



CONSORTIUM

for stronger lgbt+ communities

LGBT+ Futures Fund

Guidance

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Introduction

We are very pleased to be able to deliver a Grants Programme to the diverse and unique organisations that make up the Lesbian, Gay Bisexual and Trans + (LGBT+) Sector.

Funding is available to all LGBT+ non-profit organisations that seek to include new and diverse LGBT+ people and communities that are underrepresented and/or subject to higher levels of marginalisation / discrimination.

Through this Grants Programme Consortium want to support LGBT+ Organisations to produce high quality grant applications, and beyond that, to be part of a strong, sustainable and effective LGBT+ sector.

We aim to fund locally based interventions that support and increase the visibility of LGBT+ people and that address the findings from the Government Equalities Office National LGBT Survey.

Alongside our small Grants Programme we are running a free Skills Development and Training Programme for all applicants so that they can build new skills, knowledge and expertise for the future.

For LGBT+ Organisations that aren't ready to apply for funding, there is 1:1 support and a range of resources to get 'fit for funding'.

This guidance should provide applicants with all the information they need to apply for a grant. All applicants should read the pack fully and use the detailed application guidance to complete their forms.

A range of established Funders have told us that main reason that applications are rejected is because applicants haven't read the guidance supplied. It is essential that you read the guidance to ensure that your application has the best chance of success.

Incomplete application and applications that do not meet the aims, requirements and levels of information set out in this guidance will not be funded.

General Guidance

Who can Apply?

You do not need to be a Member of Consortium to be eligible to apply.

Any England based non-profit organisation whose primary focus is Lesbian, Gay, Bisexual and Trans + (LGBT+) communities are welcome to apply. We recognise that some organisations will only focus on part of those communities.

The kind of organisations that we would expect to see making application include:

- Registered Charities
- Charitable Incorporated Organisations (CIOs)
- Community Interest Companies (CIC)
- Unincorporated Charitable Associations e.g. constituted community and voluntary Groups

All of the above types of organisations are referred to as LGBT+ Organisations throughout this Guidance.

We seek applications from LGBT+ Organisations who are fit for funding. This means organisations who have good governance and financial management in place and who have high standards of safeguarding for staff, volunteers and those using their support or services.

To be eligible to apply LGBT+ Organisations must:

- have a governing document e.g. a constitution
- have two or more unrelated trustees, board members or directors
- be able to provide a correspondence address
- have the relevant Safeguarding & Diversity & Inclusion Policies
- have a bank account in the organisations name or be able to nominate a registered charity that will hold a grant in trust for them

If your organisation needs support to ensure that you have the correct governance, policies and procedures in place, get in touch with our grants team on 020 7064 6500 or email grants@lgbtconsortium.org.uk.

All Grant recipients will be required to engage with a Skills Development and Training Programme running alongside their grant (see Sector Development Section).

Please note that receiving support will have no bearing on how your application is assessed.

Small grants

LGBT+ Organisations can apply for one grant of between £500 to £15,000 for projects and events and from £500 to £20,000 depending on which grant is being applied for.

Don't be tempted for apply for the maximum amount just because you can. Your application will need to list and justify all costs involved. We encourage groups to apply for the amounts they need in order to achieve their project aims.

A large volume of applications is anticipated, and we are keen to fund as many viable projects as possible, so we expect the average grant amount awarded to be at a much lower value than the maximum amount.

Organisations should not apply for more than a third of their annual income e.g. if your annual income is £15,000, we would expect to see applications for no more than £5,000.

This is not applicable in the following situation:

- Organisations with no formal income. These organisations are welcome to apply especially if a grant could help them develop a new way of bringing in a regular income. We would expect grants to be small and relative to the work being done. Applicants will need to explain how they will manage a grant.

Applications should have a specific focus rather than being general in nature, Applicants should make sure that their proposal meets the criteria and falls under at least one of the funding priorities.

