MAYOR OF LONDON

TEAM LONDON SMALL GRANTS

Supporting London's small charities and social enterprises to find new and exciting ways to transform the face of volunteering.

In 2016/17, Team London Small Grants are focussed on supporting older people.

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Hello,

I am delighted that Team London is able to offer grants once again to London's small charities and voluntary sector organisations.

As we announced at our International Volunteering Conference in December 2016, this year our grants will support work which:

- increases volunteering amongst 59-69 year olds who are about to leave the workforce or have just left it. This volunteering will encourage them to use their skills for the benefit of the community.

  And/or

- increases the number of volunteers who support older people to access the community services and support that they need.

At Team London, we are aware that the need for services to be provided by the third sector is ever-increasing and sources of funding are reducing. We want our grants to help organisations attract and retain new volunteers. This will make them stronger and more resilient in these challenging times.

We hope that you will apply for a grant and look forward to hearing about your planned activity and your projects.

Thank you for all the great work and contribution that you make to our city.

Laura Brown
Director, Team London

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1. Introduction

The Mayor of London recognises that small charities and community groups serve a critical role for all communities in London.

The Greater London Authority has therefore allocated £100,000 to distribute as small grants to community groups and other third sector organisations.

The grants will be used to fund local initiatives which:

- increases volunteering amongst 59-69 year olds who are about to leave the workforce or have just left it. This volunteering will encourage them to use their skills for the benefit of the community.

  And/or

- increases the number of volunteers who support older people to access the community services and support that they need.

The small grants will provide a source of income for smaller organisations to meet local needs which may not meet the criteria for larger-scale funding.

During 2017, Team London will offer grants from £5,000 to £10,000 for projects that should be completed by the end of March 2018.

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2. Applying for a Small Grant

Submitting an application

The application for funding must be submitted online using the application form. Only online applications will be accepted.

Forms must be completed by 23.59 on Wednesday 8 February 2017.

Number, size and term of grants

Grants from £5,000 to £10,000 are available for new or additional project activity which will be delivered between 27 March 2017 and 30 March 2018.

We will not fund projects or activity which are not primarily focused on volunteering and activity that is outside of London or supports volunteers who are mainly from outside London

Timetable

Guidance and application forms published	4 January 2017
Final date for submission of applications	8 February 2017 (by 23.59)
Applicants notified of decisions	Week of 6 March 2017
Project delivery begins	From 27 March 2017
Project completion	No later than 30 March 2018

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3. The Application Form

The small grants will be allocated through an open and competitive application process.

You cannot save your application as you progress through it. We encourage you to draft your answers beforehand in a separate word document before submitting the form. This will allow you to make sure that all the information you want to give is there, and within the word count allowed for that section.

The questions are available at the end of this document. A copy of your submission will be emailed to you for your reference.

The application form is divided into six sections:

Section 1: Gateway questions
Section 2: About your organisation
Section 3: About your project (55% of the assessment)
Section 4: About your capacity (15% of the assessment)
Section 5: Outputs and outcomes (25% of the assessment)
Section 6: Project budget & risk assessment (5% of the assessment)

<u>Section 1: Gateway questions</u>

Question 2 – 10

If you do not meet these gateway criteria then you do not need to continue with the remainder of the application form.

Question 11

Do you have the information that we would need if we were to give you a grant? If you are successful you should be able to submit this to us as part of our due diligence process before payment is made. Grant awards will be on condition that project applicants successfully undergo these due diligence checks.

<u>Section 2: About your organisation</u>

Question 14 - 24

Factual information about your organisation and partners.

Section 3: About your project (55%)

Question 25

A brief outline of your proposed project.

Question 26

You should give us more information about how your project will be making a difference in terms of recruiting more volunteers, providing more services or whatever impact it is intended to have.

This will include telling us about how you are going to recruit your additional volunteers, and what strategy you will use. How will you know that you have succeeded?

We also would like to know about how you are going to make sure that your project is deliverable in the time that you have available. Are your plans achievable in the time you have available for delivery? How are you going to deliver?

