

ISLINGTON COUNCIL'S COMMUNITY CHEST IN PARTNERSHIP WITH CRIPPLEGATE FOUNDATION

GUIDANCE FOR APPLICANTS

Islington Council's Community Chest provides grants of up to £5,000 to organisations that work with Islington residents.

Priority is given to organisations working with people who are experiencing poverty and/or isolation.

Please note: There are three Islington Council's Community Chest rounds each year. However you can only apply once per year. If you have applied to Islington Council's Community Chest before, you must wait one year from the date of your previous application to apply again, whether your application was successful or not.

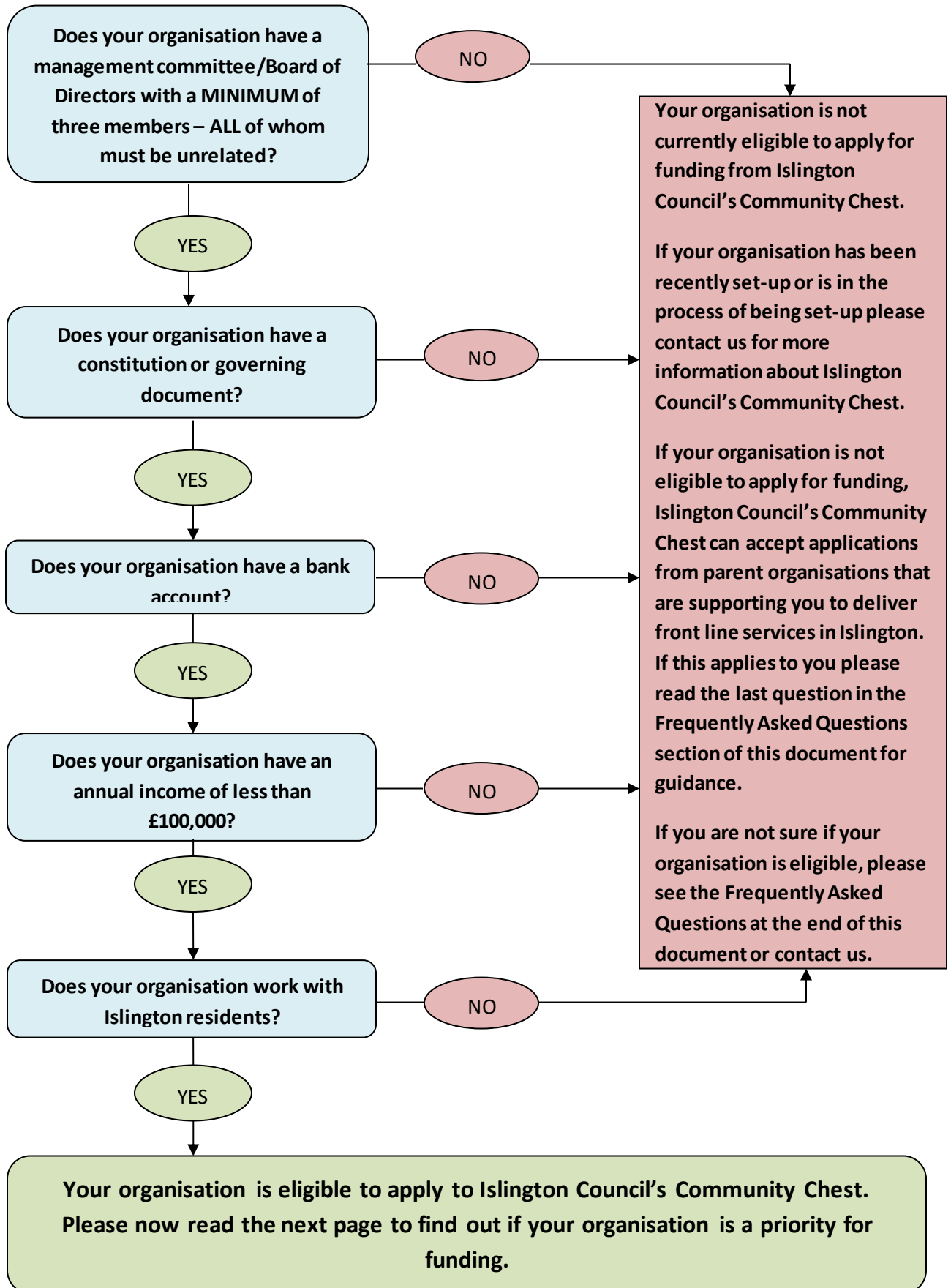
Please read the following guidelines to find out:

- Can my organisation apply to Islington Council's Community Chest?
- What are Islington Council's Community Chest's priorities?
- What can Islington Council's Community Chest funding be used for?
- What kinds of projects does Islington Council's Community Chest fund?
- How can I apply for a grant from Islington Council's Community Chest?
- Frequently Asked Questions

CONTACT US

If you have any questions about Islington Council's Community Chest, or would like to discuss your project with us before making an application, please contact us on:

020 7288 6940 or grants@cripplegate.org.uk.



