

LANCASTER WEST COMMUNITY FUND

Funding Guidelines

LWRA 

LANCASTER WEST
NEIGHBOURHOOD TEAM
W11

Karakusevic Carson Architects

 Beyond The Box

**MORE
BALL GAMES**

LANCASTER WEST
NEIGHBOURHOOD TEAM
W11



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ABOUT THE LANCASTER WEST COMMUNITY FUND

The Lancaster West Community Fund is open from 1 July, 2021 until 11:59pm on 1 August, 2021.

This guideline is where you can find out more information about The Lancaster West Community Fund. Please read each section carefully before applying

ABOUT THE FUND?

Through the refurbishment of the Lancaster West Estate, our partner organisations have committed to invest in the estate they are working on. Karakusevic Carson (KCA), one of the design teams for the estate, have set up £50,000 The Lancaster West Community Fund in partnership with Lancaster West Neighbourhood Team (LWNT), and the Lancaster West Residents Association (LWRA).

Beyond The Box has been working with LWNT, LWRA and KCA to explore how residents of Lancaster West Estate would like to see the new fund used to benefit residents. Throughout April and May 2021 we engaged with our residents to generate ideas about how the Lancaster West Community Fund should be invested.

The Lancaster West Community Fund is to be used to run projects that primarily benefit the lives of residents living on the Lancaster West Estate in at least one the five priority areas:

1. Green & Outdoor Spaces
2. Sports & Fitness
3. Connecting with our Community
4. Skills & Training
5. Engaging Young People

WHO CAN APPLY?

Individual(s) including:

- an individual resident living on Lancaster West Estate
- a collective of residents made up of two or more residents living on Lancaster West Estate

Groups(s)/ Organisations (that are working with residents of the Lancaster West Estate) including:

- Registered charities
- Constituted community groups
- Community interest companies (CICs)
- Not-for-profit organisations

WHAT CAN I APPLY FOR?

Small, medium or large grants for projects whose primary focus is benefiting the lives of residents living on Lancaster West Estate through:

- green and outdoor spaces,
- sports and fitness projects,
- projects that connect the community,
- skills and training projects,
- and projects that engage young people.

KEY DATES

The Lancaster West Community Fund opens on 1 July 2021 and closes on 11:59pm on 1 August 2021.

NEED HELP?

We are running free application advice surgeries at Baseline Studios each Tuesday throughout the month of July.

If you have any questions or queries about the fund, please contact Neil Onions, CEO of Beyond The Box on neil@beyondtheboxconsultants.com or call 07522996693.

WHAT IS THE LANCASTER WEST COMMUNITY FUND FUNDING?

The Lancaster West Community Fund is to be used to run projects that primarily benefit the lives of residents living on the Lancaster West Estate

By “project”, we mean an activity or collection of activities that have a clear and defined start and end date. Project activities funded through the Lancaster West Community Fund can run for up to one year and must start after September 2021 and be completed by September 2022.



THE LANCASTER WEST COMMUNITY FUND PRIORITIES

Throughout April and May 2021 we engaged with our residents to generate ideas about how the Lancaster West Community Fund should be invested. As a part of this process, we held:

- an ideas identification session with the Lancaster West Residents' Association
- two online webinars
- a pop up session in the Lancaster West Estate Tea Garden

Through these engagement sessions, five priorities emerged. We have used these priorities to form the funding criteria.

WHAT IS THE LANCASTER WEST COMMUNITY FUND FUNDING?

APPLICATIONS MUST MEET THE FOLLOWING CRITERIA:

- Projects must primarily benefit people who live, work and study in Lancaster West Estate
- Projects must meet one of the five key priority areas.
- Projects must have a clear start and end date between September 2021, and August 2022
- Projects must meet a gap or need in provision/services
- Projects must have the support of residents of Lancaster West Estate – and be evidence through at least two support letters

PRIORITY WILL BE GIVEN TO:

- Applicants based within Lancaster West Estate
- Projects that actively involve the communities who will benefit from the grant in the planning of the project and making it happen
- Projects that have a long-term impact on Lancaster West Estate and its residents
- Applicants that are working in partnership with other residents

LANCASTER WEST COMMUNITY FUND

PRIORITY AREAS

If you are considering applying to the Lancaster West Community Fund, your project must be designed to align to at least one of the five Lancaster West Community Fund Priority Areas:



SPORTS & FITNESS

Includes more accessible sports and fitness opportunities, outside gym & support for local sports clubs and teams



SKILLS & TRAINING

Includes digital skills training, start-up business support, job opportunities and skills building

ENGAGING WITH YOUNG PEOPLE

Includes after school clubs, summer programmes, creative projects and activities for older teens.



