

Community Chest

Supporting Lewisham Borough of Culture

Criteria Document



Criteria

Funding will be made on the basis that project participants must live in the Phoenix area. We will expect that priority will be given to Phoenix tenants and leaseholders followed by people who live in the Phoenix area only. Projects must provide participant's details for verification to the Community Chest manager to include house number and postcode.

About the Grant Funding

A total of £12,500 is available for the Lewisham Borough of Culture fund with a maximum for each grant of £2,500. Your project must be completed by **31 December 2022**. The Community Chest Evaluation Panel will award the grants from this fund. The decision of the Evaluation Panel will be final.

All successful applicants will be required to attend the *Setting Up Your Project Workshop* and Safeguarding training on **Thursday 18 November 2021, 10am – 2pm via Microsoft Teams**

Lewisham Borough of Culture Funding Themes

Your project will need to meet one or more of these themes:

- **We will protect this place we love** – a call to action on climate change
- **We are strengthened by our diversity** – a celebration of our borough of sanctuary
- **We will be happy here** – a commitment to building an inclusive society, working together to deliver change

For more information about Lewisham Borough of Culture, visit <https://www.iamlewisham.uk/>

Help with completing your application form

Before completing your application, you must check that your organisation/project is eligible for funding.

We want local people/groups to apply. If you would like some help or advice with your project idea or application we are offering the following:

An initial telephone conversation:

Tuesday 28, Wednesday 29, Thursday 30 September: anytime between 4.30pm – 6pm

45-minute consultation (appointment only):

Tuesday 5 October Time: 10am – 4pm: Green Man, 355 Bromley Road, London SE6 2RP

Wednesday 6 October Time: 4pm – 7pm: Zoom

To book a slot contact Lillian Brown lillian@lillianbrownconsulting.co.uk or tel: 07824 366761

If you have any questions please get in touch by calling Freephone **0800 028 5700** and ask for the Community Chest Project Team or email cchest@phoenixch.org.uk

Delivery in the Covid-19 environment if required

Before applying you must carefully consider whether you can deliver your project to Phoenix residents in a Covid-19 safe way if restrictions are in place. You will be required to provide a Risk Assessment which must reflect how your project will be delivered safely under the Government and Public Health guidance prevailing at the time.

What we won't fund

While we are keen to support a wide range of activities that contribute to thriving communities, we recognise that we can't do it all. Therefore, in order to ensure that we continue to fund projects that complement our core activities **we will not be able to fund any of the following:** -

- ✗ previous Community Chest projects that have either not delivered or provided evidence of their project outcomes
- ✗ salaries for posts which are not dedicated to deliver your stated Community Chest funded outcomes or direct services that deliver these
- ✗ fundraising or income generating posts, activities or events
- ✗ the grant cannot be used to employ an external person or organisation to produce the project's final report
- ✗ projects that do not benefit Phoenix tenants/leaseholders or their families
- ✗ feasibility studies
- ✗ activities promoting a particular religious or political belief, improvements to places of worship or buildings owned by religious bodies
- ✗ projects involving improvements to public roads or adopted highways
- ✗ any project which is the responsibility of a statutory body
- ✗ individuals or individual benefit e.g. mobile phones, laptops etc.
- ✗ existing projects or retrospectively for a project that has already taken place
- ✗ travel/transport costs outside the scope of the project
- ✗ academic research
- ✗ incomplete applications

Scoring of your application

Applications are reviewed and scored by our resident-led Evaluation Panel. The scoring definitions used by the panel are:

Overall	Definition	Marks	Description
Low	Unacceptable /incomplete	0-1	Very little information provided and doesn't answer the question
	Poor		Answers the question but not enough detail or information included
Medium	Satisfactory	3-7	Answers the question in most respects but more information could have been given
	Good		A good answer in all respects supported with examples and/or additional information
High	Very Good	8-10	Very clear and comprehensive answer in all respects. Including evidence to support statements or examples.

Project Outcomes

There are two questions in the application form about what the outcomes will be from your project. These are the highest scoring questions, so it is really important that you clearly describe how you will measure the outcomes from your project. You will need to provide evidence of these and tell us in your application how you will do this. Your funding maybe withdrawn if you are unable to provide sufficient evidence of how you will collect, monitor and measure your outcomes.