WHAT ARE ISLINGTON COUNCIL'S COMMUNITY CHEST'S PRIORITIES?

Take this quiz to find out if your application is a priority for Islington Council's Community Chest:

Is your organisation based in Islington?	Yes	No
Does your organisation have good knowledge of, and connections to, other local organisations and services?	Yes	No
Does your organisation work with disadvantaged Islington residents?	Yes	No
Does your organisation have a management committee or Board of Directors NONE of whom are related (i.e. family members including spouse, civil or other partners)	Yes	No

If you answered 'Yes' to all of the above questions, your organisation is **more likely to be a priority for funding**.

If you answered 'No' to one or more of the questions, it would be helpful for you to contact us to discuss your organisation before you apply.

Please note where applicants have received multiple grants from Islington Council's Community Chest the Panel will want to hear about efforts made to access other sources of funds.

The above gives a sense of how likely your application is to be a priority, but all decisions are made on a case by case basis.

WHAT CAN ISLINGTON COUNCIL'S COMMUNITY CHEST FUNDING BE USED FOR?

You will be asked to include a budget for your project on the application form. If you are unsure about what Islington Council's Community Chest is able to fund, please contact us. Help with putting together a budget for your project is also available from Voluntary Action Islington – www.vai.org.uk.

Islington Council's Community Chest can fund:

- Running costs, including rent, venue hire, bills, insurance, stationery etc
- Salary costs, including National Insurance employers contribution
- Materials and equipment*

*Please note: computers and IT equipment will only be funded at modest cost, where it is essential to your project and is kept somewhere where it is accessible to everyone involved in the project.



Living Wage Friendly Funder

Islington Council and the Cripplegate Foundation are both accredited Living Wage Friendly Funders. Any grant made by either organisation that includes salary costs should be budgeted at the London Living Wage or above. For more information including details of what the current London Living Wage level is go to:

<https://www.livingwage.org.uk/calculation>

While we are committed to paying all salaries at the London Living Wage, we understand the constraints and pressures that the voluntary and community sector operates within. If you wish to discuss any implications that this may have for your project or organisation, please contact us for a further conversation.

WHAT KIND OF PROJECTS DOES ISLINGTON COUNCIL'S COMMUNITY CHEST FUND?

Islington Council's Community Chest funds a wide range of projects that support disadvantaged Islington residents.

Islington Council's Community Chest actively seeks to fund projects which reflect the boroughs diversity. Islington Council's Community Chest is inclusive of all people regardless of their age, culture, disabilities, ethnic origin, gender, nationality, race, religion, and sexual orientation.

WE ARE LOOKING FOR PROJECTS THAT:

