Parkside Community Fund Guidance

What is the funding for:

Projects that can demonstrate impact from organisations that are rooted in their local communities or would like to test and develop new initiatives.

Small Grants-up to £3000

Large Grants-up to £20 000

A maximum of £139,600 is available in this first year of the fund. This is part of a **4-year fund running from 2025 to 2029**. Funding can be used for:

- Activity Cost
- Staff
- Volunteer Expenses
- Refreshments
- Publicity
- Reasonable Capital Cost
- Other reasonable costs associated with running the project

Activity:

Applicants are limited to receiving **one grant per year**, regardless of type.

- **Small Grant**: Intended for **short-term activities**.
- **Large Grant**: Must support **year-round provision** of services or programming, demonstrating consistent delivery throughout the year.

Applicants may apply for **only one grant per year**, either small or large.

Please outline your proposed timeline, including any factors influencing the start and the end dates.

What we hope to achieve:

Lewisham Local in partnership with Peabody is delivering a community fund to assist community development and resilience in the Parkside Estate, Lewisham as part of the regeneration of the area. The aims of this funding (Section 106 funding) are to provide financial resource to groups who would like to start a new project that will create a lasting change to the residents of the Parkside Estate, Lewisham. The aim through these grants is to support new and existing projects that have the potential to bring sustainable change to Parkside residents and Parkside Estate.

Funding will support the development of initiatives that focus on:

- **Improving wellbeing and reducing isolation**
  Activities that support mental and physical health, build social connections, or provide safe spaces for residents to come together.
- **Supporting children, young people, young parents and families**
  Projects that offer positive activities, learning opportunities, and support for families facing financial or housing challenges.
- **Tackling inequality and promoting inclusion**
  Initiatives that address barriers faced by marginalised or underrepresented groups—such as people with disabilities, elderly, LGBTQ+ individuals, and those from Black, Asian, and other ethnic minority backgrounds to help ensure everyone in the community can participate and thrive.
- **Building community connections and pride**
  Events or initiatives that celebrate local identity, bring people together across generations or cultures, and help strengthen the social fabric of the neighbourhood.
- **Creating opportunities for skills, learning, and enterprise**
  Projects that help residents gain new skills, increase employability, or explore enterprise and volunteering pathways.
- **Utilising the Parkside community centre,** to develop this into a central and vibrant hub for the community

Whether it's a short-term provision, or a year-round programme, we want to work together to shape a brighter future for the Parkside Community.

Project Duration:

Start from August 2025 onwards with a maximum 1-year grant term.

Eligibility Criteria:

Applications can be from one organisation or partnership where local projects are coming together. For partnerships, a lead organisation should be responsible for completing the application and for all monitoring requirements.

The following organisations are eligible to apply:

- A constituted group with a volunteer management committee with a minimum of three unrelated members that meets on a regular basis (at least three times per year)
- Registered charity, with a board of trustees
- Charitable incorporated organisation (CIO)
- Community interest company (CIC)
- Community benefit society (CBS)

Community interest company (CIC) or Company Limited by Guarantee (that are not registered charities) will be asked for your Community Interest Statement, details of the Asset Lock included in Memorandum and Articles of Association, a copy of latest annual community interest report and minimum of three unrelated directors with no one director with more than 50% control.

Your organisation must:

- Provide community activities or services which are of benefit to the residents
- Have a formal constitution or set of rules
- Have a bank account requiring at least two unrelated signatories
- Operate with no undue restrictions on membership

We will not permit applications from:

- Local branches of larger regional or national organisations/charities
- All Individuals under the age of 18
- Individual applicants

We cannot fund:

- Activities that make profits for private gain
- Religious activities (we can fund religious organisations if their project benefits the wider community and does not include religious content)
- Projects where political activities are the main purpose, or that support or oppose a specific political party
- Lobbying activities
- Things you've spent money on the past and are looking to claim now
- Loan repayments
- The topping up of organisation reserves

Application Form Questions:

Qs 1: Hope to achieve with funding
What is the need or issue you are seeking to address, how are you planning to meet the goals and objectives and how will you ensure that residents are aware of and engage with your work? [Maximum 250]