All Applicants must demonstrate how they have considered the wider work and development of their organisation and/or the LGBT+ sector. Standalone projects that appear to take place out of the context of the organisations wider work will not be funded.

Funding priorities

There are several areas of work and types of organisations that have been identified as priorities for funding for this grants programme. Please ensure that your work fits into at least on of the priority areas before you apply.

Interventions that support and increase the visibility of LGBT+ people, addressing the findings from the [National LGBT Survey](#).

Applications from Prides and LGBT+ Youth Groups are especially welcome.

This Grants Programme aims to support the LGBT+ Sector to become more sustainable. Applications which include information on how proposed work will strengthen organisations stand a greater chance of being funded.

We welcome applications from organisations that propose creative solutions to reach and include more marginalised and underrepresented LGBT+ people and communities in their services, events and projects. Underrepresented Communities is a very broad term and we are looking to applicants to explain why the people and communities they want to include are underrepresented in their communities or their work.

We also welcome applications from organisations who have innovative ideas about how they can collaborate with other LGBT+ organisations to strengthen themselves and the LGBT+ sector.

Grant Programmes

There are three types of grant available:

- Project Grant Grants of between £500 - £15,000
- Event Grant Grants of between £500 - £15,000
- Sustainability Grant Grants of between £500 - £20,000

Project Grant

We expect to award grants of between £500 and £15,000 for activity taking place over several months (up to 12) that seek to include and cater for diverse LGBT+ people and communities. Grants should support the development and/or growth of the organisation, its services and support.

This could include:

- Projects that improve inclusion of LGBT+ people and communities that are underrepresented in your existing work
- New projects that are designed by and for a range of underrepresented LGBT+ people
- Projects that amplify the voices of underrepresented LGBT+ people and communities in service design/delivery

You will need to demonstrate how any new service would be sustainable beyond the lifetime of the grant.

Event Grant

We expect to award grants of between £500 and £15,000 to LGBT+ Organisations focusing specifically on one event or dated activity, which will help them to achieve a specific aim. Events should be linked to the development and/or growth of the organisation. This could include:

- Events aimed at improving organisational reach to LGBT+ people and communities that are underrepresented in existing work
- Events that seek to consult with and create pathways through which underrepresented voices can feed into core work and event/service design
- Pride events that seek to include and reach new diverse and underrepresented audiences and participants

Sustainability Grant

There are a limited number of grants available under this Programme open to organisations with annual incomes of over £50,000. Organisations can apply for a maximum of £20,000 for work that will enable them to increase the organisations sustainability.

This could include:

- Increasing capacity/skills/knowledge of those running the organisation in order to develop core services to become commissionable
- To undertake an organisational review to create a sustainability plan
- Capacity to implement recommendations or actions from strategic plans or organisations reviews

Geographical Areas

LGBT+ Organisations that are UK wide or England wide can be funded for activities taking place in England only.

Whilst there are no priority geographical areas, the Grants Committee will ensure that an even and fair spread of funds is delivered across England. Future grant rounds may have a more targeted approach either geographical or thematic.

Measuring and Demonstrating Change

This small grants programme is concerned with how your activities create change and contribute to the sustainability of your organisation, so we are less focussed on seeing huge numbers of beneficiaries and more focussed on seeing lasting change and organisational development.

We need to understand what activities you will undertake, what you will produce or deliver and what changes you think will happen as a result.

We use several terms to cover the ideas involved in demonstrating change;

Activity: the action and work associated with delivering the project or event.

Output: is what you deliver which represents the short-term results of the activities you have undertaken e.g. a service or event. Outputs measure, they don't address change or value.

Outcome: represent the differences made by the outputs, the change the work has made. Outcomes should clearly link to your projects aims.

Impact: impact is any positive or negative, planned or unforeseen effects arising from an intervention. Impact tends to be viewed as longer term or wider reaching change.

