Age UK Wandsworth has been contracted by Wandsworth Council to deliver the Age Well Central Contract covering the central wards of the borough which include Wandsworth Town, Lavender, Wandle, Wandsworth Common, Northcote Road, Balham and Trinity.

As part of these works Age UK Wandsworth are offering an annual grant of up to £5,000 for a project working within the Central Wards of Wandsworth, named above, whose work aligns with our aims and objectives.

We will only fund projects whose activities are held primarily in one or more of these wards and that benefit older people aged 60 and over.

We will prioritise projects that include a warm food offering as part of their project.

**Who can apply**

* Organisations providing services or activities that benefit residents of the London Borough of Wandsworth who are aged 60 or over.
* Organisations with a regional or national remit may apply, but we will only fund services or activities that benefit Wandsworth residents and that are held entirely within the following wards:
* Wandsworth Town
* Lavender
* Wandle
* Wandsworth Common
* Northcote Road
* Balham
* Trinity
* Registered charities, Excepted charities, CIOs, social enterprises and Companies Limited by Guarantee, Companies Limited by Shares are **not** eligible.
* Trustees/Directors: The organisation must have at least three unrelated Trustees or Directors who are legally responsible for the governance of the organisation. (Note: This is separate from any management committee that sits below a board of Trustees/Directors).
* Structured community groups of residents which have clearly defined aims and objectives and can demonstrate that the funding will be paid into a bank account in the group’s name.
* Bank Account: Organisations must have a bank account in the group’s name authorised by at least two unrelated members’ signatories who also live at different addresses.
* Constituted, with at least three unrelated Trustees or Directors.
* We will only fund organisations that have a signed governing document in place appropriate to the legal structure which includes an asset lock (or equivalent), and the purpose of all funded activities must be charitable (not for profit).
* Accounts: Organisations must have at least a year’s (12 months) operational experience and have an independently verified statement of financial activities and/or bank statements.
* Unincorporated Associations/ Groups of individuals: who must have an association agreement allied to an organisation bank account with two unrelated signatories who live at different addresses. (This could be in conjunction with a parent body such as a residents’ association).
* Policies: You must have appropriate policies and procedures in place appropriate for your organisation, all of which have been reviewed in the last two years. Specifically, all applicants must have their own Safeguarding policies and procedures appropriate for their work.
* Public Liability Insurance: You must have appropriate insurance in place by the start of the grant period.
* Registration: If your organisation’s income for charitable purposes is more than £5,000 annually, you must be registered with the Charity Commission or the relevant regulator (e.g., Companies House, CIC regulator, or equivalent). You can seek guidance on setting up a charity at Charity Commission.
* Organisations funded by us must not have liabilities that are more than their current assets.
* Organisations can also apply in partnership with other non-voluntary sector organisations, e.g. statutory agencies, but the voluntary or community group must be the lead partner and funds will only be paid into their bank account.

**London Living Wage**

Age UK Wandsworth is seeking formal accreditation with The Living Wage Foundation, noting the financial pressures associated with the accreditation as it relates to third parties. The scheme means that Age UK Wandsworth will actively encourage and support applications from organisations paying staff the London Living Wage (currently £13.15 per hour) or higher.

In costing your budget for your project, if applying for staff costs you are encouraged to budget these at the London Living Wage or above. However, it is understood that moving to this level of staffing costs could cause difficulties for some organisations and in these instances, we would ask that you explain the circumstances you face. Please also take this into consideration when valuing volunteer time, if used as in-kind match funding.

If circumstances are that your organisation is unable to pay the London Living Wage or above, you may still apply to the Fund although we recommend it as best practice for those organisations who can afford to do so. You can learn more about The Living Wage Foundation at [www.livingwage.org.uk](http://www.livingwage.org.uk)

**What we fund**

• Venue hires costs

• Training costs – staff and volunteers

• Volunteer expenses

• One-off (non-recurring) staff costs such as a specialist contractor or sessional fees. These will only be funded in certain and limited circumstances where directly related to the project

• Transport costs, but not purchase of vehicles

• Equipment

• Utilities and other running costs proportionate to the project

• Some refreshments/food costs when it is a small proportion of the budget and supporting vulnerable residents

