

# Southwark Common Purpose Grants

## Guide for applicants

Southwark Council are launching a new grants programme for local voluntary and community sector (VCS) organisations in autumn 2018.

Funding will be for the 2019-20 financial year and beyond and replaces the current Community Capacity and Environment & Ecology grants programme.

There are 3 parts to the programme:

- 4 year strategic partner grants
- 2 year community engagement grants
- 1 year new ideas grants – max amount £10,000 - £15,000

The programme will focus on achieving specific outcomes for residents which are set out in this guide.

**Opening date: Mon 24 September    Closing date: Mon 29 October**

## Why are we making these changes?

Common Purpose Common Cause, the [VCS strategy for Southwark](#), sets out a vision of a sustainable, confident and resourceful VCS that can work alongside the public and private sector to deliver the best outcomes for Southwark residents.

At the strategy 'listening events', VCS reps told us what is needed:

- Longer funding cycles
- More flexible funding to test new ideas
- A focus on better outcomes for residents, based on a shared understanding of their needs
- Core funding
- Support for volunteering

In response to these requests we are introducing our new 'Common Purpose' grants: 2 and 4 year grants, plus a 1 year new ideas grant, and have made some changes to the criteria.

## Common Outcomes Framework

We have jointly developed with the VCS a [Common Outcomes Framework](#). This sets a broad set of outcomes we want to achieve for Southwark residents and how we will measure them.

### Outcomes for Common Purpose Grants

#### Healthier Communities

**B1.** Residents have improved access to community services

**B3.** Residents feel that they have access to services to improve their wellbeing

**B4.** Residents feel more confident to maintain their independence without the need for higher levels of support

#### Engaged Communities

**C2.** Residents have increased opportunities and support to volunteer

**C3.** Residents have the skills and confidence to increase their use of online services and there is less digital exclusion

**C7.** Residents and organisations have greater access to community spaces and premises

#### Greener Communities

**D3.** Residents increase their use of public transport, cycling or walking around the borough

**D4.** Residents and organisations feel more able to use green spaces to support social action and health & wellbeing activities.

**D5.** Increasing numbers of residents support initiatives to make Southwark greener.

The Common Purpose grants aim to achieve a number of the outcomes that are set out in the Framework.

**You should select a minimum of 2 and a maximum of 4 outcomes from the list above.**

In your application you will also need to specify the indicators that you will use to measure your progress towards achieving the outcomes you have selected.

**In the application form we suggest a number of indicators under each outcome that you may decide to use. However these are not compulsory. You can also suggest your own indicators and list them in the form.**

## How much can you apply for?

The four year and two year grants have no maximum or minimum amount that can be applied for. The average amount awarded for 2018-19 is £27,000.

The one year new ideas grant has a maximum amount of £10,000 to £15,000 per organisation.

## What you can apply for

Organisations applying to either the four year grant or the two year grant can apply for:

- Core funding i.e. expenses not directly connected with the project work or activities undertaken by your organisation.
- Revenue costs that will enable you to achieve the required outcomes
- Support for a paid volunteering co-ordinator post working across **more than one** organisation.

Organisations applying for a one year new ideas grant can apply for core and / or project funding to test new approaches. **This must be revenue only.**

Please note **capital expenditure cannot be funded.**

**We cannot fund organisations whose main activities fall within the following theme/service-based programmes:**

- Adult Learning (Environment & Leisure Dept.)
- Advice Services (Place & Wellbeing Dept.)
- Arts and Culture (Environment & Leisure Dept.)
- Community Safety (Housing & Modernisation Dept)
- Early Years (Children's & Adults' Services Dept.)
- Local Economy (Chief Executive's Dept.)
- Public Health (Place & Wellbeing Dept)

- Social Care – adults’ or children’s (Children’s & Adults’ Services Dept.)
- Youth provision (Children’s & Adults Services Dept.)

Each of these council programmes has its own arrangements and timetables for commissioning from voluntary sector providers, including through formal tendering. For more information on these programmes, contact [cvssu@southwark.gov.uk](mailto:cvssu@southwark.gov.uk)

## Conditions

All successful organisations are required to abide by the council’s Conditions of Grant Funding (COGF) which can be found [here](#).

Funded organisations are monitored to ensure these conditions are being complied with and to ensure outcomes are being delivered.

## Are you eligible?

### General criteria: all grants

Organisations applying for any of the grant **musts meet all these general criteria:**

- Registered charity and / or registered not for profit company and / or other form of registered not for profit organisation. **Unincorporated associations are eligible to apply for the 1 year new ideas grant only.**
- Based in and / or providing services within borough of Southwark
- Show evidence of stable governance and finances
- Show evidence of suitable premises
- Show evidence of promoting equality and supporting the council’s equality and diversity commitments as outlined in the [draft Council Plan 2018-2020 and Approach to Equality](#).
- Have appropriate Quality Assurance measures in place
- Show evidence of local knowledge and need
- Give details of other organisations (if any) who are doing similar work and how the proposal will complement this & avoid duplication.

