

Societe Generale UK Foundation Fund Programme Guidelines

The Societe Generale UK Foundation Fund has been established to support young people on their journey into the world of work by improving their educational development, especially through sport, arts or cultural activities and improving their literacy.

The Fund will support good quality well planned projects that will have a positive and long-lasting difference to young people, aged 13-25 years, resident in the boroughs of Hackney, Newham and Tower Hamlets, supporting their journey into employment.

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

1. How much money is available?

Organisations may apply for between £10,000 and £15,000 for one year's funding.

2. What are the grants for?

Grants are for programmes which support young people living in the boroughs of Hackney, Newham and Tower Hamlets that improve their integration through education and employment so that they are better placed to create opportunities for themselves.

Societe Generale is looking for innovative and effective projects that support participants to gain essential employability skills, using the vehicle of sports, arts or cultural activities, or initiatives that are focused on improving literacy.

In all cases applications should demonstrate that there is a need for the project / service for which you are seeking funding. You should also be able to evidence that your organisation has appropriate links or networks in place and a positive track record to be able to deliver the proposal.

We welcome good quality proposals that specifically address the project guidelines listed below:

- Projects or activities that directly support young people into work
- Projects that use sports, arts or cultural activities to improve educational attainment
- Projects that seek to improve literacy levels of young people

Proposals should demonstrate and evidence:

- a clear progression route for participants
- experience of supporting young people in education or into employment
- experience of supporting young people to improve their academic achievements and/or literacy
- 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 not-for-profit organisation
- be formally constituted and a bank account in the organisation's name with at least two signatories, who are not related and do not have the same address
- have a track record of delivering projects that successfully meet the needs of the local communities in the boroughs of Hackney, Newham and Tower Hamlets
- have a turnover of £1.5 million or less

Applications from organisations that have a financial deficit will not be considered. Grants will not be awarded to individuals.

4. What types of activities cannot be funded?

The Societe Generale UK Foundation Fund will not fund:

- Expenditure or activities that have already taken place. By this we mean that retrospective funding will not be awarded; successful projects must start only after the grant award has been received.
- Core costs or organisational overheads
- 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

5. How do I apply for funding?

Applicants are required to contact EECF by telephone to discuss their 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

6. Application Process

The application process for the SG Community Fund will be in two parts;

Stage 1: Completed application forms and supporting documents must be returned to EECF by **12 noon on Monday 8th April 2019.**

Stage 2: EECF may arrange a site visit to your premises to hear more about your programme **between April and May 2019.**

7. Monitoring

If your application is successful, you must be able to spend the money within 10-12 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 within 6 weeks of your project ending. A further report is then required six months after the project end report is submitted which tells us more about the beneficiaries' progress since benefitting from your programme.

The contribution of the Societe Generale UK Foundation 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. Equal Opportunities

East End Community Foundation and the Societe Generale UK Foundation is committed to equal opportunities for all, 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 Equality and Diversity Policy with their application.

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