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London Borough of Lewisham

**Main grants programme 2022 – 25  
Expression of Interest for hosting the  
Community Fundraiser Posts**

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**September 2021**

# **Lewisham Main Grants Programme – Expression of Interest for hosting Community Fundraisers**

## **Section 1 – Overview**

Lewisham's Main Grants programme has been operational for over 20 years, providing funding to organisations delivering a wide range of crucial services during that time. The provision of grants has enabled organisations to develop their capacity and widen the range of services they offer. The programme has focused on a range of service areas and approaches during its lifetime and has developed in accordance with the needs of local residents, always with input from the VCS to ensure its focus is effectively targeted.

A new funding round will for applications on 23<sup>rd</sup> September 2021 for expenditure in the 2022 – 2025 financial years. As usual, the programme is focusing on specific areas of need and a recent VCS consultation has informed its approach.

In compiling the consultation, the Council sought feedback on a strategic approach aimed at building the capacity of the sector as a whole through strong infrastructure, coordination and fundraising services. The aim is that the new Main Grants funding round should deliver VCS sustainability by building strength and capacity to attract funds from wider sources rather than the Council trying to fund everything directly through short term project-based grants.

A major factor in the Council's approach and consultation in relation to the Main Grants programme has been the impact of the Covid-19 pandemic in Lewisham's communities. This has presented both positive outcomes, such as increased community cohesion at a time of crisis, and challenges, for example more than 25,000 residents volunteering at the Community Hub, and over 50,000 calls made to clinically vulnerable residents (source Future Lewisham). Consultation responses have confirmed that the Lewisham VCS endorses a Main Grants programme at this point in time which builds capacity and infrastructure to increase funding sustainability overall at this crucial post-pandemic point in Lewisham's VCS history.

The proposal for Community Fundraisers was developed from a pilot undertaken through Lewisham's Funding Partnership. The pilot sought to recruit a collaborative fundraiser with funding from a number of VCS partners and Lewisham Council. The funding partnership acted as a steering group to oversee the work and Lewisham Local lead on the recruitment on behalf of the collaborative. Despite the failure to recruit to the post (in part due to the proposed salary), the learning from the pilot has been instrumental in shaping this proposal.

Feedback from the VCS on this proposal has been very positive, with many seeing the benefits of this increased fundraising capacity. Respondents to the consultation also raised many questions about the proposal including how bids would be prioritised, how the fundraisers would work together, and how we would ensure consistency across the fundraiser roles.

For this reason, and to ensure that fundraisers are mobilised quickly to support organisations, we will be awarding these grants through a shortened Expression of Interest process, followed by interviews.

The Main Grants programme is primarily focused on adults. The new priorities for the main grants programme are:

- An economically sound future (specifically Advice Services and Enabling Digital Access for All)
- A healthy and well future
- A future we all have a part in

The Community Fundraiser posts are intended to strengthen our CVS and ensure future sustainability and is therefore part of the priority: 'A future we all have a part in'.

We will fund up to three full time equivalent community fundraiser posts with a particular focus on:

- 1x FTE Community Fundraiser with a focus on ethnicity and disabilities, but with an expectation that the hosting organisation should specifically look at addressing sexuality and gender reassignment as part of the brief, along with intersectionality.
- 1 x FTE Community Fundraiser with a focus on geographical cold spots in the borough/areas of high deprivation that do not have other sources of income such as NCIL
- .5 FTE Community fundraiser with a focus on the arts
- .5 FTE Community Fundraiser with a focus on sports

What are we looking for in a hosting organisation?

- Good knowledge of your chosen area
- Network of relevant partner organisations
- Track record of successfully identifying funding opportunities and of bid development
- Track record of developing and leading on partnerships
- Capacity to recruit and effectively manage the fundraiser
- Clear approach to delivering capacity-building activities with other organisations
- Methodology for prioritising the fundraiser's work programme

### **1.1 Length and size of grants**

Funding will be available for three years starting from end of Nov 2021 or from when the fundraiser is in post – small levels of mobilisation funding will be available.

In order to ensure a consistent, high quality of delivery across all community fundraiser posts bids up to £60,000 (including all on-costs) per FTE will be considered.

### **1.2 Timetable**

Please complete this form by **11.59pm on Sunday 17<sup>th</sup> October 2021**. Interviews with shortlisted organisations will be held on w/c 1<sup>st</sup> November 2021. Successful applicants will be informed by Wednesday 17<sup>th</sup> November.

### **SECTION 3 – APPLICATION PROCESS AND ADDITIONAL GUIDANCE**

- 3.1 In order to apply to Lewisham Council Main grants programme you must complete the main grants application form on the Community Funding Lewisham website: <https://communityfunding.lewisham.gov.uk/>
- 3.2 You should read the criteria and guidance contained in the previous sections of this document before completing your Expression of Interest form.
- 3.3 It is hoped that the form itself is largely self-explanatory but additional guidance on each section of the form is contained below. Word limits are quoted with each question – please do not see these limit as targets and answer all questions as succinctly as possible.

#### **Organisation Details**

- Q 1. All we need in this section is your organisation name and contact details including website and social media.

