



**TATE & LYLE
SUGARS**



Guidance notes for Lyle's Local Fund 2023

Background

The Lyle's Local Fund has been set up by Tate & Lyle Sugars, and administered in partnership with the London Borough of Newham, to support projects that help to create local communities in Newham that are safe, prosperous and healthy.

The Lyle's Local Fund have committed £25,000 to this years programme and we look to support projects costing up to £2,500. Inevitably, there will be projects that require advice, guidance and volunteers to deliver their project idea. We are happy to provide this type of support and make introductions to others groups (including previous grant recipients) who may have similar projects and necessary experience.

We encourage you to think 'outside the box' on how you can achieve your project outcomes by considering other source of funding, in-kind contributions and partnership working. This will help us to fund more projects and bring better value and impact to Newham.

Key notes

The community fund is open to not-for-profit organisations, such as social enterprises, schools, charities and community groups, who are based in Newham and whose work benefits the residents of Newham. Organisations that are based outside of Newham can also apply but must substantially support Newham residents.

You may only submit 1 application form. We will assess your application using the information you provide on the application form and any supporting documents. The preferred method to send us your application is for you to make an online submission using the dedicated link - <https://forms.office.com/e/68Y3GEqgeM>. For queries or to request a Word version of the form please email Lyleslocalfund@newham.gov.uk.

We will contact you if we are not clear about something. We may also ask for further information, clarity or evidence if your submission is successful. It is important that you answer all the questions fully and send us the information we have requested.

Deadline

The deadline to receive completed applications is on Friday 3 November 2023 by 5.00pm. We endeavour to inform you of an outcome Friday 17 November 2023. Unfortunately, late applications will not be considered.

Support

Compost London is the Council's contracted provider for developing the Voluntary, Community and Faith Sector organisations in Newham. As part of the agreement, their Compost Newham programme can provide expert support, advice and guidance on a range of topics for VCFS organisations including feedback on your application. You can get help by emailing info@compostlondon.org.uk. You are asked to ensure that you allow plenty of time for Compost to read your application, give feedback, and for you to make any amendments, ahead of the closing date.

Guidance

The form is divided into six sections:

Section A asks for details about your organisation **Section D** is about monitoring your project

Section B is about your project idea **Section E** is about keeping in touch

Section C is about your project finances **Section F** is your declaration

Section A: About your Organisation

Q1	State the formal name of your organisation
Q2	State the name of the project. This is distinct from the name of your organisation and helps to refer to the project in more specific terms. We advise that you choose a suitable name for your project.
Q3	State the full name of the lead person making the grant application. Ensure you have the permission from your organisation to apply.
Q4	State the job title or position of the lead person making the application
Q5	State your organisation's full address. Please do not provide your home address unless it is also the registered address for your organisation.
Q6	State your organisations postcode
Q7	Provide and the email address of the person completing the application and ensure the email address is monitored. Kindly double check the information to ensure it is correct
Q8	Provide phone numbers for the lead person. Ideally provide a mobile and landline and double check that the digits are correct
Q9	Briefly describe the main activities of your organisation. Keep the information concise highlighting information which would be useful headlines for someone who may not familiar with your project. 1 paragraph of 5-8 lines should be suffice.
Q10	How long your organisation has been actively delivering programmes in Newham? Tell us the period your organisation has been delivering regular and substantial activities in Newham. This could be in a formal or informal setting.
Q11	Tell us about the organisational income for the last year. Informal groups with no formal accounts can provide an estimate. This information will help us to understand the size of your organisation and to ensure we have balance of different types of groups being considered for funding.
Q12	Tell us about the set-up of your organisation or group from the list. If none apply, please choose 'Other' and specify
Q13	Please state your official Charity number
Q14	Please state your official registration number
Q15	Please tell us if you have any volunteers (regular or occasional) supporting the project or your organisation. The Council is keen to develop the quality and number of opportunities for volunteering.
Q16	Please tell us how many volunteers support the project or organisation. You are welcome to give more details about what they do.
Q17	The Council's Volunteering Team can provide support for recruitment of volunteers, training, new opportunities and help access a free online volunteer management tool. Contact volunteers@newham.gov.uk for more information.