Question 27

You should tell us about the evidence of the need for your project. For example, if your project is going to recruit 59-69 year olds to provide mentoring to young people then we would like to know about:

- number of young people within your community
- the need for mentoring
- the difference that mentoring could make and how you would measure this
- How has the information been gathered that demonstrates the need – for example from local schools or local youth organisations, or from your existing work with young people. Was it through conversations, surveys, or existing work that you have already carried out?
- the way you will run your scheme and how you will measure success
- your recruitment strategy for the mentors
- how you will train and support the mentors
- benefits that you would expect to see for the mentors

Question 28

We know that there may be many projects within an area or a community that are working on similar issues. We do not mind if you are delivering services that are very similar to another organisation in your area. We want to know how you are trying to work in partnership with any other local organisations. This shows us how you are able to work in partnership, but also that we are funding activity that complements and does not duplicate other local activity.

Question 29

We will only fund activity that will make a lasting difference in terms of building volunteer numbers. This will increase the resilience of your organisation and its ability to deliver services. We do not want to fund activity that will make a difference for a short period of time and then be unsustainable. Please think about this aspect of your project very carefully in terms of how you shape it and resource it, as well as in forming the answer to this question.

Question 30

We want to see where you are currently operating and what difference this grant would make. There is no perfect answer – we wish to be able to look at the mix of boroughs where you are now or plan to be. Then we can consider elements such as existing provision or levels of deprivation.

Section 4: About your capacity

Question 31

This section allows you to tell us why you exist, your purpose and objectives and who you are already working with. It should also show us how your existing work relates to the funding that you are asking for and how this matches with the priorities for the grant programme.

Question 32

Please tell us about your team and whether this is paid staff or volunteers. We would like to know about your skills and experience, and both how you have worked with supporting volunteers previously, or in delivery of a project. What examples of success can you give us that you have achieved as a team? What lessons did you learn about working together? How do you approach project delivery as a team? How do you identify issues and work to solve them? Do you have any team members with formal qualifications? How long have you been working together?

Question 33

This is your chance to show us that you have the expertise and the knowledge to deliver what you are applying for – you might have delivered something very similar before, or learnt from previous experience. It also gives us an idea of the scale you are operating at. For example, if your team of five have previously supported 300 volunteers and done this very successfully but now are suggesting you will work with 3,000 - we might wonder about your capacity to do this unless you make a very compelling case as to how you will be working.

Section 5: Outputs and Outcomes (25%)

Question 34 – 36

The outputs and outcomes that you will achieve with your project.

For both outputs and outcomes we need to see the difference that will be made;

- Increasing volunteering amongst the 59-69 age bracket who are about to leave the workforce or have just left it, to encourage them to use their skills for the benefit of the community; and/or
- Increasing volunteer numbers to scale up services making sure that older people can access the community services and support that they need

Outputs means the projects numerical targets – the number of new volunteers you will recruit, the number that you will ensure stay working with you, and key numbers about the different characteristics these volunteers have.

Outcomes of the project means the consequence or the end result.

An example:

Thinking back to our example of mentoring young people, you might set the following example outputs:

- We will recruit 100 young people
- We will recruit 100 50-69 year old volunteer mentors
- We will deliver 300 hours of mentoring support.

Our outcomes might be the young people's increase in confidence in resolving issues, an increase in confidence in mixing with older people, school attendance increases and an increase in mentors' confidence to mix with young people.

Our outcomes should be SMART:

- **Specific:** tightly defined, relating directly to the issue or need that is being addressed
- **Measurable:** provide information that records the situation at the start of the grant-funding period (i.e. the baseline position) and at the end
- **Achievable:** can be delivered within the timescale of the project – i.e. between March 2017 and end of March 2018 – and have an appropriate allocation of resources for the activity envisaged
- **Realistic:** have a strong connection to the project's priorities and activities;
- **Time-bound:** are set within specified time periods

How will we know when we have achieved each outcome?

If your baseline is that young people feel 10% of confidence in mixing with older people, our end objective is that by the end of the project they will feel at least 75% confidence in mixing with older people. If we achieve this change, we know we will have achieved one of our outcomes.

How will we measure the outcomes (evaluate success)

- We will carry out a baseline survey for both mentors and mentees.

- We will include questions in this about confidence in general, about engaging with people from a different generation, for the young people, feelings about school, for the older people, feelings about transitioning from the world of work to retirement.

- We will repeat the questionnaire half way through the mentoring relationship and then again at the end.

- We will also select a sample of 12 mentor/mentee pairs and carry out detailed case studies/interviews with them to highlight their learning journeys.

- We will also evaluate the way that the project is delivered i.e. the content of the training delivered to mentors and how they are supported, and the way that learning is embedded within our organisation for the future.

