

# London Catalyst

## FREQUENTLY ASKED QUESTIONS (FAQs)

### WHAT DO YOU FUND?

**PROJECT GRANTS:** We target funding at initiatives that will tackle the effects of poverty and ill-health. We fund any reasonable and appropriate project cost. This can include salaries, training, volunteer expenses, management, supervision and evaluation. The trustees prefer time-limited 'catalytic' project grants.

**SAMARITAN GRANTS:** A Samaritan grant is a hardship fund – a 'pot' of money – which frontline agencies use to assist people in immediate need through the provision of one-off emergency hardship grants.

### HOW LARGE ARE THE GRANTS?

**PROJECT GRANTS:** £1,000 - 5,000+ depending on the purpose, outcomes and budget. A larger grant can sometimes be considered if the trustees take a special interest in a project. This will be determined on merit and likely impact and how closely it matches current priorities.

**SAMARITAN GRANTS:** £100 - £2,000 A hardship fund which agencies distribute on our behalf. Grants can be repeated annually subject to available resources, evidence of need and satisfactory reporting.

### DO YOU FUND LARGE OR NATIONAL CHARITIES?

We do not make grants in response to general appeals from large national charities. We prioritise organisations with an income of < £500,000. An organisation with income over this figure can be considered when its resources and expertise suggest it is in the best position to develop a service to meet an unmet need in partnership with local groups.

### DO THE TRUSTEES EVER CONSIDER CONTINUATION FUNDING FOR A PROJECT?

Requests for continuation funding are considered on a case by case basis. The charity values its role as a relational grant-maker and may extend funding if the further grant acts as a 'bridge', either to funding agreed but not yet available, or to a significant development likely to improve sustainability or as an essential short term intervention.

### HOW OFTEN DO YOU MEET TO CONSIDER GRANTS?

The trustees meet four times a year and the dates of these meetings can be found on the 'Grants' page of our website. Full and complete applications must be received at least four weeks before these dates.

### WHEN DO YOU NEED A COMPLETED APPLICATION?

Normally at least **four weeks** before a meeting.

### WE HAVE HAD A GRANT PREVIOUSLY. CAN WE APPLY AGAIN?

The trustees will consider one application in a 12-month period. Grants are normally for one year. You will be expected to wait at least 12 months before re-applying. Look at our policy on continuation funding above.

### WE WERE TURNED DOWN FOR A GRANT IN THE PAST. CAN WE RE-APPLY?

Yes but remember we are a small grant maker and have limited funds. Read our grants review on the 'News and Reports' page of our website to see the type of project we have funded before.

# ADVICE TO APPLICANTS

The best advice we can give is to think clearly about what you want to do. The following are general points but we do look for applicants to demonstrate:

- **Target group:** make sure you know who you want to reach and that they are fully involved in what you plan to do
- **Expertise:** you have knowledge and experience of working with the client group and relevant expertise to deliver the project
- **Active partners:** expert partners should be involved and you will have links to relevant local agencies and sector networks
- **Activity and learning:** a project should provide a range of opportunities to develop participant's involvement, experience, skills and knowledge. Generally, activities should include one-to-one support, group work and encourage user involvement throughout the process
- **A focus on outcomes and performance.** You must be able to demonstrate what you want to achieve and how.

Do look at our website, which has various case studies and links to reports.

Consider the theory behind good practice. External sites which offer useful advice and data include:

<http://data.london.gov.uk/datastore>

[www.ces-vol.org.uk](http://www.ces-vol.org.uk)

<http://www.londonpovertyprofile.org.uk/>

<http://neweconomics.org/five-ways-to-wellbeing-the-evidence/>

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# PLANNING YOUR PROJECT

You may find that using a project plan helps to develop your idea. The **Planning Template below** may be of use.

This is not part of the application form but it could help you develop your project, and to complete section D of the Project Grant application form.