### Specific criteria: 4 year strategic partner grants only

- Borough-wide service and / or hub or anchor role in locality; organisation works in partnership with other VCS groups; gives support to small grassroots groups and / or emerging communities
- Show evidence of supporting the development and delivery of local strategies

- Shows evidence of **substantial** alternative funding for services
- Has capacity to offer premises for community / grassroots groups to hire at low or no cost; or offer other support to such groups.

### Specific criteria:

#### 2 year community engagement grants only

- Meeting the needs of one or more community and bringing different communities together
- Show evidence of co-operation with other VCS organisations serving different client groups
- Show evidence of supporting clients to achieve greater confidence and independence
- Show evidence of **some** alternative funding and is not wholly reliant on council funding
- Provide advice, information and signposting to appropriate services.

#### 1 year new ideas grants

These are for both established and new VCS organisations to test new approaches.

#### Criteria for new ideas grants only

- New ideas that help deliver the objectives of [Common Purpose Common Cause – VCS strategy](#)
- Scheme ready to go quickly after funding secured
- Support of any partners already secured
- Plans for evaluation and next steps in place.

## Questions and answers

Q. Can organisations apply for more than one grant under more than one funding stream?

A. Organisations can apply for a one year new ideas grant, and a 4 year strategic partner grant or a two year community engagement grant. Please note you need to use a separate form for each application. **You cannot apply for both a 4 year and a 2 year grant.**

Q. If an organisation applies for a 4 year grant, could the assessment panel decide to award a 2 year grant instead?

A. Yes, the assessment panel reserves the right to decide to award a 2 year grant when a 4 year grant has been applied for.

Q. Are grants awarded ‘all or nothing’?

A. No. There can be a number of reasons why the amount awarded could be less than the amount applied for: our own budget constraints; queries on the budget; or the opportunity for the project to generate costs elsewhere in addition to the funding being requested.

Q. If applying for a 4 year or 2 year grant, can an organisation apply for varying amounts year to year?

A. Yes, but the amounts applied for in the first year cannot be less than for subsequent years. This is because the grants programme budget is unlikely to increase.

## Timescales

Stage	Date
Programme opens for applications	24 September 2018
Programme closes	29 October 2018
Organisations notified of recommendations	Mid December 2018
First quarterly grant payment made	1 April 2019

## Data sources

You may find the following data sources useful when preparing your application:

- There are detailed Community Council area profiles based on 2011 census data available on the council website; go to the [Community Councils](#) webpage, select a Community Council and follow the links on the right hand side of the page.
- [Southwark Joint Strategic Needs Assessment](#) This covers health, social care and wellbeing, and children & young people; it also includes useful general demographic data on the borough.
- The [London Datastore](#), provided by the Greater London Authority, has a wide range of data on London, much of which is broken down by borough and includes a [London-wide map of deprivation](#).
- [London's Poverty Profile](#), last updated with data from 2016 and 2017, holds data on a wide range of indicators and also has analysis of each borough.
- The [Southwark Child Health Profile](#) updated June 2018 gives an overview of factors affecting the health and wellbeing of children and young people.
- The [Southwark Biodiversity Action Plan](#) and [evidence base](#) set out how the council and its partners will work together to conserve and promote local biodiversity.

- [Nomis web official labour market statistics for Southwark](#) This covers employment, unemployment and benefits.
- Borough crime data can be found on the [Metropolitan Police](#) website.

## Any queries?

If you have any queries you can contact the council's community engagement team on [cvssu@southwark.gov.uk](mailto:cvssu@southwark.gov.uk) or telephone 020 7525 7418 / 020 7525 1579.

# Completing the application form

Please note the closing date is Monday 29 October 2018 at 5pm. Applications received after this time will not be accepted.

Please email your completed application to [cvssu@southwark.gov.uk](mailto:cvssu@southwark.gov.uk)

Before completing this application form you may find it helpful to read Community Southwark's short [guide to completing a funding application](#).

You can contact the development team at Community Southwark for advice on [development@communitysouthwark.org](mailto:development@communitysouthwark.org) / 020 7358 7020.

## Eligibility quiz

Please complete the eligibility quiz on page 1 before you start to complete the application form. **If the answer to any of the questions is 'no' you are not eligible to be funded and should not apply.**

## Which grant are you applying for?

Don't forget to tick the correct box!

## Completing your application

**When completing the form please note that for some questions there are limits on the maximum number of words. Please keep all your answers as succinct as possible. Writing lengthy answers will not increase the chances of your application being successful.**

You can expand the boxes as much as necessary to answer the questions. **Please note that handwritten applications will not be accepted.** Please try to keep the boxes as tidy as possible.

