

## Guidance for Third Sector Investment fund (3SiF) applications August 2024

### Introduction

These guidance notes are designed to help organisations complete their applications for H&Fs Third Sector Investment Fund. You can also refer to the council's website where further information can be found or attend one of our information events. If you still have questions or have additional support needs, then please email: [cit@lbhf.gov.uk](mailto:cit@lbhf.gov.uk)

### General Information

Applications must be submitted via the Council's online portal. Applicants will need to create a 'My Account' to save and submit applications. You can move through the form without needing to complete each page. However, all mandatory fields must be completed before you will be able to submit.

For security reasons, if there is no activity on the application webpage for 40 minutes you will be logged out, and your form will not be saved. You can save your form at any time by clicking on the [Save] button at the bottom of the form. We recommend that you save regularly. Please use the [Next] and [Previous] buttons to navigate the form and do not use the [Back] button on your browser.

Character limits (the total amount of letters, numbers, punctuation and spaces) are enforced on some questions. You do not need to use all the characters available if you can answer the question in fewer characters.

This guidance focuses on a selection of questions only. For example, we do not provide guidance on how to complete address details. We expect to inform applicants of the outcome in January 2025.

### Section 1: Eligibility

The questions in this section try to establish whether your organisation meets the basic eligibility criteria for applying. If your answer to any of the section 1 questions is NO, you are unlikely to qualify.

**Are you a constituted not-for-profit organisation, with your own bank account, with an agreed set of rules or governing document in place?**

This grant fund cannot fund individuals, sole traders, or profit-making organisations that pay dividends to shareholders. You need to have a bank or building society account in the name of the applying organisation as shown on your governing document. Please do not tick 'yes' if you have not yet set up a bank account. You will have to submit an online copy of your governing document (in pdf) in a later question in the form.

**Are you registered with the relevant regulator and have you submitted all required documents such as annual accounts?**

For many organisations, this will mean being registered with the Charity Commission. We will check whether all necessary documents are filed and up to date with relevant regulators.

**Do you have three or more trustees or directors that are not related to each other and are not paid shareholders?**

Related to each other includes married or people in civil partnerships.

**Are you a value driven organisation that is non-party political, with financial surpluses re-invested back into delivering community benefit within Hammersmith & Fulham?**

This grant cannot support political parties or religious activities. The grant cannot be used to fund organisations that use any profits they make to pay shareholders or increase personal wealth of individuals. All profits must be re-invested into services of community benefit.

**Please confirm that you are NOT applying for funding to provide services or activities that are religious or political in nature and do not promote religious or political affiliation.**

The fund must not be used to promote the interests of a specific political party or religion. If your organisation is a faith group, you can apply for projects that are open to all members of the community, but not for activities that promote your particular faith.

**Will the funding be used to directly benefit H&F residents?**

Grants are meant to support H&F residents only. If your organisation works with people living in other boroughs, funding to support projects and activities with them must be found from other sources. If you work across borough boundaries, we will expect you to ensure that any awards that may be made under this grant fund are used to support H&F residents only. Make sure that you are able to collect monitoring information that shows this.

**Has your organisation been working with H&F residents for at least the last 12 months?**

Your organisation must have a presence in the borough that goes back at least one year. Your organisation may be long established in other parts of the country, but for this funding, an established local presence and some experience of working with H&F residents is required.

**Section 2: About your organisation**

**About your organisation**

Please give the name shown in your governing document, for example your constitution or memorandum and articles, rather than any brand or operating name. It must be the name of the organisation that will receive the funding and sign the terms and conditions if the application is successful. The address will be the organisation's official office address – we will ask for the address of the proposed service(s) in a separate question.

## **Social Media Accounts**

If you have any social media or similar web presence, please tell us about it here with a working link or web address.

## **Reference numbers that apply to your organisation**

Whatever registrations apply to your organisation, please list them here and check for accuracy. Please make sure that your organisations information is up to date on relevant websites.

## **First/Second contact person**

We may need to contact someone in your organisation to ask for additional information. We will require a prompt response of one week to ensure applications are not unduly delayed. This is most likely to happen during October or November 2024. The contacts you nominate here must be familiar with the application, and available during this time.