## PROJECT PLANNING TEMPLATE

<b>Title:</b>	<ul style="list-style-type: none"><li>• The name of the programme or project</li></ul>
<b>Aim:</b>	<ul style="list-style-type: none"><li>• What do you want to achieve?</li></ul>
<b>Objectives:</b>	<ul style="list-style-type: none"><li>• Interventions &amp; actions to help you achieve your project aim</li></ul>
<b>Target population:</b>	<ul style="list-style-type: none"><li>• Who is it for?</li></ul>
<b>Knowledge and evidence:</b>	<ul style="list-style-type: none"><li>• Needs and data</li><li>• What do you know about the lives of the target group?</li><li>• Community mapping</li><li>• Similar projects to compare/learn from</li></ul>
<b>Partners and networks:</b>	<ul style="list-style-type: none"><li>• Expertise</li><li>• Names and contacts to be involved?</li><li>• What role will they take?</li></ul>
<b>Evaluation:</b>	<ul style="list-style-type: none"><li>• Targets</li><li>• Indicators that show you have achieved these (e.g. number of volunteers recruited)</li><li>• What is going to be measured, when, who will do it and how?</li></ul>
<b>Key message:</b>	<ul style="list-style-type: none"><li>• In just a few words</li></ul>
<b>Risks and ethics:</b>	<ul style="list-style-type: none"><li>• Have you assessed harm, choice, and quality standards?</li><li>• Any other points you need to consider?</li></ul>
<b>Resources:</b>	<ul style="list-style-type: none"><li>• Estimate and research quotes</li><li>• Calculate budget</li><li>• What do you have, what else might you need?</li></ul>

# EXAMPLE OF A COMPLETED ON LINE PROJECT APPLICATION:

## Formstack Submission for form Project Application Form

Submitted at 06/10/16 4:27 PM

<b>Programme:</b>	Project
<b>A1 - Organisation name:</b>	Firm Foundation
<b>A2 - Street address:</b>	Brigade House Brigade Close
<b>Town:</b>	Harrow
<b>Postcode:</b>	HA2 OLQ
<b>A3 - Organisation telephone number:</b>	02084265515
<b>A4 - Charity number (if applicable):</b>	1143823
<b>A5 - Organisation legal status:</b>	Registered Charity
<b>A6 - If you selected 'other' in the question above, please give details here:</b>	
<b>A7 - Organisation website:</b>	<a href="http://www.firmfoundation.org.uk">www.firmfoundation.org.uk</a>
<b>A8 - Summarise your organisation's aims, history, client group and services (maximum 500 words):</b>	FirmFoundation has been a registered charity located in Harrow since 2010 which aims to relieve the immediate suffering of the homeless, while working with them to find a practical and sustainable solution to their needs. FirmFoundation assess each person's housing needs, helping them where possible to access both emergency (short-term) and long-term accommodation. We help homeless individuals to move on to more secure accommodation, acquiring a more independent and stable lifestyle. We highlight through our work with local statutory and voluntary organisations in Harrow the problem of homelessness in Harrow. We have strong links with complementary charities, agencies and organisations who can provide more specialist services relevant to our users' welfare.
<b>B1 - Title:</b>	Mr
<b>First name:</b>	Julian
<b>Last name:</b>	Sampson
<b>B2 - Telephone number:</b>	020842555666
<b>B3 - Your position in organisation:</b>	Charity Manager
<b>B4 - Email address:</b>	<a href="mailto:example@example.com">example@example.com</a>
<b>B5 - Please re-enter email address:</b>	<a href="mailto:example@example.com">example@example.com</a>

<b>C1 - Title:</b>	Mr
<b>First name:</b>	John
<b>Last name:</b>	X
<b>C2 - Referee email:</b>	<a href="mailto:example@example.com">example@example.com</a>
<b>C3 - How do they know you?:</b>	Manager, Housing Needs. FirmFoundation works with Harrow Council's Housing Needs Team, Mr X is one of the points of contact.
<b>D1 - Amount you are requesting from London Catalyst:</b>	1000
<b>D2 - The total budget for the project:</b>	42813.00
<b>D3 - Project name/caption (250 characters or less):</b>	After running a male shelter for six consecutive years FirmFoundation is planning to expand the shelter to include women in 2017. The seventh Winter Night Shelter 2017 aims to provide overnight accommodation for up to ten male and five female guests
<b>D4 - Project detail: describe here what you plan to do – how, where, when. Include the role of any partner agencies.:</b>	<p>Firm Foundation's Winter Night Shelter aims to meet the needs of the single homeless in Harrow. Therefore FirmFoundation will provide a warm, friendly atmosphere and a safe dormitory style overnight accommodation during the coldest 3 months of the year for up to 10 male and 5 female guests. This is Harrow Borough's only Winter Night Shelter. From January to March 2017 FirmFoundation's seventh Winter Night Shelter will take place in Harrow. In the evening a hot meal prepared by volunteers is served. Meals are also offered to other homeless not gaining a bed space as a way of keeping contact with our services. In the morning a cooked breakfast is provided.</p> <p>With the addition of a Shelter Co-ordinator and a part-time Support Worker, guests will be offered extended support (e.g. appointments for benefits, Job Centre, drug and alcohol services and accommodation viewings) with the goal of securing long term accommodation.</p> <p>The Winter Night Shelter 2016 received 59 referrals of which the shelter offered bed spaces to 30 males. We are pleased that 13 guests gained long term accommodation. The guests were referred to us by the Harrow Street Pastors, Harrow Council (Housing Advice Team), FirmFoundation's Single Homelessness Drop-in, St Paul's South Harrow, Prison's, CAB and other services. FirmFoundation have built strong relationships with Harrow Council's Housing Needs Team, WDP the Drug and Alcohol Service as well as Harrow Churches Housing Association who manage homeless accommodation. These partners help FirmFoundation to deliver targeted outcomes for the shelter's guests. St Peter's Medical Centre offered health checks for our guests during the shelter. These health checks are invaluable as rough sleeping often brings complex health issues. After breakfast a nurse and GP ran surgeries at the project on four occasions. Ten of the Shelter's guests have benefited from these health checks.</p>