CONNECTING WITH OUR COMMUNITY

Includes a wide range of community activities, from arts and crafts to cooking, day trips and music programmes



GREEN & OUTDOOR SPACES

Includes gardening, planting and landscape projects, seating and picnic areas



Please note that the Lancaster West Community Fund is not bound to fund projects in every priority area.

WHAT IS THE LANCASTER WEST COMMUNITY FUND FUNDING?

WHAT WILL NOT BE FUNDED:

- Projects primarily benefiting people who do not live, work or study in Lancaster West Estate.
- Overhead costs for existing organisations.
- Project activities that are already being implemented – while an applicant can seek funding for an existing project, this needs to be new activities with clear start and end date. i.e. your current funding ends in September but you want to apply to thus fund to continue the project.
- Meet expenditure/ costs already incurred i.e. to cover the cost of items that have been already purchased
- Activities that are primarily religious or political in nature – this does not mean religious or political groups can't apply, but the project activity must be open to all to take part, and must not be religious or political in nature.



WHO CAN APPLY FOR THE LANCASTER WEST COMMUNITY FUND?

THE LANCASTER WEST COMMUNITY FUND IS OPEN TO RECEIVING APPLICATIONS FROM:

Individual(s) including:

- an individual resident living on Lancaster West Estate
- a collective of residents made up of two or more residents living on Lancaster West Estate

Groups(s)/ Organisations (that are working with residents of the Lancaster West Estate) including:

- Registered charities
- Constituted community groups
- Community interest companies (CICs)
- Not-for-profit organisations

WHO CAN'T BE FUNDED BY THE LANCASTER WEST COMMUNITY FUND?

- Statutory organisations, such as NHS organisations, Local Authorities or Schools
- Commercial or profit-making organisations or projects
- Organisations or individuals with any outstanding (overdue) monitoring or evaluation reports due for other grants.
- Any organisation in arrears (debt)

WHO CAN APPLY FOR THE LANCASTER WEST COMMUNITY FUND?

WHAT EVIDENCE NEEDS TO BE PROVIDED:

As part of the application process, evidence to support verification of identity need to be provided including:

Individual(s):

- Picture identification document – i.e. license, passport
- Proof of address – i.e. license, utility bill, bank statement

Groups(s)/ Organisations:

