivered across London, and to the target groups you have proposed?**

In addition to the requirements set out in the service specification, the following General Requirements should be considered when answering this question:

* how applicants will provide services to all parts of London in ways that extend beyond premises-based activities (for example, satellite provision, hub-and-spoke, outreach services, remote and online services)

Please describe:

* how and where you will attract people to the services your project will provide
* how people from all London’s boroughs will access services
* the how you will reach out to the proposed target groups, particularly underserved groups.

Please be specific e.g. name referring organisations and their host boroughs, describe existing referral pathways.

**Maximum length of answer: 1,000 words**

**Maximum points available: 18**

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| Click here to enter text. |

* 1. **How will you work with London’s boroughs to complement and not duplicate borough services, and/or work with boroughs to provide support?**

In addition to the requirements set out in the service specification, the following General Requirements should be considered when answering this question:

* how applicants demonstrate a track record of working collaboratively with boroughs and other statutory and voluntary agencies
* how applicants will deliver non-statutory services that add value to, and do not duplicate, existing local services **AND/OR** engage and cooperate with boroughs to provide support where a statutory duty is owed
* how applicants will provide services to all parts of London in ways that extend beyond premises-based activities (for example, satellite provision, hub-and-spoke, outreach services, remote and online services).

Please describe:

* how you will make boroughs aware of the services your project will provide and how you will maintain that awareness throughout the life of the project
* how you will work with boroughs to ensure services that add value i.e. services complement and do not duplicate local services and/or they support boroughs to discharge statutory duties
* the referral pathways you have in place or intend to implement with all the boroughs.

Please be specific e.g. name the boroughs you currently work with, describe existing/planned referral pathways.

**Maximum length of answer: 1,000 words**

**Maximum points available: 18**

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| Click here to enter text. |

* 1. **How will you work with local services to provide holistic support for the people accessing the services your project will provide?**

In addition to the requirements set out in the service specification, the following General Requirements should be considered when answering this question:

* applicants demonstrate a track record of working collaboratively with boroughs and other statutory and voluntary agencies
* applicants demonstrate a multi-agency approach, with effective relationships and referral mechanisms to and from local services (for example, local authorities, local voluntary sector organisations, community organisations, the NHS and other health services, housing providers, the Metropolitan Police Service).

Please describe:

* how you will make local organisations aware of the services your project will provide and how you will maintain that awareness throughout the life of the project
* how you will work with local organisations to ensure a multi-agency approach to providing support for local people
* the referral pathways you have in place or intend to implement with other agencies/organisations.

Please be specific e.g. name the organisations you work with/intend to work with and their host boroughs/sub-regions, describe existing/planned referral pathways.

**Maximum length of answer: 1,000 words**

**Maximum points available: 12**

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| Click here to enter text. |

* 1. **How will you ensure the specified outcomes will be met through the services your project will provide?**

In addition to the requirements set out in the service specification, the following General Requirements should be considered when answering this question:

* how applicants will achieve the outcomes included in the specification and how they will evaluate the impact of their work in relation to achieving the aim of the programme - to reduce homelessness and domestic and sexual abuse.

Please describe:

* how you will know that positive change has taken place
* how you will monitor and measure change
* how you will monitor and adapt services to ensure outcomes are achieved in every borough.

**Maximum length of answer: 1,000 words**

**Maximum points available: 18**

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| Click here to enter text. |

***Please complete the Outcomes and Activities Table on the next page and include:***

* the number of people you anticipate achieving the specified outcomes throughout the life of the programme
* the activities you intend to deliver to meet the specified outcomes (relate your activities to the specified outcomes) – include the number of people that will access those activities throughout the life of the programme
* the number of people you anticipate achieving bespoke outcome(s) throughout the life of the programme.

| **Outcome** | **Number achieving outcome** | **Related activity(s)** | **Number accessing activity(s)** |
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| *Right Click and choose ‘insert’ if you need to add more rows* |  |  |  |

* 1. **How will your project support London Councils to meet its equalities duty under the Equality Act 2010?**

In addition to the requirements set out in the service specification, the following General Requirements should be considered when answering this question:

* how applicants and their proposed services will meet the requirements of the Equality Act 2010 (how services will be responsive to the needs of people with protected characteristics)
* how culturally responsive approaches to serving London’s diverse population will be built into proposed services by applicants
* how applicants will actively involve people with lived experience in decision making processes, and review and adapt services in response to feedback from people who have accessed their services

Please describe:

* how you will continuously ensure that services are accessible to all and not provided in any biased way
* how you will continuously ensure that services are provided to disabled people, in a way which is as close as is reasonably possible, to the standard offered to the public at large
* how you will assess and ensure that all project staff (whether employees or volunteers) treat everyone the project supports with dignity and respect
* how you will measure and assure London Councils that services are meeting the needs of people with different protected characteristics.