Qs 2: Activities Provided
What activity/activities would you like to provide through the grant and when (including how often)? Outline the specific services and activities you will be offering. [Maximum 250]

Qs 3: Need Identified
What specific needs within the Parkside Community are you working to address, and how have/will you develop understanding of these? [Maximum 250]

Qs 4: Who will benefit?
Could you explain how your events could benefit the Parkside Community and how? Include estimated numbers of individuals directly and indirectly benefitting from this project?[Maximum 250]

Qs 5: Risks Assessments
What are the risks and barriers that you have identified and what measures would you take to minimise these risks? [Maximum 250]

Qs 6: Budget
How much are you applying for? (Please note you may not receive the full amount applied for). Please give a projected budget for how you would use the money in the Budget Spreadsheet. Provide a breakdown of costs and all money that is accounted for as much as possible including the cost of use of space at Parkside.

Monitoring-Reporting on the grant:

All successful projects will be required to undertake basic monitoring as part of the grant agreement to help us understand the impact of the funding and learn from your work.

- **Mid-Point Monitoring (Large Grants only):**
  Organisations receiving a large grant will be asked to submit a short mid-point report**.** This will provide an update on progress, how the grant is being used, and any early outcomes or learning.
- **Final Report (All Grants):**
  All grant recipients whether for a small or large grant will be required to submit a final impact report within one month of project completion**.** This report should summarise the outcomes, learnings, and how the funding contributed to community benefit.
- **Site Visits (All Grants):**
  Some projects may be asked to host a site visit from a member of the Parkside Community Fund Steering Group or Lewisham Local staff to share more about their activities and the difference the project is making.

These steps are designed to support transparency, learning, and continuous improvement not to overburden you, so we'll keep the process simple and supportive. Template will be provided by Lewisham Local.

Information to include in the report:

- Budget Expenditure
- Submission of receipts

- Case studies
- No. of Volunteers
- No. of Service Users/residents
- Demographic or service users/residents
- Photos (where appropriate)
- Learning from the project to demonstrate impact to inform an end of project evaluation which will be made public

How decision will be made:

Recommendations for funding will be made by the Parkside Community Fund Steering Group, consisting of different demographic group and residents of Parkside Estate, through a participatory grant making process facilitated by Lewisham Local. Grants of over £3000 is subject for approval by Lewisham Local Trustees.

Applicants are responsible for completing the due diligence section of the application to ensure they meet the specified selection criteria and organisational requirements to be eligible for funding. Requests may be made to applying organisations for due diligence information by Lewisham Local Staff. If we do not receive the required information, we will not be able to proceed with your application.

Application Deadline for 2025/2026:

- 31 July 2025 (decisions to be made by early September 2025)
  Important Note: Any organisations planning summer holiday projects must submit their applications no later than **27 June 2025.**

- 31 October 2025 (decisions to be made by early December 2025)
- 31 January 2026 (decisions to be made by early March 2026)

When you will find out:

We will aim to inform you if you have been successful four weeks from the application deadline.

Successful awards are subject to submission and review of the following documents:

- Children's & Adults Safeguarding Policy
- Health & Safety Policy
- Public Liability Insurance Policy
- Bank Details
- Risk prevention through conducting a risk assessment (a template risk assessment and project agreement can be provided if needed.)

- Completed enhanced Disclosure and Baring Service (DBS) checks for any staff or volunteers working unsupervised with children or vulnerable adults.
- Organisations must keep financial records of transactions made using the grant award and keep copies of any purchase receipts to provide as evidence if requested at the end of the programme
- Adhere to monitoring requirements which includes a final impact report which details what the money has been spent on, evidence of impact on the individuals supported and case studies
- Successful organisations will also be asked to provide publicly accessible examples of their work (e.g. case studies, photographs-where appropriate-blog posts) to promote the work of Lewisham Local giving and must be willing to engage to share learning and reflections from the project to inform future ways of working.
- A commitment to Equality, Diversity & Inclusion
- Engaging with Lewisham Local and Peabody to share learning from the project to inform future programmes of work
- Payment to be made within 10 days after the above submission