- We will monitor our project by:
    o Recording the number of mentors recruited
    o Recording the number of mentors trained
    o Recording the number of mentees recruited
    o Tracking the number of mentoring hours recorded
    o Monitoring budget actual spend against budgeted spend

A template for project progress reports can be found in Appendix B.

In addition to reporting on Project Outcomes/Outputs successful organisations will be required to supply one case study and one high-resolution photo by the end of the project. Team London will visit each project once during the grant period.

Section 6: Project Budget / Risk Assessment (5%)

Questions 37 – 39

These questions will ask how much funding you require, how you will spend it and how you will profile the spend over the year of the project. The project budget questions will not be scored.

There is no requirement for match funding. However, your application may be looked on more favourably if it is able to demonstrate that it can use the grant to access additional resources (either cash or 'in-kind') to supplement the project's activity, or

already has some additional funding in place. If the additional resources are 'in-kind' we expect you to be able to give an approximate monetary value to these and ensure they are included in your budget.

Funding from the Team London can be used to cover a project or organisation's revenue costs (i.e. staff salaries, office overheads, volunteer costs, etc.) or capital expenditure (i.e. equipment or materials) to enable your project to happen.

Your proposed budget will be expected to reflect the project's primary goal of increasing 59-69 year old volunteer numbers or by providing additional services to older people.

Question 40

Then we ask you to tell us about the risk for your project. This is where we would like you to show us that you have thought about these risks and what they might be, and how you would address them.

Going back to our example about mentoring, a risk could be that the mentors do not feel able to support the young people. Actions would be to ensure that a) mentors are properly trained, b) they are able to give feedback on support that they need to be able to continue to mentor, and c) the training and support is amended to take account of mentor and mentee feedback.

The questions on equality and diversity monitoring are not scored.

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4.   Support for Applicants

Tips for completing an application

- Read the application guidance carefully

- Ensure statements are clear and answer the question to the best of your ability

- Do not assume assessors will be familiar with your organisation/project

- Do not leave any sections blank

- Ensure that you provide the information asked for in the correct place in the application form

- Ensure when you answer a question that you are referring to give clear evidence (e.g. social need, your baseline position, your track record or team experience, etc.)

- Supply only the information that is asked for on the application form at this stage. Any other material you submit will be disregarded when applications are scored.

The website will be updated regularly with frequently asked questions.

If you need to contact us then please email sally.bartolo@london.gov.uk.

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5. The Assessment Process

We will assess all applications which meet the eligibility criteria. The application form requires a description of the proposed project so that it can be scored and assessed on the basis of how it meets Team London's priorities, its deliverability, the prospects for sustaining the activity beyond the life of the grant, and value for money.

The information required in the application form will also be used to form a contract/grant offer letter, thereby enabling an efficient transition to the contracting and delivery phase for successful applicants.

Team London will use a scoring system to assess the full applications as objectively and transparently as possible. The application form sets out the score for each question. A grant panel including Jennette Arnold, Assembly Member, Matthew Ryder, Deputy Mayor for Social Mobility, Social Integration and Community Engagement and, Laura Brown, Director of Team London, will make the final decisions about which organisations will be funded.

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6.   Appendix A: Principles of Volunteering

In January 2009, the London Stakeholders Volunteering Forum came together with guest stakeholders to discuss the definition of volunteering. The Compact code on Volunteering currently defines volunteering as:

> *"any activity which involves spending time, unpaid, doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives, or to benefit the environment."*

In response to an increasing interest in volunteering as a means to support people (back) into employment, and some clarity required around the differences between volunteering and work experience, the Forum felt it necessary to establish the principles behind the term 'volunteering'.

Volunteering:

- Is mutually beneficial (to individual and organisation)
- Is independently chosen and freely given
- Is enabling and flexible wherever possible
- Has a community or social benefit
- Offered to not-for-profit activities.

These principles will guide the volunteering infrastructure (members of the Forum) in providing support to volunteering activity. In addition, the Forum notes the following considerations when developing a volunteering opportunity:

- Any financial benefit from the involvement of volunteers is reinvested to the community or allows a not-for-profit to continue to exist
- Organisations need to be clear where paid roles should be protected or reinstated again when affordable
- Volunteering roles should be designed with a Mutuality of Expectations statement to clarify expectations of commitment without entering into a contract which changes the role into one with employment rights
- Any other form of unpaid work or experience should not be labelled volunteering.