Please note that for future funding rounds we are planning to introduce an on-line application and grant monitoring system.

Question number	Question and guidance
	<b>Summary of your application</b>
1	<b>Name of organisation:</b> give the full name of your organisation as it appears in your governing document. Do not use acronyms or abbreviations.
2	<b>How much funding are you applying for?</b> Give the total amount you are applying for. If you are applying for more than 1 year's funding please give the amount you are requesting for each year plus the overall total.
3-10	<b>Organisation details:</b> provide details as requested. Ensure that the named contact person is someone who can easily be contacted in case of queries. If they are likely to be unavailable for an extended period please give details of a second contact person.
11	<b>Name of project or scheme for which you are applying for funding:</b> give the name of the project or scheme for which you are applying if different from the name of your organisation.
12	<b>What are you proposing to do?</b> Briefly describe the services or activities you wish to provide.
13	<b>Briefly describe the aims and objectives of what you are proposing</b> in question 12 above. We need to be clear about what you are trying to achieve if your application is successful.
14	<b>Beneficiaries: briefly describe who you expect to benefit from the services / activities</b> State who your beneficiaries are; for example: isolated older people; people on low incomes; refugees, etc.
15	<b>How many people do you expect to use the services or take part in the activities?</b> Tell us the approximate number of Southwark residents you expect to use the services or activities, and over what period – be realistic.

Question number	Question and guidance
16	<p><b>Health and safety: please describe how you will ensure that any services provided will comply with health and safety regulations as well as your approach to risk</b> – briefly describe your health &amp; safety procedures and how you carry out risk assessments – including frequency.</p>
	<p><b>General criteria</b></p>
17	<p><b>Premises:</b> give details as requested. We need to know that the services or activities will take place in suitable premises. The premises should be fit for the purpose for which they are intended and should be safe and accessible.</p> <p>Please give details of the rate relief your organisation receives. If you are a registered charity you are eligible for 80% mandatory rate relief and in some cases a further 20% discretionary rate relief. The 20% element needs to be re-applied for every year. See <a href="http://www.southwark.gov.uk/business/business-rates">http://www.southwark.gov.uk/business/business-rates</a></p> <p>If you are in council premises you must have a current lease or license and be up to date with rent payments and service charges.</p>
18	<p><b>Equalities: show evidence of promoting equality and supporting the council’s equality and diversity commitments as outlined in the <a href="#">draft Council Plan 2018-2020 and Approach to Equality</a>.</b> We are looking for evidence that you meet the needs of people with protected characteristics; promote good community relations and value the diversity of the borough. See VCS guidance on the Equality Act <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/85028/vcs-service-providers.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/85028/vcs-service-providers.pdf</a></p>
19	<p><b>Quality assurance: please describe how you will ensure that any services provided are of good quality. Include any recognised quality assurance marks or accreditations.</b></p> <p>We are looking to see that staff, volunteers and trustees are committed to providing high quality services. Evidence for this could be that you hold one or more recognised quality assurance marks or accreditations, for example Investors in People; Investors in Volunteers; Advice Quality Standard. You may hold one or more of these or you may be working towards one. Alternatively you may have systems in place to ensure good quality, for example regular supervision of staff; regular reports to the trustee board; if so, please describe.</p>
20	<p><b>Evidence of need: set out the evidence the project is needed</b> we are looking for evidence that the services or activities you wish to provide are needed. These could be in the form of statistics on the local population; for example numbers of people in different BME groups; numbers of people in low paid or insecure employment. You may have carried out a needs analysis of your clients or potential clients, for example a survey. The evidence you provide should relate to the specific funding proposal and not just the borough generally. A list of links to data sources that you may find helpful is provided on page 3.</p>
21	<p><b>Avoiding duplication: give details of any other organisations you are aware of doing similar work and explain how your proposal complements this work and avoids duplication</b> - we are looking for evidence that you are aware of similar services in the area and that you are making efforts to complement each others’ services and avoid duplication, especially where similar organisations are close together and / or provide similar services to similar communities.</p>
22	<p><b>Other funding.</b> List your entire organisation’s current funding giving name of funder and amount and the time period the funding is for. We are looking for evidence that your organisation would not be solely dependent on this grant and that you have a diverse funding base. If you currently receive funding from another department of Southwark Council please include this too. For the 4 year grants we are looking for <b>substantial</b> alternative funding and for the 2 year grants <b>some</b> alternative funding. We are not been prescriptive about ‘substantial’ and ‘some’ as this will vary depending on the size and age of the organisation, nature of the service and other factors.</p>
23	<p><b>Outcomes</b> Select from the list, using a tick ✓, the outcomes that you intend achieve with the funding. Choose no fewer than 2 and no more than 4. Under each, select the indicators that you will use to measure your progress in achieving the outcomes – or add you own, adding new lines as necessary. Don’t just select all the indicators – bear in mind you will be required to report on the ones you have chosen.</p>