Section B: About your project idea

Q18	Clearly state 3 of project objectives i.e. what are you looking to achieve by the end of the project? You must tell us how your project meets the grant programme's objectives which is <i>'to create local communities in Newham that are safe, prosperous and healthy'</i> . Please make sure that the response is kept to a maximum of 500 words.
Q19	Clearly state 3 benefits the project intends to bring. Explain what the specific activities you will deliver as part of your project and how they will benefit Newham residents. Here, we want you to think about the different ways which residents in Newham will benefit from taking part in the project; link your activity to the overall objectives.
Q20	How many people will benefit from taking part in the project? If you are unsure about the exact number then a realistic estimate is fine. It will be helpful to hear other information if you may have about the beneficiaries. For example, do they live in Newham, special needs, socio—economic challenges etc.
Q21	How many people benefitting from the project are Newham residents? The grant programme principally supports projects which are based in Newham and support Newham residents. We will also consider supporting organisations from outside of Newham but they must deliver to Newham beneficiaries.

Section C: Project Finances

Q22	How much money you are applying for in total? Please tally all the costs which you are requesting Tate & Lyle to fund. Remember that the maximum grant available is up to £2,500 per project and you can only apply for 1 project. Kindly note that not all projects will require the full amount and we encourage you think about if the project can be delivered in partnership with others and with in-kind resources.
Q23	Provide a breakdown of the project costs and include itemised costing. Be realistic and accurate when describing the costs. At the very minimum we expect a description of the item/service to be purchased, how much it costs, quantity required, source of purchase and the grand total which should match the total in question 22. To ensure that costs are accurate and consistent, we may check prices with other suppliers. We are happy to support any Management and Overhead costs associated with the delivery of the project. The maximum amount you can request is 5% for each and will need to be included as part of the overall budget. We are also happy to support staffing cost for the project and have not set a limit as each project is unique. We will assess staffing request on a case by case basis.
Q24	Tell us about whether you have applied to other sources for funding for this project. Please give details of who the funder is, what you have applied for and if you the funds have been confirmed. If you are waiting to hear back then do let us know when you can expect a response. It is always useful to hear that organisations have considered other sources to improve their chances of success.

Section C – Monitoring your Project

Q25	Provide specific information about how you will monitor and record the effectiveness of your project. Tell us about how you will involve beneficiaries in planning your activities and find out what they think of your project. This is an important aspect of the grant programme as it helps us to improve the quality and effectiveness of the projects. Some monitoring methods includes, user survey, feedback, comment cards, evaluation questions and testimonials.
Q26	Tell us how you will demonstrate a commitment to equality and diversity especially for underrepresented groups. You will need to show how your proposed project will engage wider Newham communities and actively encourages their participation. Think about how you will market your project and in doing so are you likely to unconsciously exclude certain groups? Will everyone be able to access digital media? Will your project run during times when people may be occupied with work, education etc.? Can the project be accessed by people with limited ability/mobility? What language/s will be used to communicate?

Section E – Keeping in touch

Q27	Tell us how you found out about the grant programme. This information is useful to help us to understand which mediums are most effective to inform people so that we can continue to improve our communications and target grant opportunities the future.
Q28	This is to request your permission for the Council to continue to communicate with you with opportunities and information relating to the Voluntary, Community and Faith Sector, including future grant funding updates.

Section F – Declaration

Q29	You are reminded to seek permission from your organisational leads (trustees/management committee or equivalent) before applying for the grant. If your application is successful the Council may ask for further proof as listed in question 29 This is to ensure that the organisation is eligible to apply and has the legal governance in place to deliver the project in a safe and responsible manner.
Q30	Provide signature of the an authorised person from your organisation
Q31	Write the full name of the authorised person from your organisation
Q32	State the role of the authorised person from your organisation
Q33	Date application on the day of submission