For example, a large employer supplying employees to support the development of small businesses are part of a mentoring scheme. Employees should be referred to as 'mentors' and the programme as a 'mentoring scheme'. Voluntary work as a term might be applied, but volunteering may not.

Further information can be obtained from:
http://greaterlondonvolunteering.org.uk/activities/principles-of-volunteering/

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7.   Appendix B: Project Progress Report

Team London will require a mid-project report and an end of project report.

80% of the grant funding will be paid to your organisation at the start of the project , once the grant documentation has been issued and due diligence completed. The remaining 20% will be paid on completion of the final monitoring report at the end of the project.

Name of organisation: XXX

Project Name: XXX

Programme Period: March 2017 – March 2018

Outputs: (These will be the principle outputs from your application form)

Description	Target Mid-project point	Achieved Mid-project point	Total Target End of project	Total Achieved End of project
Examples. additional Number of volunteers engaged				

Comments:

Please use this section to give an overview progress. Please include highlights and any challenges.

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Outcomes (These will be the principle outcomes from your application form)

| Description | Outcome indicator (baseline) | Outcome (target) | Achieved

Mid-point project review | Achieved

End of project |
|---|---|---|---|---|
| Example; Increase in confidence of young people mixing with older people | | | | |
| | | | | |

Comments:

Please use this section to give an overview progress. Please include highlights and any challenges.

We would like to know about the diversity of the volunteers you have engaged in the project. Please give a brief description including, if possible, information on gender, age, ethnicity, disability and employment status.

When you come to submission of your final project report. Please attach one case study (up to 2,000 words) and one high-resolution photo (min 1 MB) per report.

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8. Appendix C: Volunteer Feedback

We would like you to gather feedback from your volunteers on how they have found their volunteering experience with you. We want to make this as easy as possible for you (and for them). We therefore suggest using the following very easy questions. If you have additional information that you gather on your volunteers experience/views then do please share this with us as well.

Based on your volunteering experience how would you rate the following (1 = very poor and 5 = excellent);

The recruitment process and support;

1	2	3	4	5

The impact the project had;

1	2	3	4	5

Recognition / reward from the project team;

1	2	3	4	5

Your overall experience;

1	2	3	4	5

Would you volunteer again for this organisation?

Yes	No

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9.   Appendix D: Questions for online application form

Once started, you cannot save your progress on the online application form.

Please draft the answers to your questions prior to starting the form.

Small Grant Application Form

1) Proposed project title

2) I represent a charity or a community-based not-for-profit organisation which is formally constituted and can evidence this on request.

3) My organisation has a turnover of less than £1million each year.

4) I am seeking grant funding of between £5,000 and £10,000.

5) The proposed activity is confined to the Greater London area and targets predominantly people who are London residents.

6) The proposed activity will take place between March 2017 and March 2018.

7) My organisation has a bank account (registered in the name of the applicant organisation) into which a grant can be paid.

8) My project:
- Increases volunteering amongst 59-69 year olds who are about to leave the workforce or have just left it, to encourage them to use their skills for the benefit of the community; and/or
- Increases volunteer numbers to scale up services making sure that older people can access the community services and support that they need

9) My organisation is registered on the Team London website.
- Already posting opportunities on the Team London website
- Will advertise opportunities on the Team London website on receipt of the grant

10) Which areas is your project focused on? (You should focus on at least one to be eligible for a grant).

- Arts and culture
- Cross-generational
- Education
- Employment
- Environmental
- Health and wellbeing
- Housing and homelessness

- Mentoring and coaching
- Older people
- Refugees and migrant communities
- Volunteering

11) Can you produce the following documentation upon request? We do not need to see this documentation but it should be available on request. [If you are a new organisation and do not have two years of audited accounts then we can accept a statement of your current turnover, profit and loss and cash flow position].

- The most recent audited accounts or a statement of the organisation's turnover, profit & loss/income & expenditure and cash flow position for the most recent full year of trading/operations where this information is not available in audited form
- Public liability and employer's liability insurance policies
- Volunteer policy including assurance of appropriate DBS / CRB checks for volunteers
- Health and safety policy or equivalent
- Equality and diversity policy or equivalent
- Organisation's governing document (i.e. Articles of Association or your constitution)

12) Are you already in receipt of funding from Team London – either as the lead organisation, or as a partner in the delivery of a project or particular activity?

13) Are you related to or have you had any contact relating to this application with any Team London/GLA staff member(s)?