For more information and a simple example see [Frequently Asked Questions](#)

We will be looking for Applicants to:

- set a minimum of 3 outcomes capturing change.
- explain how this change will be measured.
- ensure that the outcomes fit under at least one of the themes.

Consortium has decided to provide themes rather than pre-written outcomes because we believe that the changes you measure, and the evidence you collect should be useful for your organisation beyond the lifetime of this grant.

Outcome Themes:

- Organisation sustainability
- Improving Access, including listening to and amplifying underrepresented voices

Measuring the difference your work is making.

All Organisations that receive funding will be expected to evidence their work in some way. You need to decide how you will measure the work you do in order to evidence the change you have made.

The way you chose to measure your work for projects and events could include collecting data from evaluation forms; collecting information around user satisfaction levels; 1:1 interviews; observations (alongside figures) about increases in attendance or new people accessing services, groups or events.

Measuring work under the Sustainability Grant could include feedback from stakeholders, potential commissioner and/or funders; demonstrating increased levels of income or income pipelines; demonstrating that you understand how your organisation will implement any strategic plans and actions.

What we cannot fund

Whilst we are keen to fund as many LGBT+ Organisation as we can there are several types of organisations, projects and work that we cannot fund. Please ensure that you read the list carefully, if you are unsure if your organisations or proposed work is eligible please get in touch with the Grants Team.

- Any organisation that is not specifically LGBT+ focussed
- Activities that take place outside of England
- Standalone or large capital purchases
- Campaigns or wholly communications-based activity
- Research
- Activity promoting the cause or beliefs of a political organisation
- Activity that would usually be funded through for-profit activity e.g ticket sale
- Political Groups
- LGBT Staff Networks
- Work that promotes religion
- Organisations or projects that will distribute the grant money to others
- Retrospective costs, i.e. costs already incurred prior to receiving a grant
- Work that duplicates existing local or thematic work
- Repeated activities, unless it directly relates to developing the sustainability of the organisation
- Unspecified or excessive volunteer expenses or high staff costs/expenses

- General appeals
- Work that cannot demonstrate its impact on your organisation's sustainability or development.
- New projects or services that do not demonstrate how they will continue after the lifetime of the grant.
- New staff members who are not directly involved in the funded work, unless in relation to a Sustainability Grant.
- General running costs for existing services (unless it is regarding developing them for the sustainability of the organisation or to increase access to it)

We encourage all applicants to consider collaborating with other LGBT+ Groups and/or ensure they have a good awareness of what work is already happening in order to demonstrate that they have considered good practice or peer learning.

How to apply

Applications must be made by using the appropriate application form:

- Project/Event Grant Application Form
- Sustainability Grant Application Form

Please ensure that you are using the correct application form for the type of grant you are applying for.

You must read this guidance fully and the application checklist before applying. Incomplete applications, those on the wrong form or those that do not meet the above criteria will not be taken through to the grants committee for decision.

You will be asked to include a breakdown of the costs you are applying for. Please ensure that all financial information is correct and is justified appropriately.

For your application to be considered you must provide the following documents (if you have them):

- Constitution or Governing Document
- Names of all Trustees and/or Directors
- Annual Accounts or recent bank statement (not applicable to organisations with no income)
- Statement of insurance
- Safeguarding Children Policy (if applicable)
- Vulnerable Adults Policy (if applicable)
- Names of all Trustees and/or Directors

Get in touch with the Grants Team if you are unsure about any of the above documents.

A Grants Officer might contact you if there are any questions about your complete application.

When to apply

Grant Round 1	Date
Applications open	Wednesday 6 th February
Application submission deadline	Wednesday 6 th March
Grants Committee Meeting	20 th March
Applicants informed of decisions	End of March.

Grants should be paid within 3 weeks of applicants being informed of decisions.

Second grant round dates and guidance will be released early May 2019.

Decision Making Processes

All complete applications from eligible LGBT+ Organisations (as outlined above) will be processed by our Grants Team. Each application will be sent to our LGBT+ Futures Fund Grants Committee.