Question number	Question and guidance
<b>4 year strategic partner grants ONLY</b>	
24	<p><b>Describe how you work in partnership with other VCS groups in the borough</b></p> <p>We are looking for evidence that you work with other VCS groups to better understand the needs and issues of Southwark residents (or particular groups of residents) and how you can address them by working together.</p>
25	<p><b>Describe how you contribute to the development of local strategies</b></p> <p>We are looking for evidence that you work at a more strategic level with the wider VCS and public sector to help develop services across particular themes. For example, refugees; isolated older people.</p>
26	<p><b>Describe how you offer support to local community or grassroots groups through providing premises or facilities</b></p> <p>A key need for smaller community or grassroots in the borough is finding suitable premises for meetings or to provide activities. We are looking for evidence that you help these groups, for example by providing meeting space or access to facilities (for example computers) at low or no cost.</p>
<b>2 year community engagement grants ONLY</b>	
27	<p><b>Describe how you work to connect communities or bring different communities together – i.e. how you avoid working with one community in isolation. List the other groups you co-operate with.</b> We are looking for evidence that you work to bring different communities together and that you ensure that the specific community or communities you work with become integrated into wider society within the borough. This may include sharing resources with similar organisations who work with different communities or holding joint events or activities.</p>
28	<p><b>Describe how you support clients to be more confident and independent</b></p> <p>We are looking for evidence that with your help, your clients' confidence increases so that they feel able to resolve problems for themselves in the future.</p>
29	<p><b>Describe how you provide advice, information and signposting to appropriate services</b></p> <p>Give details of the advice and information you provide to clients, including the subject areas. Describe how, if you are unable to help a client and therefore you signpost them to another service, you actively support the client to access the other service.</p>
<b>1 year new ideas grants ONLY</b>	
30	<p><b>Describe how your proposal set out in question 12 is innovative</b></p> <p>Tell us what's new about your idea.</p>
31	<p>Describe how your proposal helps support the ambitions of the <a href="#">Common Purpose Common Cause – VCS strategy</a>. The vision is of a sustainable, confident and resourceful VCS that can work alongside the public and private sector to deliver the best outcomes for Southwark residents.</p>
32	<p><b>Describe any work you have already carried out and list the partners (if any) who will be involved and what their role(s) will be.</b> We are looking for evidence that if successful, the scheme will be ready to go soon after the funding is awarded.</p>
33	<p><b>Describe how you will evaluate whether the scheme has been successful and what your next steps will be</b> - as the purpose of the grant is to test new ideas, we need to see evidence that you have a methodology for evaluating how successful the scheme has been and what will you will do next.</p>

Question number	Question and guidance
	<b>Financial information</b>
34	<p><b>Please provide a breakdown of how you will spend the grant, adding more rows as necessary.</b></p> <p>If applying for a 2 year or 4 year grant please give a breakdown and total for each year separately and give the overall total at the bottom. Note that the amounts applied for in the first year cannot be less than for subsequent years. This is because the grants programme budget is unlikely to increase.</p> <p><b>Please note you can apply for revenue costs only. Revenue costs are salaries and other running costs. Capital costs will not be considered</b> (examples of capital costs are: building works, machinery, vehicles or equipment). We are looking for a clear and realistic breakdown of costs.</p> <p>If applying for salaries you should itemise all costs involved, state whether full or part time and give the number of hours..</p>
35	<p><b>Please give us details of any income that will be generated by the project (i.e. not a grant)</b></p> <p>Income could be generated through, for example, charges to users, membership fees, room and hire charges, fundraising activities.</p>
36	<p><b>How much do you currently have in free reserves, and how long would this sustain your organisation?</b></p> <p>State the amount your organisation currently has in free reserves and the number of months this would keep your organisation going. As a guide, we are looking for at least 3 months' reserves.</p>
37	<p><b>Bank account details</b></p> <p>Give details of your organisation's bank account as requested. This must be a bank account in the name of your organisation, not an individual person. Please provide these details even if you have given them to the council before.</p>

## Supporting documents

Don't forget to attach the supporting documents listed at the end of the application form.

These include an equalities form which can be downloaded from

<http://www.southwark.gov.uk/engagement-and-consultations/grants-and-funding/voluntary-and-community-sector-support?chapter=3>.

On this form we ask you to estimate the numbers of your clients which fall into the protected characteristics of the Equality Act 2010. Please note this is for equalities monitoring purposes only and does not affect the outcome of your application.

## Submitting your application

Please email your completed application to [cvssu@southwark.gov.uk](mailto:cvssu@southwark.gov.uk) by 5pm on Monday 29 October. Please note late applications will not be accepted.



