

Place Makers Fund Prospectus 2018

L&Q Foundation



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1

About the L&Q Foundation

1.1 L&Q

L&Q is a regulated charitable housing association and one of the UK's most successful independent social businesses. The L&Q Group houses around 250,000 people in more than 95,000 homes, primarily across London and the South East.

In 2011 the L&Q Foundation was set up to bring together L&Q's social and economic programmes that help L&Q to achieve its mission:

"To combine our social purpose and commercial drive to create homes and neighbourhoods you can be proud of"

The L&Q Foundation does this by investing in activities that increase the opportunities and aspirations of the residents and the wider communities that L&Q creates and manages.

1.2 Strategic aims of the L&Q Foundation

The latest L&Q Foundation strategy is driven by three long-term challenges:

- Increased levels of vulnerability amongst L&Q residents
- The challenge of creating a sense of place
- A decrease in social mobility in L&Q communities.

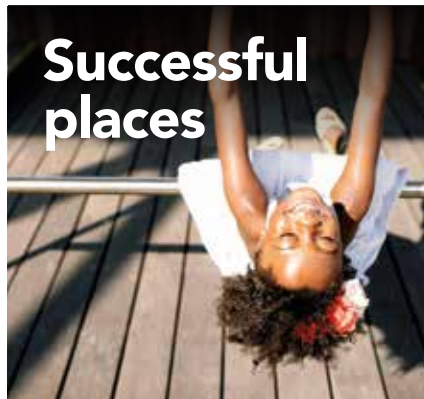
The Foundation will work with others to reduce the effects of these three challenges and, where possible, reverse them. The Foundation does this by investing in three strategic pillars to ensure the L&Q Foundation gets the best outcomes for their residents and the greatest social return on investment for L&Q.

The L&Q Foundation believes that no-one should be denied the opportunity to achieve their potential because of where they live.

The Foundation has identified three key strategic pillars that need to be addressed to achieve its mission. These are:

1. **Independent lives** – to support residents to live independent lives, by enhancing residents’ social and economic resilience to sustain their tenancies
2. **Successful places** – to increase social mobility and community engagement among L&Q residents and communities
3. **Social responsibility** – to integrate social responsibility into our core activities, the L&Q Foundation will act as an enabler and champion for corporate responsibility and sustainability across the organisation.

The Foundation, also supports the L&Q Academy, to improve the lives of residents by providing skills, training and learning opportunities.



2 Place Makers Fund

The L&Q Foundation's new Place Makers Fund will be run by our grant management partners, Rocket Science (www.rocketsciencelab.co.uk), using funding from the Foundation.

2.1 Place Makers funding priorities

The Place Makers Fund is a key part of the L&Q Foundation's work to deliver its strategy. Led by the Successful Places team, the Place Makers Fund is looking to fund projects that help the Foundation deliver its aims across all three strategic pillars, with a focus on Successful Places.

The objective of Successful Places is to increase social mobility and community engagement among L&Q residents and communities to help the L&Q Foundation to achieve its mission. The three priority areas to achieve this are:

- 1. Education** – children and young people will have the opportunity to improve their life chances and access opportunities to develop skills and reach their potential
- 2. Health and wellbeing** – support everyone within L&Q communities to be happy and healthy through every life stage
- 3. Isolation and exclusion** – create a sense of community that enables people to engage and create a sense of togetherness.

All grants issued under the Place Makers Fund awards must support at least one of these priority areas. Funding submissions will be prioritised where proposed projects look to work in areas with a high number of L&Q residents and/or an area that is in the bottom 20% in the Government's Deprivation Index.



The Place Makers Fund comprises two new funding streams: Place Makers Local and Place Makers Growth.

2.2 Place Makers Local – awards up to £10,000

Replacing the Foundation's Neighbourhood Committee Fund, Place Makers Local aims to develop and support local, community-led and place-based projects that reflect the needs of the local area.

To ensure that projects identify and support the key needs of L&Q communities, the Place Makers Local programme will be overseen by Neighbourhood Committees. These are formally constituted groups that are made up of residents and local representatives. These Neighbourhood Committees actively support residents, oversee community-focused projects and improve the overall services offered by L&Q for their residents.

There are eight Neighbourhood Committees, working across the four regions of L&Q. You can find your local Neighbourhood Committee at www.lqgroup.org.uk/have-your-say/resident-involvement/neighbourhood-committees.

Each Neighbourhood Committee will have a Place Makers Local budget of £37,500 to distribute in its neighbourhood.