The 2016 Winter Night Shelter ran a waiting list, following the fourth week of the project the decision was taken to increase the bed spaces from 10 to 12. This allowed increased access for those on our waiting list to use the shelter. Overall bed spaces were therefore increased from 840 to 938 with an occupancy rate of 93%.

Due to the increasing number of single homeless people in Harrow, FirmFoundation expect that the Winter Night Shelter 2017 will run at full capacity once more.

Furthermore FirmFoundation's aim for the Winter Night Shelter 2017 is to expand the shelter to include women.

**D5 - How was the need identified? Include local findings, data, evidence and web references to support your case:**

The official figures provided on CHAIN for Harrow from 1st April 2015 to 31st March 2016 indicate 67 rough sleepers in the Borough of Harrow.(1) Rough sleeping has been rising over the previous six years, in 2009/10 the CHAIN figure was just 6. FirmFoundation are also aware that some rough sleepers do not make it on to the statistics, therefore the number is probably higher. These figures cover a 12 months period, during the 12 weeks of the 2016 Winter Night Shelter we received 59 referrals. (1) Data based on the CHAIN Quarterly Report 'Outer Boroughs' figures for each quarter 31st March to 1st April 2016 – the final annual figure is not available at the time of this proposal and may be adjusted to compensate for duplication

**E1 - What do you plan to achieve by the end of the project? E.g. for the participants, the project and/or the organisation:**

FirmFoundation's clients often present multiple and complex needs, which require support over an extended period of time. It is FirmFoundation's aim to work with the homeless to achieve greater emotional resilience, have an increased level of reliability, are more able to organise their finances and maintain their relationships in order to equip them to move on to a more permanent accommodation.

**Priority 1:**

Giving shelter

**What you hope to achieve 1:**

15 males and 7 females to enter the Winter Night Shelter 2017

**Priority 2:**

Helping people access accommodation

**What you hope to achieve 2:**

To have 8 people access appropriate accommodation.

**Priority 3:**

Health

**What you hope to achieve 3:**

To have 10 guests seen by GPs and nurses for Health Checks at surgeries held at the Shelter.

**F1 - How and what will you record to demonstrate the project has made a difference?:**

In order to evaluate the outcomes of FirmFoundation's work we use a variety of methods to demonstrate its impact. Comprehensive records were kept for the Winter Night Shelter, which included, the number of referrals, guests who gained accommodation and also the number of single homeless people who have been referred to drug and alcohol advice. This monitoring software has been provided annually by Housing Justice. The Winter Night Shelter will use a survey record the progress guests make regarding emotional resilience, confidence, the ability to organise finances and keep appointments. Also the ability to maintain relationships, manage and reduce drug and alcohol use and the ability to sustain a tenancy.

**I confirm that I have an accurate budget which shows the breakdown of the costs of the project and all funds from other sources:** Confirmed

**Project location:** Harrow

**I1 - Which ONE of the following describes the majority of the project users?:** Men

**I2 - Health/disability: Which ONE of the following could broadly describe your project users?:** Mental ill-health

**I3 - Health/disability: Which ONE of the following might also be used to describe your project users?:** -- Please Select --

**I4 - Income: Which ONE of the following would apply to the majority - more than half - of your users?:** Unemployed/receiving welfare benefits

**I5 - Are the majority of project users homeless/temporarily housed?:** Yes

**I6 - Would you describe the majority of project users as socially isolated?:** Yes

**I7 - Are the majority of project users LGBT?:** No

**I8 - Are the majority of project users refugees and/or asylum seekers?:** No

**I9 - Ethnicity: Which one of the following options would apply to the majority of project users?:** Mixed / Multiple ethnic groups

**J1 - Please upload an accurate budget which shows the breakdown of the costs of the project:** [View File](#)

**J2 - Please attach a copy of your most recent annual report and accounts:** [View File](#)

**Declaration - I have read and agree to the terms and conditions above:** Yes