## **Section 3: Your organisation**

**Please summarise the goals of your organisation and the activities you currently deliver.**

Please set out your organisation's purpose and aims in general terms, and what activities you undertake to deliver your aims. As a simple example: "Our aim is to ensure that older residents stay independent and healthy for longer. To achieve this, we are providing:

- Weekly exercise classes for over 60s.
- A support, outreach and befriending service targeting isolated and housebound people.

## **How does the make-up of your organisation reflect the diversity of our borough?**

We want to know whether your organisation reflects the diversity of the people that live in our borough. Please set out information you hold that helps us understand the diversity of your organisation.

## **Section 4: How will you use this new grant funding to deliver outcomes for residents?**

**Which priority does your activity support? Tick the one area that best applies.**

Seven priority areas are set out in the Grant outcomes and Criteria document on our webpage. You can find the document online [here](#). This document is essential reading for anyone wishing to apply. We need to know which priority that your service best fits under. It will primarily be the outcome(s) in this section that you will be applying to deliver.

**Which other priorities, if any, does your activity support? Tick all that apply.**

What other priorities would your proposed project/ service/ activity meet? Do not just tick all as it is unlikely that all will apply. For example, you may consider that the area that best applies is “promoting healthier, longer and more independent living.” However, you may also feel that “Promoting fairness, equity, and inclusion across our borough” relates closely to your proposal.

**What outcome(s) will your service, activity of project deliver?**

You must directly quote the outcome(s) from the Grant Outcomes and Criteria document. You can find the document online [here](#). Do not create your own outcomes. Through the whole application, we are looking for applicants to show how they will deliver these outcomes. Listing a high number of outcomes will not necessarily strengthen an application. We recommend focussing on a small number of outcomes to ensure you can provide sufficient detail in other sections of the application about how these will be delivered and measured.

**Please provide a comprehensive (meaning full or detailed) description here of the service, activity or project you want to deliver with this funding.**

This question is a key area on which applications will be assessed. It is the part where you explain your proposal in full. There is a high character limit for this section. You need to set out the activities that will deliver the outcomes you have listed above. You should include a full description of what the service, activity or project is, and the timescales for delivery.

You will need to explain how you will deliver the outcomes you have identified above and show how it will make a positive difference to residents’ lives. A separate section of the application will ask about financial planning and budget information. However, we expect you to provide a narrative summary here of how the money will be used.

Please make sure you are specific as possible in your answer. What will be delivered, how often, where and when, and for how many people? You may also want to include:

- Some information about why/how your proposal came about
- What key tasks/actions will be delivered?
- What are the main objectives and timelines?
- Who will benefit? How many residents?
- What makes your project or service unique?

Our assessment will be based on the information provided in the application only. Please do not assume assessors know about your organisation and past achievements.

**Principles that need to be met**

These questions are a key area on which applications will be assessed. In this section you need to show how your proposal will meet the seven principles which we are expecting all organisations to meet. These principles are:

- Collaborative
- Inclusive

- Preventative
- Demonstrates Impact
- Well organised
- Adapts to changing needs of residents
- Value for money.

The detail of what should be included is set out in the bullet points in the application form. Please explain how your proposal will address each of these principles. For example, if you are proposing a sports or dance initiative, under the “Preventative” section you might identify the role these activities can have in supporting good physical and mental health, and the long-term health benefits that can be achieved.

If there are a small number of areas that you cannot meet for a specific reason, we would still like to receive your application.

### Measuring Outcomes

Here, you need to set out how you will measure delivery of your selected outcomes. Again, these must be the outcomes you have selected from the Grant Outcomes and Criteria document. You can find the document online [here](#). Successful applicants will be required to report regularly on progress.

Using the provided table, type in the outcome(s) you will deliver. Then write down in the next column a measure you will use to judge whether the outcome is being delivered. These measures must be quantitative or qualitative, and you must have easy access to this data during the lifetime of the grant. You will need to also include a timeframe for the measure. In the third column, include a target that you think is achievable. We recommend having several measures per outcome. An example is provided below.

