

## Grant Guidelines

EECF has partnered with 20 Fenchurch Street to establish The 20 Fenchurch Street Legacy Fund with the aim of improving employment prospects and opportunities for people living in London's most deprived areas. Set-up with donations from EECF and partners from the building, the 20 Fenchurch Street Legacy Fund is now seeking to use this investment to fund high quality projects that will make a positive and long-lasting difference to the people involved.

Before applying for funding, please read the following guidance carefully.

### 1. How much money is available?

Organisations may apply for up to £20,000 for one year's funding.

### 2. What are the grants for?

Grants are made for programmes which support people living in the boroughs of Hackney, Newham, Tower Hamlets and the City of London into employment. We are particularly looking for innovative and effective projects that support participants to gain essential employability skills, provide them with work or volunteering experience and ultimately move them into sustainable employment or self-employment.

In all cases, applications should demonstrate that there is a need for the project or service for which you are seeking funding. You should also be able to evidence that your organisation has appropriate links or networks in place to be able to deliver the proposal in particular in relation to employment opportunities.

#### **Employment**

To address the unemployment in of the boroughs of Hackney, Newham, Tower Hamlets and the City of London, The 20 Fenchurch Street Legacy Fund would like to fund organisations and projects that are moving people into sustainable employment or self-employment.

Projects could include, but are not limited to:

- Projects or activities that directly support people into work
- Accredited training linked to existing employment opportunities
- Support with work experience or job searching where there is a progression to employment opportunities
- Projects that provide training and skills to enable people to start self-employment

Proposals should demonstrate and evidence:

- a clear progression route for participants

- experience of supporting people into employment
- that the organisation has the appropriate links to employment opportunities in the local area

### 3. Who can apply for the funding?

To be eligible to apply, organisations must:

- be an established community organisation, i.e. not-for-profit
- be formally constituted
- have a track record of delivering projects that successfully meet the needs of the local communities in the boroughs of Hackney, Newham, Tower Hamlets and the City of London
- have a bank account requiring two signatories, who are not related and do not have the same address

**Applications from organisations that have a financial deficit will not be considered.**

The 20 Fenchurch Street Legacy Fund is targeted at local organisations with a turnover of up to £1.5 million.

### 4. What types of activities cannot be funded?

EECF and The 20 Fenchurch Street Legacy Fund will not fund:

- Expenditure or activities that have already taken place. By this we mean that retrospective funding will not be awarded; applications may be for ongoing provision
- Services which are a statutory responsibility (i.e. are the responsibility of the Council, Government or Health Authorities)
- Projects that have no community or charitable element
- Projects that are purely for the advancement of religion or politics
- Foreign travel
- Mother tongue classes

EECF does not make grants to individuals.

### 5. How do I apply for funding?

Organisations are required to contact EECF by phone to discuss your proposal before submitting an application. You will then need to fill in our application form which will be sent to you if your proposal is suitable.

EECF's Grants Team can be contacted via **020 7345 4444** or [grants@eastendcf.org](mailto:grants@eastendcf.org)

### 6. Application Process

The application process for the 20 Fenchurch Street Legacy Fund will be in two parts.

- Stage 1:** Completed application forms and supporting documents must be returned to EECF by **12 noon on Monday 2<sup>nd</sup> October.**
- Stage 2:** EECF may arrange a site visit to your premises to hear more about your programme **between the 16<sup>th</sup> of October and 3<sup>rd</sup> November.**

Successful organisations will be notified in **December 2017**.

## 7. Monitoring

If your application is successful, you must be able to spend the money within 12 months of the grant being awarded.

You will need to keep financial records of how the grant is spent. You must keep all receipts and invoices for expenditure from the grant, and submit these to East End Community Foundation in accordance with the monitoring timetable indicated within the grant offer letter.

You will also be required to keep records of how many people benefit from the project or activities, and the difference the project has made to them. These pieces of information must be submitted on East End Community Foundation's monitoring form and end of grant report form.

The contribution of the 20 Fenchurch Street Legacy Fund must be acknowledged in any promotional literature or annual report issued on your behalf within twelve months of receiving the grant or any instalment of the grant. Copies of such material must be supplied to East End Community Foundation free of charge.

We reserve the right to use any photographs or details of the project in any future literature and/or promotion.

## 8. Repeat Funding

The 20 Fenchurch Street Legacy Fund Panel has agreed that organisations may apply for funding for up to a period of three consecutive years. After three years of funding organisations will be ineligible to apply for a 12-month period.

## 9. Equality and Diversity

East End Community Foundation and the 20 Fenchurch Street Legacy Fund is committed to equality and diversity, and we expect groups and organisations applying for grants to show that they are aware of equal opportunities, and can demonstrate commitment to them. Accordingly, organisations applying for grants for the first time are required to submit their Equal Opportunities Statement with their application.

EECF welcomes applications for projects which involve people from a range of backgrounds and ethnicities.