



# **CONSORTIUM**

for stronger lgbt+ communities

## **LGBT+ Futures Fund**

### **Guidance**

APRIL 2019

# Contents

---

Introduction

General Guidance

- Who can apply?
- Small grants
- Funding priorities
- Grants Programmes
- Geographical priorities
- Measuring and demonstrating change
- What we cannot fund
- How to apply
- Supporting documents
- When to apply
- Assessments and Decisions
- Small Grants Terms and Conditions
- Feedback
- Appealing Decision
- Data Protection

Monitoring & Evaluation

Sector Development Programme

Application Score Weighting

## 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 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 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.

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 is welcome to apply. We recognise that some organisations will only focus on one or some of those communities.

Organisations applying must have objects specifically outlining their support of LGBT+ communities and/or be clear in all their public facing materials (e.g. website) that they work primarily with LGBT+ communities.

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

- Registered Charities
- Charitable Incorporated Organisations (CIOs)
- Community Interest Companies (CIC)
- Non-profit companies limited by guarantee (companies limited by shares are not eligible)
- Unincorporated Charitable Associations e.g. constituted community and voluntary Groups

LGBT+ Organisations must be fit for funding. This means having good governance and financial management in place and 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](mailto: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.

Applications can be for between £500 to £10,000. A Really Small Grants application form is available for applications for £2,000 and below.

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 number of applications are 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. Applications at and close to the maximum level (£10,000) will be exceptional. Please think carefully before submitting a bid at this level.**

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 and not for the running costs or ongoing activities of an organisation.

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

Please ensure that your work fits into at least one of the priority areas before you apply:

- Supporting and increasing the visibility of LGBT+ people
- Addressing the findings from the [National LGBT Survey](#).
- Prides and LGBT+ Youth Groups: **note that we cannot fund general running costs of Prides, only new elements that fit the fund criteria.**
- Supporting 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.

- Creative solutions to reach and include more marginalised and underrepresented LGBT+ people and communities in 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
- Event Grant
- Sustainability Grant

### Project Grant

Project Grants are grants for activity taking place over several months (up to 8 months) 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:

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

You must explain how any new service would be sustained beyond the grant.

### Event Grant

Event Grants focus 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 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 unrepresented audiences and participants

### Sustainability Grant

There are a limited number of grants available under this. Organisations can apply 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

All grants **must** be fully spent by **31 March 2020**.

## Geographical Areas

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

There are no priority geographical areas, but the Grants Committee will ensure an even and fair spread of funds across England.

## Measuring and Demonstrating Change

Funded activities should create change and contribute to the sustainability of your organisation. Numbers of beneficiaries are not as important as 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.

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 funded organisations 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 change.

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
- Repeated activities, like general running costs for a Pride event.
- 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
- Unspecified or excessive volunteer expenses or high staff costs/expenses
- General appeals
- Work that cannot demonstrate its impact on 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
- Really Small Grant Application Form (requests £2,000 and under)

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 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.

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.

## When to apply

<b>Grant Round 2</b>	<b>Date</b>
Applications open	Friday 3 May
Application submission deadline	Friday 31 May at 5pm
Grants Committee Meeting	19 June
Applicants informed of decisions	End June
Successful projects complete	31 March 2020

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

At this time we do not anticipate a third funding round.

## 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 visit our website.

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.

## Appealing Decisions

The decision of the Grants Committee is final. If your application is unsuccessful you will receive feedback.

## 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.

## 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:

<b>Grant Criteria</b>	<b>Project &amp; Event Grant Weighting</b>	<b>Sustainability Grant Weighting</b>
<b>Project Focus:</b> Is the project aimed at LGBT people and communities that are underrepresented and underserved (in the organisation or in general)	30%	
<b>Project</b> Looking for clear understanding of the projects work and aims.	20%	30%
<b>Outputs</b> Looking for outputs that are realistic and clearly linked to achieving outcomes.	5%	10%
<b>Outcomes</b> Looking for outcomes that are achievable and are clearly linked to project aims.	10%	10%
<b>Sustainability and Wider Impact.</b> Looking for evidence that the application considers sustainability and the wider impact of their work.	10%	35%
<b>Funding Priorities</b> <ul style="list-style-type: none"> <li>• Interventions that support and increase the visibility of LGBT+ people.</li> <li>• Addressing the findings from the National LGBT Survey.</li> <li>• Demonstrates how work will strengthen organisations.</li> <li>• Offers creative solutions to reach and include more marginalised and underrepresented LGBT+ people and communities.</li> <li>• Demonstrates Collaboration with other LGBT+ organisations to strengthen themselves and the LGBT+ sector.</li> </ul>	20%	10%
<b>Grant &amp; Project Management</b> 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](mailto:grants@lgbtconsortium.org.uk)

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