#### **Banking Arrangements**

- Q 2. Banking details – Successful grant recipients will have their grant paid directly into the organisation's bank account. If you have not been funded in the most recent grants round by Lewisham Council or if your bank details have changed, please give details of the bank or building society the grant should be paid into

#### **Eligibility**

- Q. 3 In order to be eligible for a grant from Lewisham Council you must be a not for profit organisation. The following types of organisation are eligible to apply for a grant:
- Registered Charity - give registration number
  - Company Limited by Guarantee
  - CIC (Community Interest Company)
  - Cooperative
  - Other – constituted (including CIO's and Social Enterprises) – Tenant and resident associations

If you have ticked any of the above, please also provide:

- Charity Reg No:

- Company Ltd by Guarantee Reg No
- Community Interest Company Reg No
- Co-operative Reg No
- Other – Constituted (includes (CIO and Soc Enterprise) – details
- Other – unconstituted - details

## Your Service Offer

These sections will be used to assess how well your organisation meets the criteria for hosting community fundraisers.

Q. 4 Please give a brief description of your organisation, including:

- Aims and objectives
- Services you provide
- Recent achievements,
- Who do you usually work with?
- How many committee members, paid staff and volunteers does the organisation have?
- What arrangements your organisation has in place to ensure you are delivering good quality services

### 500 words

This question is designed to get a good understanding of your organisation, your main areas of work and how the organisation is run. It is important that you address each of the bullet points as a minimum as we will be looking for a comprehensive picture of your organisation.

## 5. Community Fundraiser Post

Which Community Fundraiser Post are you applying for?

- Equalities
- Cold Spots
- Arts & Culture
- Sports

Please tick the relevant box to indicate which post you are hoping to host

Q.5a Please tell us about your experience and expertise in the focus area you have chosen?

### 400 words

We want to hear about your previous experience of researching, supporting or delivering projects in this focus area; we will be assessing your understanding and insight of the focus area as well as your track record of delivery.

Q.5b How would you reach out to and work with the VCS to develop bids in this focus area?

### 250 words

Please describe in your answer the process you will use; how will you advertise the project and promote it; who will you target; what media will you use; how you will engage organisations in discussion; how you propose to identify and prioritise bids; how you will enable organisations to access the fundraiser with funding ideas and collaborate to develop bids.

Q.5c Who are the key organisations you would work with and why?

**250 words**

We will be assessing your knowledge of the borough and local organisations and networks that you will work with – these will be infrastructure organisations as well as those who will benefit from the fundraisers support. Please tell us how the profile of your organisation will help build these partnerships.

Q.5d What would success look like in having a community fundraiser in this focus area?

**250 words**

We want to hear what outcomes you think this work will achieve for voluntary and community sector organisations as well as residents; how will things improve, and what will be different as a result of the fundraiser's work? Please be specific about your area of focus.

Q.5e What kinds of data and evidence could you provide on impact?

**250 words**

Please tell us the inputs, outputs and impact data that you will be able to return. This must tie in to your outcomes identified in Q 10. Can you tell us what systems are already in place to collect this data and if not, what you will put in place to collect this data?

## **Your track record including financial position**

Q.6 Your track record of fundraising and attracting other sources of funding

This is a key criteria for successfully hosting the fundraising post. We want to know how well you have fundraised in the past and what other kinds of income you have secured. Please tell us what services or activities your fundraising was intended to support.

Q.6a Your track record of partnership working

**500 words**

Our experience of the collaborative fundraising pilot has shown that bringing people together, enabling collaboration, sharing data, identifying needs and gaps and bringing forward bid ideas are key to the success of the fundraiser role. We would like to hear about your experience of doing this in the past, particularly in a leadership role. Please tell us about your successes in partnership working and what you achieved. As above, please tell us how the profile of your organisation will help build these partnerships.

## **Finances, Accounts & Budget**

It is important that organisations hosting the community fundraisers are in a stable financial position. This section is about establishing your financial position and resilience.

Q.7 Your reserves position

### **250 words**

Please tell us what reserves you hold, which areas of your reserves are ring-fenced vs. free reserves, and whether you have a reserves policy. Please also provide your income/expenditure along with surplus/deficit for the last three years.

Q.7a Please confirm that you are up to date with filing your accounts with the Charities Commission

Q.7b If you are not up to date with filing your accounts with the Charity Commission/Companies House please state why.

### **100 words**

## **Accounts**

Q.8 Please attach your audited accounts for 2019/20 – if you were formed after 2019 please attach your most recent set of management accounts.

## **Overall financial position**

Q.9 Please provide a breakdown of your income, expenditure and surplus/deficit for the last three financial years. It is not necessary to split these figures into restricted or unrestricted funds or provide further detail – the table is simply intended to give a general sense of your organisation's financial health.

## **Project Costs**

Q.10 Please provide a breakdown of your budget which must include the salary and on-costs for the fundraiser post.

## **Documentation**

Q.11 It is not a requirement as part of the application to submit the documentation listed here but this must be available within 10 working days when requested otherwise your application may be invalid.

## **Opportunities and Risks**

Q.12 What opportunities and threats (risks) do you foresee that your organisation might face over the next 3 years? Tell us about plans you have in place to deal with them.

### **250 words**

## **Further Information and Declaration**

It is essential that your application is signed by the chair of your organisation or other member of the management committee with appropriate authority.

## **Additional Guidance**

There will be a specific workshop for organisations applying to host Community Fundraiser posts on Thursday 30<sup>th</sup> September 2-4pm on MS Teams. Details of the workshop are available on the Community Funding Lewisham website at:

<https://communityfunding.lewisham.gov.uk/>