Community Chest Criteria

Outcomes are what changes, difference or benefits your project makes to the Phoenix residents who take part in it, therefore they should be achievable and realistic. It is better to focus on four key outcomes that clearly set out what you are trying to achieve, for example, ways of measuring these could include:

- Questionnaires: A questionnaire at the start of the project and one at the end to evaluate what has changed for your participants during the project
- Case studies: at the beginning and at the end of the project.

Examples of evaluation tools are available on our website at: www.phoenixch.org.uk/toolkit

For further information on measuring impact you might find the following websites useful:
The Arts Council: www.artscouncil.org.uk/selfevaluation Inspiring Impacts which includes information on data collection in Covid-19 <https://www.inspiringimpact.org/>

Recruitment & Marketing of your project

Funding for the Community Chest comes from Phoenix tenants' rent. It is very important that Community Chest projects benefit as many tenants and leaseholders as possible. **Phoenix will not be responsible for recruiting residents to your project** and are unable, for reasons of data protection, to provide a list of properties. Recruiting residents to be involved can be challenging, so you must carefully consider how you will do this and ensure that you allow enough funds in your budget for marketing materials to support this. This may include:

- invitations/leaflets/poster design
- printing
- distribution e.g. postage, leaflet dropping

Support from Phoenix and Lewisham Borough of Culture

Borough of Culture

Will include your activity as part of the Borough of Culture programme on their website www.iamlewisham.uk and where possible promote via:

- @iamlewisham
- social media channels (twitter, Instagram and facebook).

Phoenix

We will acknowledge and publicise your grant award and the nature of your project or event on our website (www.phoenixch.org.uk), on our twitter feeds (@phoenixtogether / @greenmanhub), in our quarterly resident newsletter (Phoenix Flyer) space permitting and in a press release to local media. If accurate and approved content is provided to us in good time, we can promote events or opportunities to our residents and broader community via:

- our website
- social media accounts
- press releases
- the media wall at The Green Man
- Phoenix Flyer (resident newsletter)

We are also happy to display leaflets in the Green Man reception area, and may be able to arrange displays of posters (created and supplied by grant recipient) on our estate noticeboards.

Safeguarding

If your project involves working with children, young people under 18 or vulnerable adults you must also provide evidence of the following:

- safeguarding policy. We will require all projects who do not have a safeguarding policy to adopt the Phoenix policy. This can be found at:
www.phoenixch.org.uk/sites/default/files/documents/CS%20Safeguarding%20Policy%20FINAL%20V3%20Sept%202019.pdf
- written confirmation that anyone delivering your project has a DBS (formerly CRB)
- complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references
- 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 a risk assessment
- secure extra insurance cover, if appropriate.

Grant Expenditure

- a breakdown of your costs and grant expenditure will be required
- to ensure Value for Money, we may ask you to provide more than one quote for goods and services
- any equipment costs included within the application must be supported with a detailed explanation of use and how necessary it is for delivery of the project.
- the grant cannot be used to employ an external person or organisation to produce the project's final report
- 20% of the value of the grant awarded will be withheld pending receipt and agreement of the final report. When the report is agreed this final payment will be made.
- **the grant could be required to be repaid if:**
 - false information has been supplied
 - the money has not been spent on delivering the project agreed in the Service Level Agreement
 - the final report is not submitted
 - the money has not been spent in the agreed time limit of the project

All equipment purchased from our grant fund remains the property of Phoenix Community Housing. This must be returned within 28 days of the end date of the project unless evidence can be provided that a future project will be delivered to Phoenix residents using the equipment purchased.

Final Report

If your application is successful you will be required to submit a report after the project has finished. This must include what outcomes have been achieved from the project, how they were measured, the number of participants and an overview of how the grant funding was spent. The report must be submitted no later than 4 months after the project has been completed.