ADVISE AND SUPPORT PEOPLE

EDUCATE PEOPLE AND IMPROVE THEIR SKILLS AND EMPLOYABILITY

REDUCE ISOLATION AND INCREASE PEOPLE'S INVOLVEMENT IN THE COMMUNITY

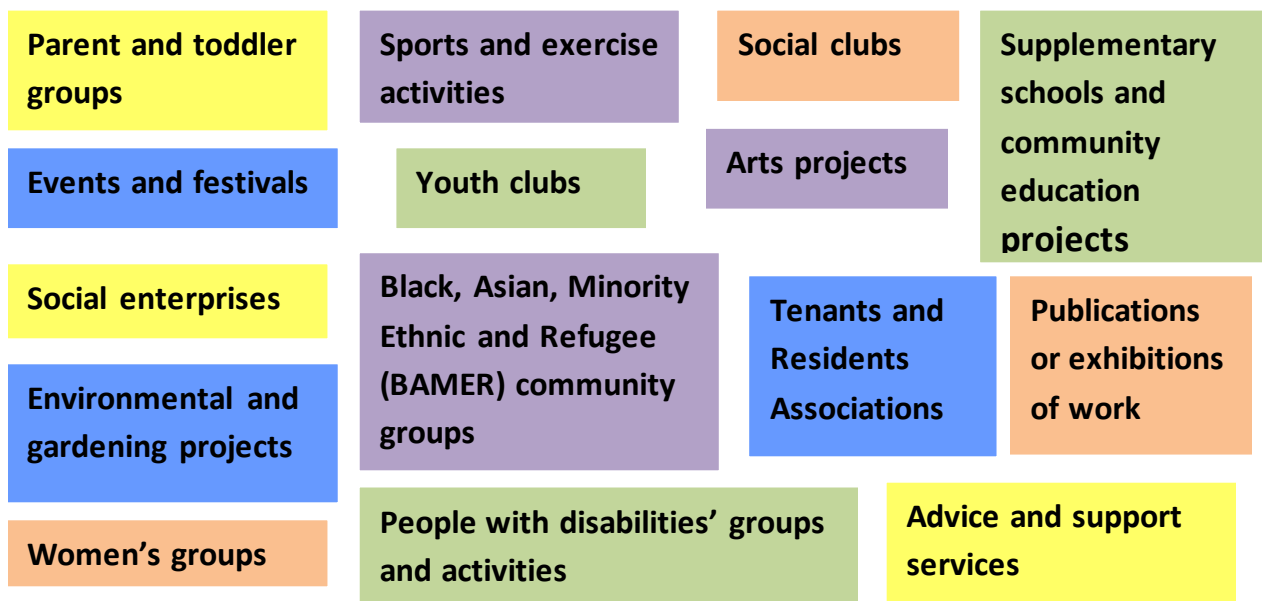
IMPROVE PEOPLE'S MENTAL AND/ OR PHYSICAL HEALTH

INCREASE COMMUNITY SAFETY

IMPROVE THE LOCAL ENVIRONMENT AND MAKE ISLINGTON A MORE SUSTAINABLE PLACE TO LIVE

To be funded by Islington Council's Community Chest, your project must do at least one of these things. On the application form, you will be asked to tell us which of these things your project will do, and how.

Islington Council's Community Chest can fund a wide variety of different types of groups and projects. The following are just examples of the types of groups and projects:



PLEASE NOTE: WE CANNOT FUND

There are some organisations and projects that Islington Council's Community Chest cannot fund.

We cannot fund:

- Political activities
- Promotion of religion
- Construction or acquisition of buildings
- General appeals
- Organisations delivering second tier activities
- Trips/outings unless part of a bigger project
- Residential trips
- Debts
- Expenses that have already been incurred or recruitment costs
- Local branches of national or regional organisations
- Statutory organisations (if you are a PTA thinking of applying see FAQs)
- Individuals

HOW CAN I APPLY FOR A GRANT FROM ISLINGTON COUNCIL'S COMMUNITY CHEST?

There are three rounds to apply to Islington Council's Community Chest each year. You can only apply once per year (over a 12 month period). You cannot have two Islington Council's Community Chest funded projects running simultaneously. If you have applied to Islington Council's Community Chest before, you must wait one year from the date of your previous application to apply again, whether your application was successful or not.

You can apply for a grant from Islington Council's Community Chest by completing an online form. If you are not able to complete the online form for any reason you can still apply, please contact us.

- Go to <https://www.cripplegate.org/support-funding/funding-organisations/islington-councils-community-chest>
- Under 'Apply' click the 'to start a new application click here' link.
- All you need to apply online is an email address and access to a computer.
- Please make sure you save the form by registering your email and creating a password at the beginning of the process which will prevent you losing unsaved work. You can save your application and return to it any time – you don't have to fill it out all in one go.
- You will be asked to upload some documents to support your application.

These documents are:

- A copy of your constitution or governing document
- A copy of your most recent annual accounts or income/expenditure statement.
- A copy of your most recent bank statement.
- Your budget breakdown

If for any reason you cannot upload your documents, you can send copies by post to Cripplegate Foundation, 13 Elliott's Place, London N1 8HX or by email to grants@cripplegate.org.uk. Please ensure that you send copies and not original documents.

WHAT HAPPENS NEXT?

When you have submitted your application, Cripplegate Foundation will contact you to arrange a meeting to talk about your project. At the meeting we will ask questions about your application and offer advice and information.

Awards for funding are made by the ICCC Panel consisting of London Borough of Islington Councillors, Cripplegate Foundation Governors and representatives of the Islington Community Network.

As a small grants programme benefiting the local community, Islington Council's Community Chest aims to identify ways to alleviate the burden for small groups with limited capacity. In exceptional circumstances the Panel may decide to award a group funding over more than one year. For more information on the circumstances where such an award may be made see FAQ: Can I apply for multi-year funding?

