



# **TIDEWAY'S LAMBETH COMMUNITY INVESTMENT FUND**

**Guidance for community and voluntary  
organisations**

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Handling instructions for the protective marking shown are provided in the Protective Markings Standard (document reference: 2362-TDWAY-TTTUN-990-ZM-PS-700002).

## 1 Introduction

Thank you for applying to Tideway's community fund that will support community groups in Lambeth aiming to improve social cohesion. It is important you read these guidance notes before you complete the [application form](#).

Please complete if possible, the electronic version of the application form. If you need the documents in hard copy format, or if you have any questions about the application and criteria, please contact [communityfund@tideway.london](mailto:communityfund@tideway.london)

[Priority will be provided to those who projects address the needs of the most disadvantaged members of the community and who deliver against one or more of the criteria.](#)

[Organisations / charities must not have a turnover of more than £50,000.](#)

[The fund will pay for grants up to £5000.](#)

[Top tip – it is a good idea to draft your response in word format so you can check your spelling and word count on the questions where there is a word limit.](#)

[Please note, you cannot save the application form mid-way through.](#)

## 2 Organisation details

The numbers below refer to the numbers on the application form.

1. Please confirm that you have read the guidance notes in relation to your application.
2. Please use the full name of your organisation.
3. Registered address – please provide the address where the charity/voluntarily group is registered
4. Website address – please provide a link to the charity's website address (if you have one)
5. The person named on this application will be deemed as the person responsible for making the bid. We may need to telephone or visit you to ask for clarification of some of your answers or to provide additional information. If you have an e-mail address, please give us this as it will speed up the assessment of your application. Please let us know if you have special communication needs and we will try to meet these.
6. What type of organisation are you?
  - Registered charities
  - Charitable Incorporated Organisations (CIOs)

- Community Interest Companies (CICs) limited by guarantee
  - Faith groups, where the activity is not promoting religion
  - Registered Community Amateur Sports Clubs (CASCs)
  - Constituted but unincorporated clubs or associations
  - Schools
7. Please provide the registered charity and company number if applicable
8. Provide the home address and date of birth of two different people from your organisation. Both contacts need to have different email addresses, who live in the UK and cannot be:
- Related by blood
  - Married to each other
  - In a civil partnership with each other
  - In a long-term relationship with each other
  - Living together at the same address
- 9-10. Does your organisation have a bank account in the name of the organisation / project with two separate signatories? For us to pay you, your organisation will need a bank account in the name of the organisation with a minimum of two signatories. We are unable to proceed with your application if this is not the case.
11. Please provide a link to your most recent financial report and accounts. These should be produced not later than 10 months after the end of your financial year, as required by [The Charities Statement of Recommended Practice \(SORP\)](#). If you do not have audited/independently reviewed accounts, please provide your latest balance sheet. We will only fund organisations operating for at least a year. If a link to the report is not available please email a copy to [communityfund@tideway.london](mailto:communityfund@tideway.london) with the name of your organisation in the title of the email.

Please note due to lead times for new payees in our finance systems, payments may take longer for companies who are not registered with Charities Aid Foundation and we will endeavour to pay as soon as possible if your project is approved.

### 3 Project details

12. What is the name of the project if this is different to the name of the organisation.
13. Total funding requested should be between £1,000 and £5,000. We will not consider projects that have already taken place and for projects that have received Tideway funding in the past.
14. Lambeth has high areas of deprivation and this fund aims to support organisations who will impact those who live in these areas as referenced in the 2019 [indice of deprivation](#).

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15. What is the estimated start and finish date for the project? The activities supported by the funding will need to be completed by the end of February 2023 and not start before October 2022.
16. Provide how many people will the project directly benefit.
17. Please provide a description of your project in 750 words. Consider including the following:
- What are the main aims of the project?
  - How do you know there is a need for the project?
  - How will this benefit the community and the beneficiaries
  - What difference are you hoping to make?
18. Please let us know how you will deliver the project; you have 750 words to complete this section. Please try and quantify your activities for example:
- What will the activities include?
  - how many sessions will be delivered, for how long and when? (This might not be applicable for some projects)
  - consider how many staff you will need to deliver the projects
  - list what resources you will need and the steps you need to take to deliver the project, are there any dependencies (eg employing staff?)
  - Outline any relevant risks to the project and what your mitigation measures are
19. List the main outcomes you would like to achieve on the project for example;
- A number of clients will have the cooking skills needed to cook their families cheap but nutritional dinners
  - A number of young people will increase their levels of reading

The impact measurement is covered in question 23 and you will be asked to report on each of the outcomes you have listed in the application.

20. What engagement methods will you use for people to participate in your project, who is your network, how will you outreach, what communication channels will you use, Community Centres, Facebook, GP surgery, Schools etc
21. Tideway considers community investment against four criteria and applications will need to deliver a community benefit against at least one of these:
- **Concerned with the river and/or the environment**, themes at the core of our project, and our company vision of 'reconnecting Londoners with the River Thames'. [Click here](#) for river partnerships we have supported.
  - **Bringing communities together, ultimately making them more cohesive and inclusive**, in line with our legacy commitments. [Click here](#) for an example of a community programme bringing people closer together.

- **Involving young people**, linking to our legacy commitment to inspire and upskill the next generation. [Click here](#) for an example of our work helping young people
  - **Concerned with health and wellbeing**, linked to our health and safety and Legacy objectives. [Click here](#) for an example of a well-being initiative we have supported in the past
22. Provide a breakdown of costs that will be incurred in running your project. You may wish to add headings such as staff costs, material/equipment costs, operational costs etc.

## 4 Measurement and Impact

23. To help us understand the impact your project has had on the community, you will need to provide an impact report to Tideway by 14<sup>th</sup> March 2023. You will need to consider how you will know your project has directly helped people, how will you know you have achieved the outcomes listed in question 19, will you survey before and after, will you take pictures, will you have a group session at the end of the project to capture beneficiaries thoughts, progress etc.

Tideway will be able to provide you with an impact report template.

## 5 Tideway volunteers

24. Tideway staff working on the Tideway project like to volunteer their time to support good causes using their professional skills where they can. If the project is being delivered during working time and you may need volunteer support, please indicate if this would be helpful and what sort of volunteering support you may need, how many volunteers and how often.

## 6 Submitting your Application

25. [The Lambeth Community Fund application](#) is available online using Microsoft Forms. If you have problems using the form, please contact Kelly Bradley - [communityfund@tideway.london](mailto:communityfund@tideway.london).

The application form and any accompanying documents must be submitted by 5pm on Friday 2<sup>nd</sup> September. If you cannot send a link to your financial statement or other documents that will be useful when reviewing your application, please provide copies to these documents and send to [communityfund@tideway.london](mailto:communityfund@tideway.london).

## **7 What happens after you have submitted your application**

26. Your application will be reviewed by Tideway's Charitable Giving and Community Investment Committee in mid-September. You will be contacted (by email) shortly after the meeting if you have been successful/unsuccessful.
  
27. For those who have been successful, Tideway will provide payment to your charity through Charities Aid Foundation (if you are registered with CAF) (for those who are registered). If you are not registered, Tideway will ask you to complete a 'new supplier set up' form.
  
28. Projects will need to start from October 2022 and will need to finish by the end of February 2023.