**Maximum length of answer: 1,000 words**

**Maximum points available: 12**

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| Click here to enter text. |

* 1. **Please describe the staffing structure for the proposed project.**

Any specific requirements relating to roles set out in the service specification should be considered when answering this question

Please describe:

* the anticipated posts/roles that will be required to deliver the project
* how staff (both employees and volunteers) will be supervised and supported to deliver the project
* the posts that will form the project management team/steering group
* how you will manage recruitment and selection for project roles at the beginning of the project and as they arise through the life of the project
* how you will ensure adequate training for the development and growth of project staff.

**Maximum length of answer: 500 words**

**Maximum points available: 9**

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| Click here to enter text. |

* 1. **How will you monitor, and performance manage the project?**

In addition to the requirements set out in the service specification, the following General Requirements should be considered when answering this question:

* how applicants and their proposed services will meet the requirements of the Equality Act 2010 (how services will be responsive to the needs of people with protected characteristics)
* how culturally responsive approaches to serving London’s diverse population will be built into proposed services by applicants
* how applicants will actively involve people with lived experience in decision making processes, and review and adapt services in response to feedback from people who have accessed their services

Please describe:

* the quality and performance systems and process you will use to monitor activities (the services), progress (for people supported by services) and outcomes (the changes those services deliver)
* the processes you will have in place to ensure you gather feedback and satisfaction ratings from the people your services support
* any external quality standards you will apply to the delivery of the project

**Maximum length of answer: 500 words**

**Maximum points available: 12**

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| Click here to enter text. |

* 1. **Please set out how your project will be delivered over the four-year life of the programme.**

***Please complete:***

* the [delivery plan template](https://www.londoncouncils.gov.uk/services/grants/grants-programme-2022-2026)
* the [risk register template](https://www.londoncouncils.gov.uk/services/grants/grants-programme-2022-2026)

When completing the delivery plan and risk register templates, you should reflect:

* key project deliverables and milestones
* project dependencies and assumptions
* key project risks and mitigations
* how service delivery can be adapted and continued, at short notice, in relation to local, national or global emergencies
* how the delivery plan and risk assessment will be integrated into your organisation’s broader management and governance structures
* **lead partners** - how you will manage and mitigate risk across the partnership.

**Maximum points available: 9**

**Track Record**

Please provide an example of your organisation's experience of delivering a project of a similar scale and nature

**Maximum length of answer: 250 words**

**Maximum points available: 9**

|  |
| --- |
| **Project** |
| Name of funder/s: | Click here to enter text. |
| Size of grant (£): | £ |
| Geographical coverage: | Click here to enter text. |
| Delivery period: (dd/mm/yy) | From: dd/mm/yy | To: dd/mm/yy |
| People supported | Agreed no.: no. | Achieved no.: no. |
| **Outcomes** |
| Click here to enter text. | Agreed no.: no. | Achieved no.: no. |
| Click here to enter text. | Agreed no.: no. | Achieved no.: no. |
| Click here to enter text. | Agreed no.: no. | Achieved no.: no. |
| Click here to enter text. | Agreed no.: no. | Achieved no.: no. |

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| **Description of the project (250 words)** |
| Click here to enter text. |

**Financial Information**

**Please provide a breakdown of your expenditure using the tables below**

An indicative total budget is included under each service specification.

|  |  |
| --- | --- |
| **TOTAL (lifetime grant over four years)** | **£** Amount |

***Please complete:***

* the [full-cost recovery budget template](https://www.londoncouncils.gov.uk/services/grants/grants-programme-2022-2026) for the first year of the project
* ensure the descriptions for your costs are clear and specific

London Councils operates a full cost recovery approach to grant funding:

* full cost recovery means securing funding for all the costs involved in running a project - you can request funding for direct project costs and for a proportionate share of your organisation’s overheads
* direct project costs are the costs that relate clearly and directly to a project - these can include salaries for project workers, volunteer expenses and dedicated equipment for the project
* overheads are costs that partly support the project, but also support other projects or activities that your organisation provides - these could be a proportion of salaries of core staff such as administrators and could also include rent and utilities costs or your organisation’s legal and audit fees.