When decisions are made we will notify you by email of the outcome of your application. Decisions on applications are final with no appeals procedure.

CONTACT US

If you have any questions please contact us on 020 7288 6940 or by emailing grants@cripplegate.org.uk.

You may also find the answer to your question in the 'Frequently Asked Questions' below.

FREQUENTLY ASKED QUESTIONS

Question: What types of organisations can apply?

Answer: As long as you meet all of the eligibility requirements, most types of organisations can apply. We accept applications from unregistered community groups, registered charities, social enterprises, companies limited by guarantee, Community Interest Companies and other not-for-profit organisations. Islington Council's Community Chest is not able to provide funding to organisations seeking funding for second tier activities, statutory organisations, local branches of national or regional organisations, or private companies.

Question: My organisation has people that are related on its management committee/Board of Directors – does this mean we cannot apply?

Answer: If you have two or more people on your management committee/Board of Directors who are related (for example, by marriage/civil partnership or family) you should think about further diversifying your Board as this is not considered best practice. While some discretion may be applied for newly constituted groups, projects with one or more related persons on the management committee/Board of Directors will not be eligible to apply if they have received one or more previous ICCC grant.

Question: My organisation is new and does not yet have a management committee/constitution/bank account/annual accounts – can I apply?

Answer: We encourage new organisations to apply and understand it takes time to set up an organisation. You must have a management committee/Board of Directors with a minimum of three people. No management committee members/Directors should be related including spouse or other partners and you must have a constitution or other governing document. If you do not have a bank account at the time you make your application, you must be able to show us that you are applying for a bank account and will have one by the time your grant is awarded, if your application is successful. New organisations that have not yet completed a full financial year do not need to provide annual accounts, but must be able to show us details of any income and expenditure so far. If you are unsure about making an application, contact us and we'll be happy to help. *Please read the next question if you are not able to set up a management committee and/or provide a constitution.*

Question: My organisation does not qualify for Islington Council's Community Chest as we do not have a management committee and/or a constitution – can a parent organisation apply on our behalf?

Answer: Yes, Islington Council's Community Chest believes in fostering community action

and empowerment and wishes to support the growth of new organisations that are meeting the emerging needs of the community in which they are based.

However, in order to be eligible to apply through a parent organisation you must be rooted in the local community and be taking active steps to develop as an independent organisation including recruiting a locally based management committee. All parent organisations must also be based and rooted in Islington. As long as the parent organisation and your project or activity can demonstrate that it meets the above restrictions and fulfils the rest of Islington Council's Community Chest criteria and priorities then you can apply. The parent organisation should be considered the applicant and provide their organisation details and supporting documents. We recognise that the parent organisation may have an annual income of more than the £100,000 threshold. The parent organisation can still apply on your behalf as long as your annual income is less than £100,000. The sections on the application form about the project and beneficiaries will give you space to describe your group and the work you are proposing to deliver. Following your submitted application, representatives from both organisations are required to attend the meeting to discuss your project. Awarded grants will be paid directly to the parent organisation. The parent organisation will be held accountable for providing accurate information throughout the application and monitoring process and for ensuring the terms and conditions of awarded grants are met. A parent organisation can only apply on behalf of a maximum of 2 groups per year. **If this question applies to you, we strongly encourage contacting us prior to applying.**

Question: My organisation works with people who aren't from Islington – can I apply for funding?

Answer: Funding from Islington Council's Community Chest can only be used to support Islington residents, meaning people who live in Islington or are in full time education in Islington. If your organisation does not work with Islington residents, then you should not apply for funding from Islington Council's Community Chest.

If your organisation works with both Islington residents and people from outside Islington, you can apply, but:

- a) Must be able to demonstrate that you work with a significant number of Islington residents. What is considered a 'significant number' will vary depending on the type of work you do. You can contact us to discuss this.
- b) If you are successful in your application to Islington Council's Community Chest, the funding can only be used to support Islington residents that are involved in your project. If your project involves people not from Islington, you should be able to demonstrate that you have other funding available to support your work with those people.

Question: My organisation is a Parent Teachers Association/wishes to deliver a project within schools – can I apply?