• Community gardening and other environmental projects which support the Wandsworth Environmental and Sustainability Strategy

**What we do not fund**

• Core staffing costs that form part of an organisation’s existing work

• Any work or activities that any other person/organisation has a statutory duty to provide or undertake

• Large capital or revenue fundraising appeals are low priority

• Faith-based groups or organisations where the monies will be used for activities that in any way promote religious views or purposes. Projects should benefit the wider community and not just the membership

• Projects where the monies will be used to promote political views or purposes

• Individuals, higher education fees or personal household items

• Applications which are general fundraising in nature

• Development of websites and associated costs

• Contingency costs, refreshments/food costs when a major part of the budget, application writing costs, recoverable VAT

• Retrospective costs: being any aspects of your project or activity which has been undertaken prior to any grant award being agreed by Age UK Wandsworth

• Work which is not charitable and does not benefit Wandsworth residents

• Individual sponsorship or redistribution of a grant to individuals or other organisations

• Organisations must not have more than one late submission to the Charity Commission/Companies House or other relevant regulatory body within the last two completed financial years

**Monitoring and evaluation**

All projects in receipt of an award will be required to monitor the progress of both activity and benefit to the participants. Projects will be expected to carry out a baseline measurement at the start of each project, using suitable methods related to the individuals and the intended benefits the project will provide e.g., increase in physical activity, improved air quality or entering employment. The monitoring of progress should be regular, aimed at the individual with identifiable progress being evaluated at the end of the project. All projects are expected to report back to the Age UK Wandsworth within 30 days of the end of the project using the reporting template. This should be factored into your workplan.

**Application deadline**

We are funding 1x grant application per year. The dates are published on our website [www.ageuk.org.uk/wandsworth/ourservices/community](http://www.ageuk.org.uk/wandsworth/ourservices/community)engagement

**How much can you apply for and Match Funding?**

Each organisation may only submit one application per round, and you will need to demonstrate why you are not able to cover the costs of the project from your own funds, including reserves.

It is expected that for most applications, the grant requested will only be for a proportion of the total cost of the project. The remaining costs, borne by the applicant, will be considered as ‘match funding’. A minimum of 25% of the total cost match funding is required.

**Total costs of your project**

In calculating the full costs, you should cost every item in full as if you were going to pay for it, including things you are given a discount on or provided free.

Example 1: You rent a venue and the normal cost is £30 per hour. The owner agrees to provide the venue free. In your budget, you should work out the full cost if you had to pay the £30 per hour and add this as part of the total cost.

Example 2: You have 2 volunteers helping the project for 2 hours per week for 10 weeks. Whilst you are not paying them, you can work out the value of these volunteers by considering how much you would have to pay them if they did not give their time free. The value will depend on their role but we can calculate this cost by using the current London Living Wage of £13.15 + 20% on costs = £15.78. e.g., 2 volunteers at £15.78 per hour/week x 2 hrs = 2 x £15.78 x 2= £63.12 per week x 10 weeks. This cost can be added to the total costs in the budget.

**Match Funding**

Match funding can be in the form of other grants, cash from your own organisation, sponsorship and ‘in-kind’ donations, rent discounts, donated professional time and volunteer time. Volunteer time should be ‘valued’ by considering what you would pay someone to undertake the different roles your volunteers undertake and the time they put into the project. These costs need to be at least in line with the real London Living Wage regulations of the time of the project activity.

The examples above, are both costs for the total budget, but then paid for as in-kind match funding. The free hire or volunteer time given offset the total cost of these parts of the project.

**Completing the Application Form**

Please complete the application form electronically or by hand and then scan. Once completed, please email to outreach@ageukwandsworth.org.uk

If you require any help, please contact Nick Grimshaw – Community Engagement Coordinator at Age UK Wandsworth on 020 8187 1717, or via the email address above.

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**A guide to completing the application form**

**1. Name of Contact Person**

Give the name of the person who will be the Age UK Wandsworth’s contact for all correspondence and

who will sign this application off. Please ensure that they are familiar with the content of the application if they have not completed it themselves.

**2. Name of organisation**

Give the organisation’s name as it appears in your legal constitution document. This may be a Trust Deed, your Constitution or the Memorandum and Articles of Association.