14) Name of your organisation

15) When were you formed?

16) What are the names of any other partner organisations involved in this project?

17) Postal address

18) Contact name

19) Job role of contact

20) Phone number
21) Email address

22) Registered charity number

23) VAT number

24) How many paid staff do you employ (full time equivalent)?

25) A brief summary of your project (5% - max 150 words)

26) What will your project deliver? How does this meet our specification?

- Increases volunteering amongst 59-69 year olds who are about to leave the workforce or have just left it. This volunteering will encourage them to use their skills for the benefit of the community.

  And/or

- Increases the number of volunteers who support older people to access the community services and support that they need.

You should describe the number and type of volunteers you will be working with, what impact your proposed activity will have on volunteers/volunteering and how this project will have an impact. Also, how are you going to deliver your project in the time available (March 2017 – March 2018)? (20% - up to 1,000 words)

27) Why is this project needed? What evidence do you have to support this? How will your project address each of the needs? (10% - up to 1,000 words)

28) How does your project relate to other activity/provision in your area? How you may be working in partnership to tackle these local issues. (5% - up to 500 words)

29) How will you be able to continue the activity and support your new volunteers beyond the project that we will be funding? (10% - up to 500 words)

30) In which borough(s) are you operating and/or will your project operate? (5%)

31) What are the principal purposes/ objectives of your organisation and who are your main beneficiaries (i.e. the people and/or organisations you serve)? Please demonstrate how this relates to: a) your application and b) the priorities of the grant programme. (5% - up to 500 words)

e32) Tell us about the past experiences, skills and qualifications of your team in relation to supporting volunteers and project delivery. How big is your delivery team? (5% - up to 500 words)

33) What other relevant projects has your organisation delivered successfully in the past? Please identify the outcomes that resulted from this work which are relevant to this application. If you are a new organisation please describe what other relevant projects have your team delivered successfully in the past? (5% - up to 500 words)

34) About your volunteers
- How many individual volunteers are engaged with your organisation?
- How many additional individual volunteers do you expect to enlist through your project?

- How many of your additional volunteers will you be aiming to keep involved with your organisation and how will you do this?

35) We would like you to try and recruit volunteers who many not have been able to be involved in volunteering before. This could include targeting particular groups. If your project will be focused on criteria (1) i.e. people in the 59-69+ age group then indicate this clearly here. We do realise this age group could also include other characteristics, please tell us if this is so. (10%)

- Age 59 – 69
- BAME communities
- Disabled people
- Ex-offenders
- Lone parents
- Over 69
- People with mental health conditions
- People with other health conditions, or disabilities
- People with little or no qualifications
- Refugees and/or asylum seekers
- People at risk of 'social exclusion'
- Targets all groups
- Volunteers from London's businesses
- Unemployed
- Young people (under 16)
- Young people in care, and/or care leavers
- Young people (16-24)
- Young people not in education, employment or training (16-24)
- Other

36) Please describe the outcomes your project will achieve given the increased volunteering capacity set out in your outputs above. (See guidance notes for an explanation of outcomes and outputs).

You should indicate a baseline (i.e. the project's starting out position) against which you can measure your project's impact. Outcomes should be specific, measurable, achievable, realistic and time-bound.

How will you know when you have achieved each outcome?

How will you monitor and evaluate the progress and impact of the project? (15% - up to 1000 words)

37) What is the total cost of the project?

38) How much are you requesting? (Between £5,000 and £10,000).

39) Please complete the following table. Please provide enough detail to show how you would spend the grant and to ensure that an assessor can see how the budget will be used primarily to support volunteers or volunteer recruitment and management. (All prices should include VAT where/if applicable)

- Staff costs (salaries & travel expenses)
- Overheads (rent, utilities, marketing materials, venue & equipment hire)
- Volunteer expenses (recruitment, training, travel expenses)
- Equipment purchased
- Other

40) We would like you to consider the delivery risks for your project. Please list any risks and any action you will take to address them. (5% - 500 words)

41) The GLA defines an organisation as being 'BAME-led' if at least 51% of the senior managers, management committee, board, governing body or council are BAME. The same percentage is used to define disabled-led and LGBT-led organisations. Would you consider your organisation to be:

- BAME-led?
- Disabled-led?
- Lesbian, gay, bisexual and/or transgender-led?
- What percentage of your organisation's senior staff/ board/ trustees is male?
- What percentage of your organisation's senior staff/ board/ trustees is female?