Answer: Projects that are internally focused to enrich school activities for the benefits of all pupils in a universal setting are unlikely to be prioritised for funding. Applications that are more likely to be considered for funding are those that have an external community-based benefit not to the exclusive benefit of pupils within the school. Exceptions may include projects that are specifically targeted at supporting a cohort that have additional barriers to participation or other forms of disadvantage which marks them out as at further risk of exclusion within and beyond the school setting and/or where there is wider cascading of learning and benefits beyond the direct school population. **If this question applies to you, we strongly encourage contacting us prior to applying.**

Question: My organisation is a Football club – can I apply?

Answer: Football based projects are unlikely to be prioritised for funding unless they can demonstrate that they are specifically targeting and supporting young people who are particularly disadvantaged or may struggle to access, or have additional barriers to participation, or be associated with other risk factors that may contribute to other forms of disadvantage and exclusion.

Question: My organisation is a Tenants and Residents Association – can I apply?

Answer: Some applications from TRAs are not considered a priority. These include projects that appear to be beneficial to an exclusive group of residents such as gardening projects/improvements in closed/locked off areas, where equipment is not available for use by all residents, or where ICCF funding is a small contribution to a much larger estate improvement project.

Question: My organisation wishes to deliver a one-off event – can I apply?

Answer: Yes, but when prioritising funding consideration is given to value for money and the ability for any given project to have sustained benefits beyond the life-time of the grant. In this context, one-off events may sometimes be assessed to be less of a priority when compared to other projects in any given round.

Question: My organisation has very high/low levels of reserves – can I apply?

Answer: As a general principle the Panel is unlikely to prioritise organisations have less than three months or more than nine months in unrestricted reserves. However, efforts are always made as part of the assessment process to understand why this may be the case. Examples of where exceptions may be made include:

- where funds have been carried over from a previous year but have been spent during the period between submission of their last accounts and the application;
- where organisations are very small so any level of reserves will potentially look very high or low in proportion to overall income or expenditure and;

- where there are clear and justifiable reasons for designating unrestricted reserves for specific purposes.

Question: My organisation has an annual income of more than £50,000 – should I apply?

Answer: As long as your organisation's income, as shown on your most recent annual accounts, is less than £100,000 you can apply to Islington Council's Community Chest. Smaller organisations, with incomes of less than £50,000, are prioritised for funding, so applications from larger organisations may not be a priority.

Question: My organisation has received numerous grants from Islington Council's Community Chest. Is there a limit to how many grants my organisation can receive?

Answer: There are no set limits on the number of grants your organisation can receive. However, the Panel makes decisions on a case by case basis and all applications are assessed on their merits in any given round. You will need to be able to demonstrate the efforts you have made to access other sources of support and to diversify funding to be eligible for renewed funding. This, along with providing consistent, timely and good quality monitoring feedback and providing evidence of how the projects continue to meet a genuine local need will guide the assessment process of whether to continue to offer ongoing funding.

In particular, the Panel will use the following criteria to assess projects that have received funding over many years:

- the project is genuinely local – either based locally or operating at a specific geographical level such as ward or estate;
- the project is able to demonstrate that it is continuing to respond effectively to an ongoing local need or gap in provision;
- the organisation has a strong track record of delivery through previous ICCC awards and clear and/or sustained benefits can be demonstrated including through timely and informative monitoring reports;
- ICCC funding continues to be the only, or an important part of the mix of funding and where there is limited capacity or ability to diversify funding.

Question: When can my organisation reapply for funding from Islington Council's Community Chest?

Answer: You can only apply to Islington Council's Community Chest one year from the date of your last application or, if your project goes beyond 12 months, once it is completed. You cannot have two Islington Council's Community Chest funded projects running simultaneously.

Question: Can I apply for multi-year funding?

Answer: No, an organisation cannot apply for multi-year funding. However, ICCC understands that the need for small groups to make constant funding applications to sustain services can take away limited capacity from supporting the people they are there to help. Therefore, the ICCC Panel will review applications made and may, where appropriate, independently decide to offer multi-year funding to an organisation if it meets the criteria set out below:

- If it is a genuinely local group meeting a locally identified community need
- Delivers a service that is well known and understood (likely to have been in receipt of a number of previous ICCC grants) and has submitted good quality and timely monitoring reports for each previous grant
- Provides a service that has delivered sustained benefits to Islington residents
- Does not desire to expand the organisation/service and where ICCC continues to be an important part of the funding mix required to maintain the service
- Has taken on board and positively engaged with feedback, including but not limited to diversification of funding

It is anticipated that one/a maximum of two applicants may be recommended for funding for more than one year per funding round and only where resources permit. **Decisions to award funding over more than one year are made at the discretion of the ICCC Panel and will be influenced by competition for funds and quality of applications in any given round.**