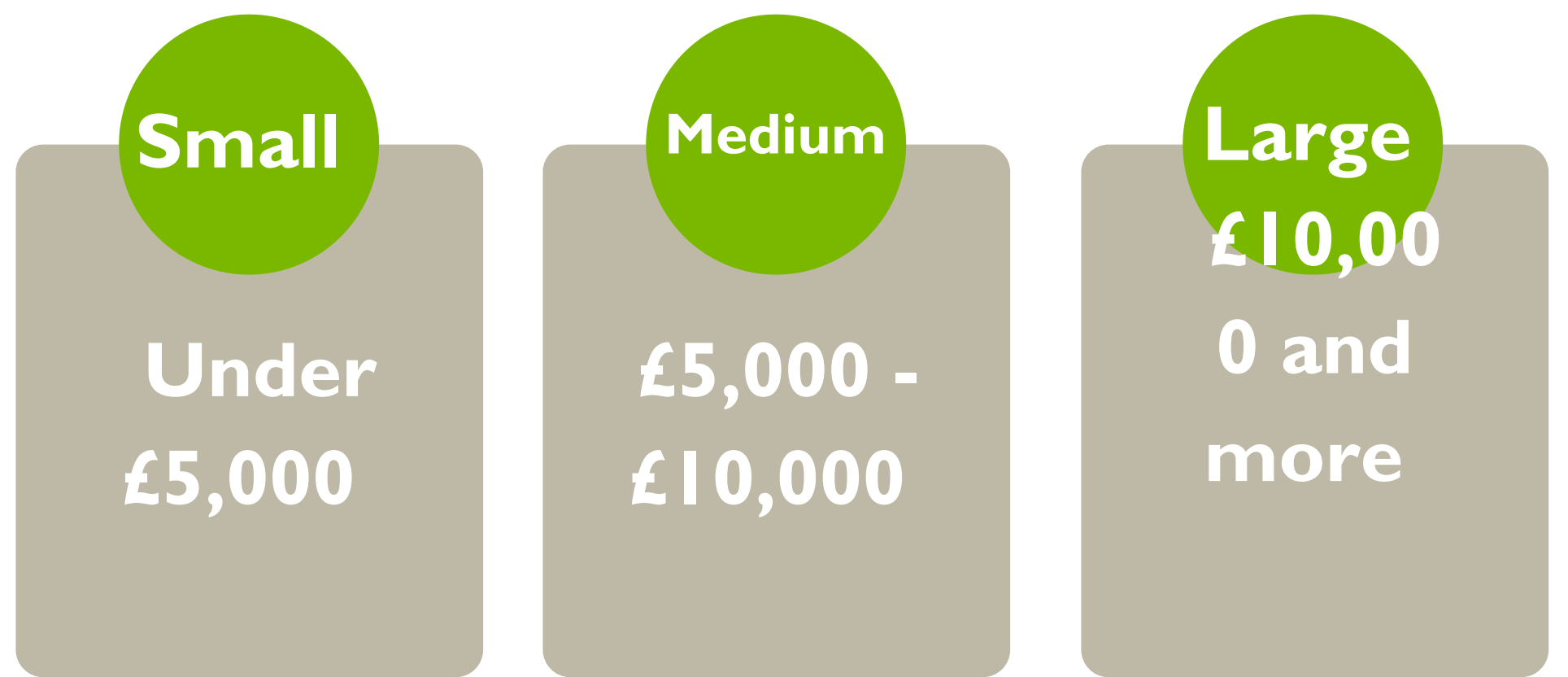
- Lead Contact:
 - Picture identification document – i.e. license, passport
- Organisation:
 - Memorandum of Association (MOA)
 - Copies of the last two years of audited accounts.
 - Proof of registered address.
 - Copies of relevant Policies and Procedures for this project:
 - Data Protection/ Management
 - Safeguarding

Please note that successful applicants may be asked to complete DBS check in line with fraud and safeguarding policies.



HOW MUCH MONEY CAN I APPLY FOR FROM THE LANCASTER WEST COMMUNITY FUND?

THE LANCASTER WEST COMMUNITY FUND IS A POT OF £50,000. WE HAVE SPLIT THE FUNDING INTO THREE BANDS:



Each band is open to both individuals and groups/ organisations, and we don't wish to restrict individuals or small groups from accessing potentially larger funds.

However, please note that the reporting requirements for each band are different, with larger grants requiring more frequent narrative and financial reporting.

We want this funding to benefit as many people as possible, so please note the decision-making panel may ask you to review your project idea and budget during the decision-making process.

HOW TO APPLY?

LANCASTER WEST COMMUNITY FUND CHECKLIST: INDIVIDUALS



Step 1: Please read the funding guidance carefully

Step 2: Decide which of the five priority areas you're applying to

Step 3: Complete your application form

Step 4: Complete your budget

Step 5: Have at least 2 x completed resident support letters for your project idea

Step 6: Included copies of your identification document (ID) and proof of address

Step 7: Submit all required application documents by 11:59pm
1 August 2021 by emailing CEO of Beyond the Box Neil Onions
at neil@beyondtheboxconsultants.com

For application forms, templates and all the information you need, go to
<https://www.wearewll.org/en/page/72712> or scan QR code

Note that hard copies of all guidelines and templates can be found at Baseline Studios.



HOW TO APPLY?