Committee members will make decisions on which Place Makers Local projects are funded.

If your organisation's project is intending to work with L&Q residents across the Neighbourhood Committee boundaries, please contact our grant-making partners, **Rocket Science**, by telephone on 020 7164 6390 or email lqgroup@rocketsciencelab.co.uk.

Place Makers Local will award organisations grants up to a maximum of £10,000.

2.3 Place Makers Growth – awards up to £50,000

Place Makers Growth funding aims to help organisations to expand or develop work that supports L&Q residents. These will be organisations that are looking to grow their capacity or capability or are looking to expand their work into new areas of delivery.

Final decisions will be made on Place Makers Growth awards by the L&Q Foundation, following the assessment process set out in section 7 below. Place Makers Growth will give grants up to a maximum of £50,000. This can be for revenue and/or capital costs.

2.4 Place Makers: funding projects that will make a difference

For both Place Makers Local and Growth applications, you will be asked to describe the outcomes of your project – in other words, the difference that your project will make – and how the activities you propose to carry out will support these outcomes.

This way of thinking – looking first at the difference you aim to achieve and then working back to the activities you need to carry out to make this difference – is known as a 'theory of change'. There are a range of resources available to help you develop a theory of change for your project:

- NCVO's guidance on building a theory of change
- Nesta's theory of change guidelines

Looking at these resources and thinking about your theory of change can help you develop a clear and focused project as well as helping you to complete the application form question on your project outcomes. All successful Place Makers Growth applicants will be required to submit a theory of change once their funding has been awarded to support their evaluation plans. However, the process of producing a theory of change can be useful for all applicants to help produce clear and focused applications.

3

What type of projects are we looking to fund?

The L&Q Foundation welcomes projects that can make a real positive difference to the lives of L&Q residents and communities. Projects should provide activities that fall under one of the L&Q Foundation's Place Makers funding priority areas of education, health and wellbeing, and isolation and exclusion.

3.1 What type of projects will we fund under Place Makers Local?

Here are some examples of the types of projects the L&Q Foundation is looking to fund under the Place Makers Local programme:

Children and young people should have the opportunity to improve their life chances and access opportunities to develop skills and reach their potential – this could be through digital skill courses for parents, mentoring sessions with parents and children, STEM awareness sessions, CV skills and interview workshops, extra-curricular activities with after school clubs or tutoring sessions within schools.

Support everyone within L&Q communities to be happy and healthy through every life stage – provide access to healthy eating/cooking workshops, provide specialist services focusing on mental health to reduce stigma or provide physical exercise opportunities.



Create a sense of community that enables people to engage and create a sense of togetherness – facilitate local community and business networking events, increase and improve green, sports and garden spaces, inter-generational activities or buddy-up system for isolated residents.

3.2 What type of projects will we fund under Place Makers Growth?

Place Makers Growth is designed to help organisations, and the services and support they provide, to grow. Here are some examples of the types of projects the L&Q Foundation is looking to fund under the Place Makers Growth programme:

- Development of a community asset
- Expanding staff skills through capacity building activities
- Expanding to a new type of service delivery
- Delivering in a new geographic area.



4

What will we fund?

The Place Makers Fund – Local/Growth will fund:

- **Core costs** – facility costs, office equipment, supplies, travel expenses
- **Staff costs** – staffing, capacity building/training
- **Volunteer expenses** – reimbursement of expenses to volunteers, eg telephone calls, meals, and travel
- **Activity costs** – resources to facilitate a project/activity that falls outside of capital, volunteer or staffing costs, eg catering, insurance
- **Small-scale capital costs** – items that are required for the delivery of a project, eg gardening equipment, computer hardware
- **Place Makers Growth only** – capital grants up to £50,000.

You will need to show that the project is:

- Consistent with at least one of the Place Makers priority areas around Education, Health & Wellbeing and Isolation & Exclusion
- Beneficial to L&Q residents and the local community.

4.1 What will we not fund?

The Place Makers Fund – Local/Growth will not fund:

- **Retrospective funding** – the cost of preparing your grant application or costs already incurred
- **Funding for more than 12 months** – the maximum length of grant award is 12 months from the project start date
- **Funding for project activity after March 2020** – all Place Makers funding must be used before the end of the 2019/20 financial year
- **A Place Makers Local and Place Makers Growth award to the same organisation** – Organisations cannot bid for project funding in more than one stream in any given financial year
- **Grants from either fund cannot exceed 20% of the organisation's annual turnover** – for example, an organisation with an annual income of £100,000 cannot apply for more than £20,000
- **Recoverable VAT costs if your organisation is VAT registered** – If you are not VAT registered, you will need to include VAT costs as part of your funding request.