The committee is made up of volunteers. For a full list of those who sit on the LGBT+ Futures Fund Grants Committee click [here](#).

Each application is scored against a set of criteria and goes through the same process (see Detailed Application Guidance for how we weight scores)

Consortium itself does not make the final decision on applications; all decisions are made by the LGBT+ Futures Fund Grants Committee.

Small Grants Terms and Conditions

If your organisation is awarded a grant, we will outline several conditions that you must agree to in order to receive the money.

All grant holders must agree to only use the grant for the purposes of which the grant was awarded. Additionally, you will be required to work with our Funding Team to agree how you will engage with the Skills Development and Training Programme.

All conditions will be outlined in successful applicants grant agreements.

Feedback for Unsuccessful Applicants

At Consortium, we believe feedback is vital for our Sector to improve at fundraising, so we will offer feedback to any organisation that requests it.

Support around fundraising can be accessed through Consortium, independently of the Grants Programme. Support received will not have any bearing on the success of an application.

Reapplying for a Grant

Unsuccessful applicants are welcome to submit a new or amended application. We recommend that applicants take full advantage of any feedback given and access the Skills Development and Training Programme before resubmitting.

Appealing Decisions

The decision of the Grants Committee is final. If your application is unsuccessful you will receive feedback and you are welcome to reapply.

Data Protection

We use the personal data you provide, such as contact details for individuals at your organisation in order to allow you to apply and for us to assess your application.

If your grant is successful, we will use this data to check that the grant is being managed appropriately.

We may share your data with the organisations we are working in partnership with to deliver our Skills Development and Training Programme, but only where there is a legitimate need.

We will keep in contact with you throughout the life of your grant and guide you around publicising your grant and monitoring and evaluating your work.

Our Data Protection and Privacy Notice gives more information about how we store and use personal data and the lawful basis for this.

Monitoring & Evaluating

If your organisation is awarded a grant you will receive the monitoring and evaluation requirements at the start of your grant period.

This is so you will know what we want you to monitor and measure for us to see how successful your project or work has been.

By accepting a grant from the LGBT+ Futures Fund you are committing to reporting back to us on how the money was spent and the difference it made.

Tell us a story

We want to hear about how your work has impacted people and communities and how the grants have enabled you to build sustainability into your work, so, don't forget to collect the stories of the people you are working with!

Skills Development and Training Programme

As well as ensuring that all grants go towards helping LGBT+ Organisations develop their sustainability, we want to ensure that people have the right skills and knowledge to be able to drive their organisations forward.

This Grants Programme is being run alongside a Skills Development and Training Programme for LGBT+ Organisations. The free Programme provides access to a range of training, resources, 1:1 support and peer learning to ensure that the organisations make lasting change and impact.

All Organisations that are awarded a grant will engage in the Skills Development and Training programme in which ever way is most useful for them. Applicants will be asked which areas their organisation would benefit from developing skills in as part of the application.

Organisations can select to receive support and skills development in one or more of the following areas:

Organisational Development

- Good Governance
- Successful Strategies
- Financial Accountability
- Income Diversification & Fundraising

Skills Development

- Monitoring and Impact Measurement
- Making a Good Case and Developing Influence
- Growing your Organisation
- Diversifying your Audience

The Grants Committee has access to discretionary funds to enable very small organisations to engage in this Skills Development and Training Programme beyond the grant applied for.