Supporting Documents

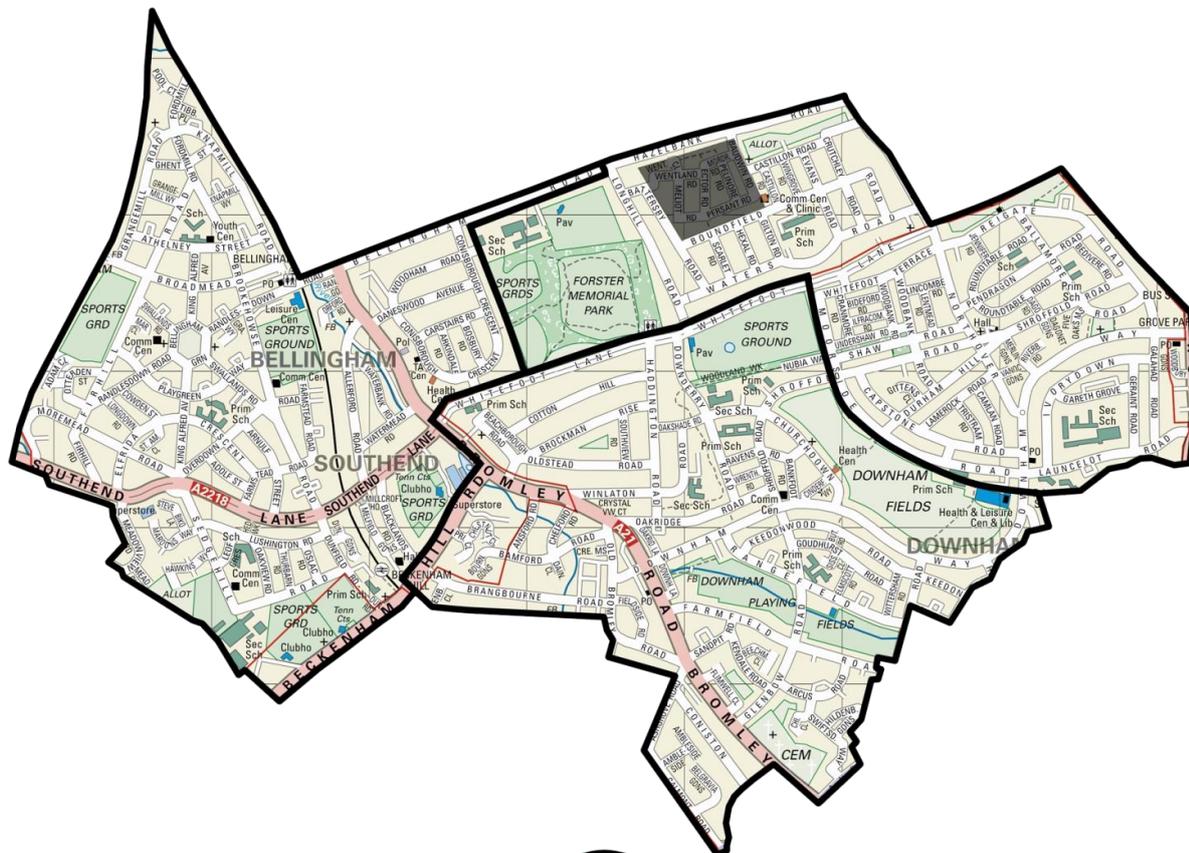
If your project is successful you must provide copies of relevant supporting documents which will include:

- Constitution, Terms of Reference, Articles of Association or governing document
- Last Audited accounts for groups who have them
- Public Liability insurance
- Policies
 - Health & Safety
 - Equal opportunities
 - Safeguarding
 - Data protection
- Risk assessment(s)
- Written confirmation that anyone delivering the project has a DBS (Disclosure & Barring Service, formerly CRB) in place (for projects working or volunteering with children or vulnerable adults)

Projects unable to provide policies listed may be able to adopt Phoenix Community Housing policies.

The Phoenix Area

Your bid will only be supported if the project takes place in the Phoenix area. Most Phoenix properties are in the SE6 and BR1 postcodes. There are a very small number of properties in the BR2 and BR3 postcode areas. This map illustrates the Phoenix area.



This area is not part of Phoenix Community Housing