**3. State your registered address and postcode**

Address should be the same as registered with the Charity Commissioner and/or Companies House.

Correspondence address: If any post we send should go to a different address, please add.

Contact email address: Email address of the Contact Person. (Most communication from Age UK Wandsworth will be via this email).

Daytime contact phone number: A telephone number where the Contact Person can be reached between 9am -5pm, Monday to Friday.

If your organisation has a website, what is the address?

**4. What is the Legal Status of your organisation?**

Please state the legal status of your organisation and provide the registered charity and company number, if applicable. N.B. A Private Company Limited by Shares is not eligible to apply.

Applicant organisations should be able to show that they have been active in the last 12 months and be able to evidence this through having independently verified accounts or bank statements and be able to explain what they have been doing and the results of that activity.

**5. Briefly tell us what your organisation does?**

Please describe who you help, what you do and what difference you aim to make. This will be stated in your organisation’s governing document. This should be a short, clear statement that can be used to describe what your organisation does.

**6. Your recent annual finances**

From your most recent annual accounts, or management accounts (if first year accounts not competed), indicate your total income, expenditure, and what funds you have as a reserve. If you use the small company accounting disclosure exemptions (as a CIC) or are a self-employed artist, please show your income from your arts and culture work/employment and what funds you have as a reserve to fund future work.

**7. Reserves Policy**

We seek to encourage all voluntary and community organisations to have a clear and public reserves policy, which is funding your Trustees/Directors set aside for any unexpected loss of income or unplanned expenditure, often called ‘General Reserves’ and can be your bridge to the future. These are different from Designated and Restricted Funds.

A Reserves Policy promotes resilience, confidence and compliance. General Reserves equal to between 3-12 months annual expenditure appropriate for your organisation is considered good practice, including those organisations who are CIC’s, Company Limited by Guarantee and/or Sole Traders.

**8. Does your organisation have a bank account which requires at least 2 people, who**

**are unrelated and do not live at the same address, to be signatures?**

Answer: Yes or No. If you are successful and are awarded a grant, your bank details will be requested.

**9. Living Wage**

Age UK Wandsworth itself is aiming to be a Living Wage Employer and wishes to encourage others to be or consider being, similar. Questions in this section are for information for the assessment team and do not imply that paying paid staff at this level is mandatory, although encouraged. Full details of the Living Wage/London Living Wage can be found at [The Living Wage Foundation](https://www.livingwage.org.uk/)

**About your project**

**10. Name of the project/activity**

This is useful if your organisation runs several different projects. Give your activity a short name that best describes it.

**11. Period of activity**

New projects should begin within 3 months of any award being confirmed.

**12. How much are you applying to the Age Well Central Fund for?**

This figure should match that listed in Section A later in the finance section of the form.

**13. Describe the activities that will be delivered, how they will be delivered and what will be done when?**

Please provide a detailed description of your project and explain what will be delivered and when across the duration of the project, e.g. launch, implement, wind-up to finish.

**14. Where exactly will your project take place?**

Where in the borough will you deliver this project? E.g. in a (named) community centre, or (named) open space. Please be specific about where the activity will take place. If you still need to confirm a venue(s), this will score negatively. It is anticipated that projects will begin within 3 months after any award is provided, so it is important that any partners, or groups to which you might be delivering the project to/with are all confirmed.

Please clearly state which ward or wards in Central Wandsworth your project will be held.

**15. Who will lead the project and what qualifications and experience do they have**

**relevant to the project?**

Explain who will be responsible for leading this project – it might be an existing volunteer or staff member, or you might be bringing in an external person with relevant skills, qualifications and experience to lead a new piece of work.

**16. What training will staff and/or volunteers undertake to run this project?**

Examples here would include safeguarding training, food safety & hygiene, etc.

**17. Who will benefit from the project?**

All funded projects must benefit those aged 60 or over living in Wandsworth.

Who specifically will benefit from your project through participating in it; we are particularly interested in projects that actively engage and work with marginalised and disadvantaged communities in the borough?