Detailed Application Form Guidance

Section A

Organisation Name	This must be the full name of the organisation carrying out the proposed work. If your organisation goes by a shortened name please include this.
Legal status of organisation	<p>Unincorporated Charitable Association: a simple way for a group of volunteers to run a charity for a common purpose. Will have a governing document e.g. a constitution. Some Unincorporated Associations are registered charities, others are not.</p> <p>Charitable Incorporated Organisation (CIOs) is a fairly new legal structure available to charities or charitable groups that want to incorporate so as to create an organisation in its own right. This structure removes the need to register as a charity and then as a company as well.</p> <p>Community Interest Company (CIC) is a type of company designed for social enterprises that want to use their profits and assets for the public good. CICs cannot be registered charities.</p> <p>Registered Charitable Company: a company limited by guarantee set up with special charitable articles, registered both at Companies House and The Charity Commission.</p> <p>If you are unsure of the type of organisation you are, please get in touch.</p>
The main beneficiaries of your organisation	Select as many as apply. We want to know which people and communities you currently work with or provide services to.
Objectives of your organisation	Tell us what your organisation was set up to do. These aims should be set out in your mission statement, articles of association or constitution.
Main activities of your organisation	Tell us what your organisation does on a day-to-day basis? What are the main activities or services you provide?

Section B: Projects & Events Grants

<p>What is your organisation seeking funding for?</p>	<p>This is the first thing that our Grants Committee will see, so make sure you give a clear summary of what your organisation wants to do with a grant. Remember, Grants are assessed by a Grants Committee, not Consortium, so don't assume that they know about your work or your track record. Be clear about the work you will carry out, the practicalities of who it will work and the aims. Don't forget information about who will do the work.</p>
<p>Why is this project/event needed?</p>	<p>Consortium already has a clear understanding of the issues faced by LGBT+ people and communities so you do not need to demonstrate that LGBT+ people and communities are underrepresented or underserved in general. What we are looking for in this section is information about how you know <u>your project</u> is needed, why you think the proposed work will address the need and why you are well placed to do the work. If your work is focusing on underrepresented or underserved LGBT+ people of communities tell us why they are underrepresented. Don't forget that your work must be in line with the key aims of this Grants Programme.</p>
<p>What will the main outputs of your work be?</p>	<p>Outputs are what you deliver and represent the short-term results of the activities you have undertaken e.g. a service or event. Outputs measure, they don't address change or value.</p>
<p>Three Outcomes</p>	<p>Outcomes represent the differences made by your work. Outcomes should clearly link to your projects aims. You must tell us three outcomes you expect from your work. Your three outcomes must fall under one or both of the following themes:</p> <ul style="list-style-type: none"> • Organisation Sustainability • Improving access: Listening to and amplifying underrepresented voices
<p>Measuring the differences that your work will make</p>	<p>Tell us about the measurement methods you will choose. They could include collecting data from evaluation forms; collecting information around user satisfaction levels; 1:1 interviews; observations (alongside figures) about increases in attendance or new people accessing services.</p>
<p>Continue the activity beyond the grant period</p>	<p>Applicants must explain how their projects will continue to run or to influence new projects after the grant period.</p>

	<p>If work will not continue, applicants must explain how they will embed what they have learned into future work.</p> <p>All applicants should show that they have considered how their work might develop the sustainability of their organisation.</p>
Tell us how many people will benefit from this grant	Be realistic and ensure you can justify your figures.
Underrepresented people and communities	<p>Tell us which people and communities the funded work would focus on. This should be different from the people and communities you selected as the main focus of your organisation in Section A.</p> <p>If it is the same, make sure you explain why.</p>

Section B: Events Grants Only

<i>Event Grants Only</i>	<p>You only need to complete this section if you are applying for an Events Grant.</p> <p>You need to tell us the key people your work will seek to engage.</p> <p>You need to tell us the key date/s your event/s will take place on.</p>
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Section B: Sustainability Grant