LANCASTER WEST COMMUNITY FUND CHECKLIST: GROUPS/ ORGANISATIONS



Step 1: Please read the funding guidance carefully

Step 2: Decide which of the five priority areas you're applying to

Step 3: Complete your application form

Step 4: Complete your budget

Step 5: Have at least 2 x completed resident support letters for your project idea

Step 6: Included copies of your identification document (ID)

Step 7: Included copies of required organisation documentation (detailed in application form)

Step 8: Submit all required application documents by 11:59pm 1 August 2021 by emailing CEO of Beyond the Box Neil Onions at neil@beyondtheboxconsultants.com

For application forms, templates and all the information you need, go to <https://www.wearewll.org/en/page/72712> or scan QR code

Note that hard copies of all guidelines and templates can be found at Baseline Studios.





The Lancaster West Community Fund opens on Thursday 1 July 2021

The Lancaster West Community Fund closes at 11:59pm on Sunday 1 August 2021

The Decision Making Panel will meet to shortlist applications on 4 August 2021

The decision from the Decision Making Panel will be communicated to all applicants in week of 9 August 2021

A Launch Workshop will be held with successful applicants will on 18 August 2021.



MONITORING AND EVALUATION

Monitoring and Evaluation helps us:

- ensure a clear and transparent process for the management of the fund,
- detail how the fund is being spent,
- investigate the impact your project is having on residents, and celebrate the great work you have done with the funding.

Monitoring is the process of recording and capturing your project activities. This can be done through things like:

- tracking attendance at events,
- collecting feedback from the residents you work with, tracking activities,
- keeping a log on all the expenditure (money) spent on the project.

Evaluation is the process of assessing the impact of your project on residents, and identifying what worked well and what could have been improved. This can be done through things like:

- collecting thoughts, experiences and perspectives from residents on the long term impacts,
- conducting an after-action review of the successes, challenges and lessons from your activities.

MONITORING AND EVALUATION

All grants will have a degree of monitoring and evaluation reporting requirements – both financial and narrative. The specific details of which, including templates and timelines, will be agreed on a project-by-project basis with successful applicants.

At a minimum, all projects will be asked to supply:

- Start-up progress report (financial and narrative)
- End of project report and evaluation (financial and narrative)

Larger and longer-term projects will also include periodic progress reports, determined on a project-by-project basis.

All funded projects will be provided with tailored support from KCA and LWNT throughout their project implementation to ensure they are setting themselves up to properly monitor progress and evaluate successes.



HOW WILL THE FUNDS BE DISPERSSED?

All funds for the Lancaster West Community Fund are being held by KCA. The way these funds will be paid to grantees will be agreed on a project-by-project basis.

While some smaller projects may receive their funding up front in a lump sum, for the most part, project budgets will be split into smaller tranches which will be released periodically and in line with projects meeting monitoring and evaluation reporting requirements.

Projects that fail to submit accurate and complete monitoring and evaluation reports in line with agreements, may potentially not receive remaining payments.



DECISION MAKING PROCESSES

The Lancaster West Community Fund will open for applications on Thursday 1 July 2021, and will close at 11:59pm on Sunday 1 August 2021. In August 2021, applications will be reviewed and assessed by a Decision Making Panel against the agreed themes and priorities identified during the engagement phase.

The Decision Making Panel is comprised of two members from :

- Lancaster West Residents Associated
- Lancaster West Neighbourhood Team
- Karakusevic Carson Architect

All decisions will be clearly documented, with all applicants notified of the outcome by the week of 12 August 2021.

For more information on the Lancaster West Community Fund Decision Making Panel, refer to the Terms of Reference on <https://www.wearew11.org/en/page/72712> or scan QR code.




SUPPORT NEEDED?

If you have never applied for a grant before, have some questions about the Lancaster West Community Fund application process, or want some support in developing your project idea, then we are here to help.

Beyond the Box are running free application advice sessions at Baseline Studios each Tuesday between 10:00am and 5:00pm throughout the month of July.

Beyond The Box will also support applicants with identifying match funding, this is where you can apply to other funders to secure further funds for your project idea. For example, you may want to apply for £10,000 from the Lancaster West Community Fund and £5,000 (match funding) from the National Lottery.



Please contact Neil Onions, CEO at Beyond The Box on neil@beyondtheboxconsultants.com or call 07522996693 to book in a conversation.

GET IN TOUCH WITH US



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<https://www.wearew11.org/en/>