**18. How many people do you plan to participate in the project?**

Count all those who will directly actively engage with the project activity. For some projects, other people might benefit e.g., family or audience members, but they are indirect. Keep in mind that this Fund is aimed at benefitting older Wandsworth residents directly and this is where our priority lies. If your project attracts people from other places, then our aim would be that at least 80% of the people involved will be Wandsworth residents.

**19. How will you find or recruit those people who you hope will take part and benefit from the project? If numbers are limited, what selection criteria will you adopt?**

If you are aiming to reach new people and communities, how are you going to attract them and ensure their involvement? Do you have referral routes through partners, who can help you identify those who could most benefit from your project? If the number of participants is limited, what selection criteria will you adopt so those most in need benefit?

**20. In planning this project, how have you directly consulted with or engaged those who you plan to participate in the project?**

We want to understand how potential participants have been involved in developing the project, identifying their needs and what they want to achieve. As an organisation, particularly if new, it is important to show a real knowledge of and engagement with who will participate and benefit from the project.

**21. What evidence have you collected that demonstrates the need for this project?**

Some evidence maybe available to you from the websites [DataWand](http://www.datawand.info) or [LG Inform](lginform.local.gov.uk). Other evidence can come through your engagement from potential beneficiaries including testimonials, surveys of members or feedback from previous projects.

**22. How will you monitor progress and evaluate the activity/project?**

We will require a quarterly report along with an end of project evaluation. These are available to view on our website [www.ageuk.org.uk/wandsworth/ourservices/communityengagement](http://www.ageuk.org.uk/wandsworth/ourservices/communityengagement)

For you to know how well you are doing and to gather information necessary to report back on your project, what steps are you going to put in place to monitor progress, e.g. registers, surveys, focus groups, regular staff/volunteer meetings, evaluation sheets.

**23. Outputs & Outcomes**

Outputs – list the things that you are going to do which you can count, e.g. 10 weekly x 2-hour sessions of yoga, each with a minimum of 20 older people attending.

Outcomes – list what differences your activity will make to the older people who attend e.g. reducing social isolation, increasing physical activity.

**24. Finance Section:**

Projects costing more than £1,000 are required to provide a proportion of the full value/cost through what is called Match Funding. This is described below.

This question has 3 sections, which when added together will show the full value of your project:

Section a) Please tell us what you would like this grant to fund.

Section b) Match funding: What other costs are there which will be paid from your reserves, other grants, or other cash income you might secure? Where is that funding coming from?

Section c) Match funding: What costs are covered through in-kind free-use, discounts and/or volunteering?

When combined, the 3 totals show the total value of your project. This will include both things you will need to pay for AND those things you get for free or at a discount. If you had to pay for everything, this combination shows what the project would cost?

Section a) Amount requested from the Age Well Central Fund?

In this column, give a breakdown (not a description) in £’s of what you are looking for the grant to pay for. The total should be the amount of grant you are seeking.

Section b) Other cash income: List any sources of grants received or applied for, membership/session fees from participants or cash your organisation may be contributing.

Section c) In kind income

As well as cash income, you may also have free use of a venue or have been offered a discounted rate. The saving you make from this can be counted as in-kind match funding. The in-kind contribution of goods and services are based on the rates you would have paid if you were not getting this for free.

Also, unpaid voluntary work can be used as a source of in-kind match funding for projects applying to the Age Well Central Fund.

As an example, to calculate the in-kind contribution of volunteers’ time you could use the London Living Wage (£13.15) +20% on costs = £15.78. If a volunteer is being used in a professional capacity e.g., legal advice, then that time can be costed at their professional/higher rate.

Example: To calculate volunteer time -

Total hours per week volunteered (per volunteer) x Total number of volunteers = Total hours per week volunteered by all volunteers in this role.

Total hours per week volunteered by all volunteers in this role x Number of weeks given per year by each volunteer x Hourly rate (£15.78) = value of volunteer time

For example:

Total hours per week volunteered (per volunteer) = 7hrs

Total number of volunteers = 5

Total hours per week volunteered by all volunteers = 35 hrs

Number of weeks given per year by each volunteer = 40

Hourly rate = £15.78

Value of volunteer time = £22,092

(7hours x 5 volunteers = 35hrs x 40 weeks @ £15.78 = £22,092)

Please do keep in mind the minimum level of match funding your project requires:

➢ grant: up to £5,000 25% of total value match funding

**Finance Summary**

The total of the 3 sections combined – Age Well Central Fund grant + cash income + in-kind income = total value of the project. Using the table, do make sure you are contributing enough match funding for your project.