What is your organisation seeking funding for?	<p>This is the first thing that our Grants Committee will see so make sure you give a clear summary of what your organisation wants to do with a grant. Remember, Grants are assessed by a Grants Committee, not Consortium, so don't assume that they know about your work or your track record. Be clear about why the work will enable you to build capacity in order to develop sustainability.</p>
Tell us how this grant would enable you to develop your organisation and/or improve its sustainability.	<p>We are seeking information about the development work you wish to do and why it will help your organisation to become sustainable. Make sure you include information about why your organisation needs to develop, what direction it hopes to go in and why.</p>
Tell us how you will embed and implement learning from this work.	<p>Use this space to explain how you will use what you learn e.g. if you are applying for a grant to carry out an organisational review – how will you ensure that any recommendations are implemented in your organisation?</p>
What will the main outputs of your work be?	<p>Outputs are what you deliver and represent the short-term results of the activities you have undertaken e.g. a service or event.</p> <p>Outputs measure, they don't address change or value.</p>
Three Outcomes	<p>Outcomes represent the differences made by your work. Outcomes should clearly link to your projects aims. You must tell us three outcomes you expect</p>

	<p>from your work. Your three outcomes must fall under the following theme:</p> <ul style="list-style-type: none"> • Organisation Sustainability
Measuring the differences that your work will make.	Tell us about the measurement methods you will choose to show us you have achieved your outcomes.
Long term impact of the project or event	Impact is any positive or negative, planned or unforeseen effects arising from an intervention. Impact tends to be viewed as longer term or wider reaching change.

Section C

How much Funding are you applying for?	<p>Don't be tempted to apply for the maximum amount. Apply for what you need to achieve your aims. At the same time, ensure that you have applied for enough to ensure you will be able to complete your work.</p> <p>Ensure that you can justify all the costs involved. Obtain quotes or compare average prices where possible.</p>
Budget	<p>List all costs associated with your event or project. You can use budget headings, rather than a detailed list of items e.g. you can count pens and printer ink under office costs.</p> <p>Describing your costs: ensure that you give a good description of costs, especially where staffing costs are involved.</p>
Managing Grants	<p>If your organisation has no formal income and intends for another organisation (this must be a registered charity) to hold the grant on your behalf you must clearly indicate this in the application and explain how you will manage that relationship.</p>
References	<p>You must provide a reference who represents an organisation that has worked with you and/or knows the work of your organisation.</p> <p>We reserve the right to contact references, please ensure that the reference you provide is available during the decision making process.</p>
Supplementary Documents	<p>For your application to be considered you must provide the following documents:</p> <ul style="list-style-type: none"> • Constitution or Governing Document • Names of all Trustees and/or Directors • Annual Accounts (if you have these) • If you a new organisation and do not yet have accounts then you must submit bank statements. • For organisations with no formal income see Managing Grants section above. • Statement of insurance • Safeguarding Children Policy (<i>if applicable</i>)

- Vulnerable Adults Policy (*if applicable*)
- Names of all Trustees and/or Directors

Score Weighting

Each Application will be scored in the following areas. Each score has a weighting to highlight how important this part of the application is:

Grant Criteria	Project & Event Grant Weighting	Sustainability Grant Weighting
Project Focus: Is the project aimed at LGBT people and communities that are underrepresented and underserved (in the organisation or in general)	15%	
Project Looking for clear understanding of the projects work and aims.	20%	30%
Outputs Looking for outputs that are realistic and clearly linked to achieving outcomes.	5%	10%
Outcomes Looking for outcomes that are achievable and are clearly linked to project aims.	15%	15%
Sustainability and Wider Impact. Looking for evidence that the application considers sustainability and the wider impact of their work.	20%	30%
Funding Priorities <ul style="list-style-type: none"> • Interventions that support and increase the visibility of LGBT+ people. • Addressing the findings from the National LGBT Survey. • Demonstrates how work will strengthen organisations. • Offers creative solutions to reach and include more marginalised and underrepresented LGBT+ people and communities. • Demonstrates Collaboration with other LGBT+ organisations to strengthen themselves and the LGBT+ sector. 	20%	10%
Grant & Project Management Looking for evidence of how Organisation will manage money and mitigate against risk.	5%	5%

Please send completed application forms along with the relevant supplementary documents to grants@lgbtconsortium.org.uk

For questions or help completing your form please contact our Grants Team on 020 7064 6500