5

What type of organisations will we fund?

Applicants must be a legally constituted organisation with one of the following legal structures:

- Company limited by guarantee
- Registered Charity
- Community Interest Company (CIC)
- Social Enterprise (a registered incorporated organisation)
- Unincorporated organisation.

For due diligence purposes, as part of your application you will be asked if your organisation has the following documents. You do not need to submit these documents at the application stage but will be asked to provide the documents within five working days if your organisation is awarded funding.

- Governing documents (eg constitution, memorandum, articles of association)
- Evidence that your organisation has at least three unrelated board members
- At least two years of audited accounts
- Bank details with at least two unrelated signatories
- Relevant insurance in place, including public liability insurance and (if required) Employers' Liability insurance
- Where applicable, organisational policies on:
 - a. Equality and diversity
 - b. Health and safety
 - c. Safeguarding children and vulnerable adults
 - d. Modern slavery

Information we will require if we award you a grant and your project involves working with young people under the age of 18 or vulnerable adults.

Although you do not need to supply information with your application, if we award funding to your

organisation and your project involves working with young people or vulnerable adults, we will need to review your safeguarding policies before making the award. As a minimum, we expect you to:

- Have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking L&Q to fund
- Review your safeguarding policies on an annual basis
- Complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including Disclosure and Barring Service (DBS) checks and taking up references
- Renew DBS checks at least every three years
- Follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults
- Provide child protection and health and safety training or guidance for staff and volunteers
- Carry out risk assessments for project activities
- Secure extra insurance cover where appropriate
- Be able to provide Disclosure and Barring Service (DBS previously CRB) Enhanced Disclosure Reference Numbers for those members of the project team working in direct contact with vulnerable people, for example youth worker, teacher, session facilitator, care worker or evaluator.

If you are applying for a Place Makers Growth fund you will need to provide contact details for two references, who may be contacted for further information and due diligence if your organisation is awarded funding.

If you are applying as part of a formal partnership all partnership organisations will be required to fulfil the L&Q Foundation's due diligence process.

6

How to apply

To apply for the Place Makers Fund please go to the L&Q Foundation online portal at lqgroup.flexigrant.com

If you have any questions around the application process, please contact **Rocket Science** by telephone on 020 7164 6390 or email lqgroup@rocketsciencelab.co.uk

After registering on the portal, you will be able to save your progress and return to your application at any time.

When you have completed your application, you will be emailed a copy of your submission for your reference.

The outline for the online application form is detailed below:

- **Section 1:** Eligibility checklist – If you are unable to complete the eligibility checklist you will not be able to continue with the application
- **Section 2:** About your organisation
- **Section 3:** About your core work, governance and finances
- **Section 4:** About your project
- **Section 5:** Further project details
- **Section 6:** Place Makers Growth
- **Section 7:** Details of funding required and estimated spend
- **Section 8:** Declaration on behalf of your organisation

Each question has a defined word limit which includes text within tables. You cannot include diagrams in the application form.

6.1 Tips for completing an application

- Ensure statements are clear and answer the question fully
- Do not assume the L&Q Foundation or our grant-making partners, Rocket Science, will be familiar with your organisation/project
- Do not leave any sections blank
- Provide the information asked for in the correct place in the application form
- Give clear evidence when answering questions
- Only supply the information that is asked for on the application form – any additional material submitted and not listed in the due diligence, will not be considered.



7 Assessing your applications

Questions in Sections 3 to 7 of the application are scored. These questions ask for more detail on your proposed project. The following table shows the five major assessment themes and the percentage of the total score allocated to each of these themes. Please note that we ask additional questions for Place Makers Growth awards and this means that the percentages allocated to each theme are different for Local and Growth awards:

| Application theme | Scoring % (Local) | Scoring % (Growth) |
|--|-------------------|--------------------|
| Project purpose and outcomes | 34% | 30% |
| Project planning and delivery capacity | 24% | 27% |
| Value for money | 17% | 15% |
| Reaching beneficiaries | 14% | 12% |
| Addressing community needs | 12% | 15% |
| Total | 100% | 100% |

Note: percentages do not total 100 due to rounding

The assessment process for applications to the Place Makers Fund will follow these stages:

1. Rocket Science UK will carry out an eligibility review to determine whether your application form is complete, supporting information has been provided as specified and also whether your organisation and project meets the essential criteria and at least one of the priority areas of the programme. Applications that do not meet these requirements will be excluded by Rocket Science at this stage.
2. Applications that meet the eligibility review requirements, will be assessed using the application scoring framework shown above by Rocket Science, who will also carry out the completion of the due diligence requirements. Subject to this information being made available by the applicant, Rocket Science will then:
 - Decline any applications that fail to satisfy the due diligence requirements. Rocket Science will advise the L&Q Foundation and send the applicant a letter detailing the reasons for refusal.
 - **Place Makers Local** - For those applications meeting the requirements, final decisions will be made by the relevant Neighbourhood Committee
 - **Place Makers Growth** - Rocket Science will advise the L&Q Foundation lead Project Manager of their intention to recommend the approval of the application. The lead Project Manager will then submit a summary report to the Foundation's Head of Successful Places for formal approval.

Feedback to unsuccessful applicants is available on request. Please contact Rocket Science on the details provided.



Timetable for applications and awards

Place Makers Local and Growth will receive applications on a rolling deadline of 12 noon on the first day of each month, starting from Thursday 1 November 2018. As soon as you complete and submit your application, you will receive automatic email notification that your form has been submitted. Your organisation will then be informed of the outcome within one month of the relevant application deadline.

If your organisation is successful you will receive an email notifying you from the Place Makers Funds – Local/Growth programme portal.

You will be required to produce the documents highlighted in **section 5 of the prospectus** within **five working days**. Upon receipt of your documents, your organisation will be sent a grant agreement with terms and conditions.

The application timetable is detailed below:

| Grant funding application timetable | Place Makers Local/Growth |
|--|--|
| Applications open | October 2018 |
| Applications deadline | 12 noon on the first day of each month, starting from Thursday 1 November 2018 |
| Applicants notified that their form has been submitted | Automatic email notification |
| Successful applicants notified | Within one month of relevant application deadline |
| Successful applicants provide due diligence materials | Within five working days of funding approval |
| Project delivery begins | In your project plan, you should allow at least two months from the respective application deadline before your project start date |
| Delivery to end by | 31 March 2020 |
| End of project evaluations due within 30 days from project end date | |

8.1 How will your organisation be paid?

Payments will be made in instalments, which for the larger Place Maker Growth awards will usually be quarterly. All payments will be subject to you meeting the L&Q Foundation's monitoring requirements below and final payments will be made on completion and submission of the evaluation.

9

Monitoring and evaluation of your project

In order to make sure the L&Q Foundation is having the right impact, we need to be able to measure and evidence the difference we are making in a robust and consistent way. Monitoring and evaluating the projects we fund helps us understand what makes them effective and what barriers they might face in achieving their intended outcomes. It also provides evidence to inform future funding decisions.

All successful organisations will have to comply with the L&Q Foundation's monitoring and evaluation processes, and expectations will be set out in the funding agreement. Please note that, once funding is approved, successful Place Makers Growth applicants will be required to submit a theory of change based on the application form questions on project outcomes (see section 2.4 of this guidance).

The L&Q Foundation wants to be able to report on our social impact and our social value. We use the Housing Association Charitable Trust's (HACT) Wellbeing Valuation approach to do this. The approach uses the Social Value Bank, which places a monetary figure on social activities that improve an individual's wellbeing, such as getting a job, taking part in sporting activities or feeling more in control of life. As part of your monitoring and evaluating processes, we expect you to take this methodology into account and use it where suitable.

The L&Q Foundation wants to find out about the difference that taking part in projects funded by us makes to beneficiaries, so we encourage you to ask them directly, using questionnaires and measuring the distance travelled, where appropriate. We want to be able to really understand the positive differences experienced by those taking part, so we also ask for a case study that brings your project to life.

As part of our monitoring and evaluation requirements, we ask organisations to collect standard data on participants to make sure we are reaching the intended target groups. This is in addition to measures that monitor and record the progress of your activities. We will ask for monitoring reports to be submitted monthly or quarterly, depending on project delivery.

Organisations will be expected to demonstrate how they will evaluate the impact of their project and whether or not it achieved its intended outcomes. End of project evaluation reports will be expected within 30 days of the project end date, unless otherwise agreed.

For more information

Start your application at lqgroup.flexigrant.com or alternatively you may access the application via the L&Q website on www.lqgroup.org.uk/placemakers. If you have any questions about the L&Q Foundation's Place Makers Fund, please contact Rocket Science on the details below:



lqgroup@rocketsciencelab.co.uk



020 7164 6390




For more information

L&Q Group

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