**25. If the project is to continue beyond the timescale of this funding, please describe how you plan to fund the continuation of this project?**

If this is an ongoing project or a pilot project, you will ideally need to demonstrate that you will not be reliant on funding from the Age Well Central Fund in future years to continue to deliver your project or services. Please detail any prospective opportunities you have identified as potential future grant funding, income generation or other sources of funding you might seek.

**26. Declaration / Supporting documents**

The person named on this application will be deemed as the person responsible for making the bid. We may need to telephone or visit you to ask for clarification of some of your answers or to provide additional information. Please let us know if you have special communication needs and we will try to meet these.

**Authorised Signature**

This is an important legal requirement. The person signing the form needs to confirm that they take responsibility for the information provided within your organisation’s application for funds. They are also indicating their willingness to be contacted by our representatives and to meet with them and provide further information if requested.

Please provide copies of these Supporting Documents with your application

• Constitution

Please supply a copy of your organisation’s constitution or set of rules. If you do not have a constitution or set of rules you can ask for help in developing one.

• Accounts

Please enclose a copy of your most recent financial report and accounts. These should be produced not later than 10 months after the end of your financial year, as required by the Statement of Recommended Practice (SORP). If you do not have audited accounts, please provide an income and expenditure sheet for the past 12 months. If you are a new organisation and your application is successful you will be asked to provide evidence of recent income and expenditure e.g., bank statements

• Public or Professional Liability Insurance certificate – Minimum cover of £1m

Check that the policy is in the name of the applicant organisation and in date at the time of application.

• Health and Safety Policy and a Risk assessment for the activity

• Equal Opportunities/Equalities Policy

• Vulnerable Adults

As you are applying for a project that works with vulnerable adults, we will need to be sure they will be safe. you must have a policy and procedure that explains how you make sure of this, and you must ensure that the policy is put into practice. Staff and volunteers working on your project should also have Disclosure and Barring Service (DBS) clearance.

**27. Data Protection statement**

Please read and confirm your acceptance of this statement. For the assessment process to take place, information may be shared with a range of Age UK Wandsworth officers, auditors and external funders, at Age UK Wandsworth committee meetings and through the latter, made public online. Your positive confirmation is therefore required for this to happen. Please ensure you check the statement boxes if you are agreeable for your personal information to be not only used for the grant purposes, but also for future use to send you organisation future mailings and correspondence.

**Further support**

For enquiries, please contact:

Nick Grimshaw – Community Engagement Coordinator at Age UK Wandsworth

Email: outreach@ageukwandsworth.org.uk

Tel: 020 8187 1717

**Claiming Your Grant**

We will only release grant funds upon confirmation that the project is about to start, and all funds must be spent within a year of the grant being claimed and will not usually be carried over. Grants will usually be paid in a single instalment following receipt of a signed Offer Letter and Grant Agreement. The terms and conditions of grant can be found on the Age UK Wandsworth website [www.ageuk.org.uk/wandsworth/ourservices/communityengagement](http://www.ageuk.org.uk/wandsworth/ourservices/communityengagement)

If grants have not been claimed within 3 months of the grant offer being made Officers will write to grant recipients requesting confirmation of project start and completion dates. If the project start date is later than 6 months after the initial award of grant the grant offer will be deemed to have been withdrawn. If the project completion date is later that 12 months from the grant offer date grant recipients will need to seek agreement from Officers for an extension to their funding period.

**Monitoring and Evaluation**

If your application is successful, you will be required to complete a quarterly monitoring form along with an evaluation form at the end of your project. A copy of the monitoring and evaluation forms can be found on the Age UK Wandsworth website.

[www.ageuk.org.uk/wandsworth/ourservices/community](http://www.ageuk.org.uk/wandsworth/ourservices/community)engagement

**Submitting Your Application**

Please submit a signed copy of your application with all your supporting documents to

outreach@ageukwandsworth.org.uk