Guidance on how to complete the full-cost recovery budget template is included in the suite of documents on the [London Councils webpage](https://www.londoncouncils.gov.uk/services/grants/grants-programme-2022-2026) (our thanks to the National Lottery Community Fund for permission to use its template and guidance as the basis for ours).

Please describe:

* how the costs for the project have been derived, including costs associated with leading a partnership (where relevant)
* your organisations financial controls and reporting procedures, including controls for ensuring financial health and resilience
* how you will demonstrate that the project is delivering value for money.

**Maximum length of answer: 500 words**

**Maximum points available: 18**

|  |
| --- |
| Click here to enter text. |

**Referee Contact Details**

Please provide details for two local authority referees who will be available up to four weeks after the closure of the application:

|  |  |
| --- | --- |
| Full name of referee | Click here to enter text. |
| Borough | Click here to enter text. |
| Position in organisation | Click here to enter text. |
| Address for correspondence | Click here to enter text. |
| Postcode | Click here to enter text. |
| Phone number | Click here to enter text. |
| Email | Click here to enter text. |

|  |  |
| --- | --- |
| Full name of referee | Click here to enter text. |
| Borough | Click here to enter text. |
| Position in organisation | Click here to enter text. |
| Address for correspondence | Click here to enter text. |
| Postcode | Click here to enter text. |
| Phone number | Click here to enter text. |
| Email | Click here to enter text. |

London Councils will contact the named referees for an opinion on the skills and experience of your organisation in delivering the work you propose. We will also seek an opinion on the management of your organisation. It is therefore important that your referee is aware of your organisation and the work you do/have done.

**Submission checklist**

**Please ensure your Charity Commission and Companies House filing is up to date.**

London Councils will access your accounts for the past three full financial years and will review Trustee information held on the Charity Commission and Companies House sites.

Your application may not be considered if you fail to provide ALL the required information.

|  |  |
| --- | --- |
| **A** | Have you included the completed Application Form? |[ ]
| **B** | Has the declaration been e-signed and dated by the person submitting the form? |[ ]
| **C** | Have you included the completed Four-Year Delivery Plan? |[ ]
| **D** | Have you included the completed Risk Register? |[ ]
| **E** | Have you included the completed budget template? |[ ]
| **F** | Have you included a signed and dated copy of your constitution or memorandum and articles of association? |[ ]
| **G** | Have you included your equalities, diversity and inclusion policy? |[ ]
|  | ***PARTNERSHIP PROPOSALS*** |
| **P(i)** | Have you completed the Partnership template? |[ ]
| **P(ii)** | Have you included letters of acknowledgement from partners? |[ ]
|  | ***PROJECTS SUPPORTING VULNERABLE CHILDREN/ADULTS*** |
| **S** | Have you included your relevant safeguarding policy? |[ ]

**Further information requests**

If your organisation’s application is successful, you will be asked to provide:

* a copy of your public liability insurance certificate (minimum cover £5 million)
* a copy of your employer's liability insurance certificate (minimum cover £10 million)

**PLEASE NOTE:**

We will not consider any applications or information received after the application deadline so please make sure that you have included all the required information and attachments.

London Councils is subject to the requirements of the Freedom of Information Act 2000. Please be aware that the information you submit may be subject to a request from the public and London Councils may be required to provide information to external parties.

The deadline for applications and any supporting documentation is **12 noon, 10 September 2021.**

**Declaration**

Please read the declaration and sign your agreement in the space below.

* I confirm that this application does not give rise to a conflict of interest **OR** I have discussed a potential conflict of interest with London Councils before submitting this application.
* I confirm that the information in this form, and all related attachments, is correct. If a grant is awarded, it will only be used for the purpose given in this application and according to any conditions specified by London Councils.
* I have read and understood the information contained in the London Councils 2022-2026 pan-London Grants Programme Prospectus.
* I agree to London Councils undertaking a credit check as part of the application process.
* I understand that award of grant is subject to the full award process and agreement by the London Councils Grants Committee.
* I confirm the proposed activity as detailed in this application is within the objectives of our organisation’s constitution.

|  |  |
| --- | --- |
| **Name** | Click here to enter text. |
|  |  |
| **Position** | Click here to enter text. |
|  |  |
| **Date** | Click here to enter text. |
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| **Signature (e-sign)** | Click here to enter text. |