

## **Community Contribution Fund – Round 7 Application Guidance**

Applications to the Community Contribution Fund will open on **2<sup>nd</sup> January 2025** and close **11:59pm on 13<sup>th</sup> February 2025**.

If you require any assistance, then please get in touch at least 3 working days before the deadline. For any questions, please contact:

[CommunityContribution@westminster.gov.uk](mailto:CommunityContribution@westminster.gov.uk)

Decisions will be announced in April 2025.

Payments will be made after due diligence checks and contracts have been signed, between April to June 2025.

### **Application Stages:**

**Stage 1** – eligibility quiz. Please complete this well in advance of the deadline as you will not receive the link to the full application without completing this step. **Click [HERE](#) for the link to the quiz.**

**Stage 2** – full application form to be submitted by 11:59pm on 13<sup>th</sup> February 2025. Late submissions will not be accepted.

### **Projects:**

- Projects must relate to one of the following priority areas:
  - Youth Support
  - Rough Sleeping
  - Social Isolation and Loneliness
  - Social Inclusion
- Your project team must consist of experienced staff that have previously delivered a project of a similar size.
  - If applying for more than **£10,000**, you will need to provide the contact details (email and phone number) of someone from another organisation (preferably a funder) who can verify your organisation/team's experience.
- Your project must start between 15 April to 15 July.
- Your project duration must be between 3 to 24 months.
- You may only submit one application per round.

## **Organisation:**

- You can apply if your organisation is a:
  - voluntary or community organisation
  - registered charity
  - constituted group or club
  - not-for-profit company or community interest company
  - social enterprise
  - school
- You must be based in Westminster
- You must have been operating for at least 12 months, i.e. your organisation was established before 2<sup>nd</sup> January 2024

## **Finance Criteria:**

- You will need to upload a copy of your latest financial accounts.
- Your expenditure in the last financial year must not exceed £500,000, unless you are applying under the Rough Sleeping priority.
- Organisations applying under Rough Sleeping have no expenditure cap.
- The maximum amount you can request is based on your organisation's expenditure. Any applications for an amount above the limit will be rejected. Please refer to the table below:

<b>Expenditure in last financial year</b>	<b>Maximum Grant Request</b>
Less than £10,000	£5,000
£10,000 to £250,000	£10,000
£250,001 to £500,000	£20,000
Over £500,000 (Rough Sleeping Projects Only)	£25,000

**Example:** If your expenditure was **£280,000** in the last financial year, you may apply for a maximum grant of **£20,000**.