Name of outcome	Measure	Target
Residents who are living in H&F who do not speak English are supported to develop their language skills.	Number of residents attending free English speaking language sessions in a three-month period.	100
Residents who are living in H&F who do not speak English are supported to develop their language skills.	Average satisfaction score of attendees at free English speaking language sessions.	95% satisfaction or over

### Which areas/wards in H&F do you intend to work in?

Please use the link provided in the application if you are not sure which wards you will be working in. This includes your point of service delivery (i.e. running a youth club at a certain address) as well as any outreach work you might do (i.e. a visiting service to housebound people in several wards in the borough). If you expect residents to benefit equally across the borough, please tick the provided box.

## **Section 5: Recent achievements and track record**

We want to know about your recent track record in delivering positive outcomes for residents. Please provide a summary of your work over the past 24 months. If you are already in receipt of funding from the council, please explain any successes achieved in using this funding. For all responses, please include how many H&F residents and service users you supported.

## **Section 6: Funding, Resources and Value for Money**

This section is about showing that you have clear and budgeted plans for how you will use the grant. This section includes some automatic calculations which will add your inputs together. If your inputs do not add up to the amount of grant you have said you are applying for, you will be prompted to re-enter corrected figures. Broader questions about organisation income and expenditure are asked for due diligence purposes.

The minimum you can apply for is £10,000 per annum. We do not set a maximum amount, but please bear in mind that your proposal needs to demonstrate good value for money. For those who are seeking less than £10,000, information on the small grants scheme can be found here: [Small grants funding | London Borough of Hammersmith & Fulham \(lbhf.gov.uk\)](https://www.lbhf.gov.uk/small-grants-funding)

### **Please indicate how much funding you are applying for each year**

Each year runs from 1 April to 31 March. If you are applying for less than three years, please insert "0" in year 2 and/or 3. The total funding box will be calculated automatically.

### **Please provide below information about all your other anticipated income**

Add here all the confirmed and unconfirmed income sources that your organisation has over the next three years.

### **Complete the table showing expenditure per year directly related to this application amount**

This question about expenditure only relates to the requested grant amount and not your total organisations running costs. We want to know how the 3SIF funding will be used. We have put in some example expenditure categories, but you may need to add your own expenditure categories using the edit function.

### **How have you worked out your costs?**

We will use this section to check whether you are providing good value for money, whether your overheads are reasonable, and what other contributions or match funding you can bring to the project for example.

### **How will you manage this grant?**

Please set out how you will ensure the service and budget is managed appropriately. Please include a description of who will be responsible for the project, their roles and responsibilities, line management structures, and how the service, activity or project will

be managed. The council will ask for regular updates on expenditure throughout the life span of this grant.

## **Social Value**

The Social Value Act asks funders to consider how the services they fund can secure wider social, economic and environmental benefits. We are interested to know how your proposal will bring about social value benefits. For example, are there benefits that your proposal might bring in terms of supporting inclusive employment, volunteering, improving personal wellbeing, tackling inequalities and improving our natural environment? You can learn more about social value on [our webpage here](#).

## **Subsidy control**

We have to ask this question because of the requirements of the Subsidy Control Act 2022. This question provides an explanation of what subsidy control is, and why we ask organisations to confirm if the proposed financial assistance that you are applying for will result in the amount of minimal financial assistance exceeding £315,000 during the current financial year and the next two financial years. If you are unsure, please contact [cit@lbhf.gov.uk](mailto:cit@lbhf.gov.uk)

## **Section 7: Declarations and documents**

### **Probity**

The council cannot enter into a funding agreement if any of the organisation's directors, partners, management committee members or proprietors fails to meet Professional and Business Standing requirements set out in the legal regulations. Failure to disclose any of the issues listed here will disqualify your application.

### **Disclosure**

Employees of the council and local elected members can be active within local organisations. It does not disqualify your application if this is the case, but any such connection to the Council must be declared in your application. An organisation failing to disclose relationships with others connected to the Council will be disqualified, and later discovery of undeclared relationships could result in the termination of a grant agreement.

### **Required documentation**

The governing document and the latest audited accounts need to be submitted with the application. The council may ask for additional information during the assessment process of submitted applications. As mentioned elsewhere, where we request additional information, we require a response from organisations within one week to ensure no delays occur to the processing of applications.

**Please remember the deadline of submissions is 9am, 1<sup>st</sup> October 2024**

**Good luck with your application!**