

## Landsec Futures Community Grants Policy (External Guide)

### Contents

1	Introduction .....	1
2	Applying for a grant .....	1
3	Participating Landsec Sites .....	2
4	The application form and relationship with CAF .....	3
5	Approval Process .....	4
6	Refusal Process .....	4
7	Eligibility for Funding .....	4
8	Ineligible organisations and activities .....	4
9	Conditions of the grant .....	5
10	Reporting .....	5
11	General notes .....	5
12	Funding selection criteria .....	5
13	Contact information .....	6

### 1 Introduction

As part of its Build Well, Live Well, Act Well Sustainability Strategy, Landsec has made a commitment of £20 million over the next 10 years to support improving social mobility within the Real Estate Sector, whilst addressing local need, through its Social Mobility Fund, “Landsec Futures” There are four programmes as part of the Fund, which are 1.) Real Estate Bursaries 2.) Landsec Internships 3.) Employability Partnerships and 4.) Community Grants.

Through the ‘**Community Grants**’ programme, each Landsec site will have allocated budget available to be awarded to not-for-profit organisations who serve a purpose in the areas local to key Landsec sites. Applications will only be considered from those organisations that are non-profit making. Applications will be reviewed by the Grants Panel for each Landsec site-, and any that do not meet the criteria set out in this Grants Policy will be declined. This policy is designed to act as a guidance for potential applicants to the Community Grants Scheme.

### 2 Applying for a grant

There will be four funding round application windows each year:



<b>Funding Round</b>	<b>Applications Open</b>	<b>Applications Close</b>	<b>Anticipated payment made by*</b>
<b>July 2023</b>	Wednesday 19 <sup>th</sup> 9:00am	May 29 <sup>th</sup> 5:30pm	August 14 <sup>th</sup>
<b>October 2023</b>	July 3 <sup>rd</sup> 9:00am	August 14 <sup>th</sup> 5:30pm	September 25 <sup>th</sup>
<b>January 2024</b>	October 2 <sup>nd</sup> 9:00am	November 20 <sup>th</sup> 5:30pm	February 12 <sup>th</sup>
<b>April 2024</b>	January 2 <sup>nd</sup> 9:00am	February 19 <sup>th</sup> 5:30pm	April 25 <sup>th</sup>

*\*Please note, this date is anticipated and will be subject to receipt of relevant information and checks by Charities Aid Foundation*

Applications must be received by the deadline for the intended funding period. Any applications made past the deadline for a given funding round will not be shortlisted, and a new application will be required for the next available funding round.

Applicants will be notified as soon as is practicably possible after the Local Grants Panel whether their request for funding has been successful.

Due to the expected volumes of applications, Landsec will be unable to provide detailed feedback on unsuccessful funding requests, however a brief explanation as to why the request was unsuccessful will be provided. Applicants are welcome to re-apply in the next funding round.

The grants will be paid by Bank Transfer only, again, as soon as is practically possible. Payments will be subject to CAF's relevant due diligence checks, and delays in submitting necessary information will slow down the payment process. Weekends, bank holidays and workloads may also delay the grant being paid.

It should be noted that due to funding limitations, even those organisations who appear to meet all of the funding selection criteria may not be successful in receiving funding, due to the limitations of each assets Grant Fund budget.

### **3**

#### **Participating Landsec Sites**

We are keen to support the areas close to our Landsec locations, so look forward to hearing from charities/organisations operating in the following areas:

Camden (O2 Centre)  
Central Leeds (Trinity Leeds)  
South Leeds (White Rose)  
Greenhithe (Bluewater)



Hammersmith & Fulham (West 12)  
Wandsworth (Southside)  
Lewisham (Lewisham Shopping Centre)  
Manchester (Mayfield)  
Salford (Media City)  
Portsmouth (Gunwharf Quays)  
Braintree (Braintree Village)  
Street (Clarks Village)  
Cardiff (St David's)  
Oxford (Westgate)  
Glasgow (Buchanan Galleries)  
Castleford (Junction 32)  
Westminster  
Southwark  
City of London

#### 4 **The application form and relationship with CAF**

All grant application forms must be completed in full using the link [https://www.grantrequest.co.uk/SID\\_53?SA=SNA&FID=35860](https://www.grantrequest.co.uk/SID_53?SA=SNA&FID=35860) (please note this will take applicants through to the CAF portal, who are responsible for the initial screening and due diligence of applications to ensure they meet the specified selection criteria provided by Landsec.)

To be considered, applicants must provide Landsec/CAF with all of the following information:

- Contact Information
- Your organisation's details, including:
  - o Legal status (including charity number, if applicable)
  - o Your organisation's annual income for the last financial year
  - o Your closest Landsec site.
- Your organisation's activities
  - o Describe your organisation's work in one sentence? (25 words)
  - o In your own words, please describe your organisation, its objectives, and its activities. (200 words)
  - o Who are the main beneficiaries of the work you do? (100 words)
  - o How has the community you support informed your organisation and the work you carry out? (100 words)
  - o From the last 3 years, please highlight any examples of how you have responded to the specific needs of your local or regional community. (100 words)



- Your grant
  - o How you plan to use the grant within the next 12 months? (200 words)
  - o The outcomes for your organisation and the people you support would you hope to achieve with a grant? (200 words)
  - o If you plan to work with any partners using the funds requested? (100 words)

## **5 Approval Process**

The Grants Panel has authority to award grants in line with the below key points:

- The Panel will award the available grants for their assets ranging between £1000 - £3000
- The Grants Panel meets 4 times per year to approve funding, April, July, October and January
- Grant applications will only be considered at these four meetings and will not be awarded on a rolling/ad-hoc basis

## **6 Refusal Process**

The Grants Panel will review all applications submitted to them after being screened by Charities Aid Foundation (Here on in referenced as “CAF”) Refusal of any grants is determined by the Grants Panel and their decision on funding refusals is final

## **7 Eligibility for Funding**

In order to be eligible for potential funding, organisations must:

- Be voluntarily run, non-profit making and operated with no undue restrictions or limitations on membership. Exceptions may include, but not limited to, organisations with specific limitations/regulations such as an age limit, e.g., Scout movement
- Be based in, or serve communities, local to the asset from whom they have requested a Community Grant
- Have a registered contact who, when requested by Landsec, will be contactable and able to provide updates on the use of the funding
- Proven ability to record an auditable use of funds to allow Landsec to include in its annual Social Sustainability reporting

## **8 Ineligible organisations and activities**

Landsec will not be able to consider or fund:

- Organisations or projects which are registered for-profit organisations, or those primarily commercial in nature.
- Organisations or activities which do not substantially benefit communities local to the asset form which funding is sought (as to be determined on a case-by-case basis by each Local Grants Panel)
- Activities solely for political promotion
- The activities of religious organisations, unless they can explicitly demonstrate that the application will be of benefit to the wider local community, that they provide social or welfare work connected



with their organisation which does not directly promote a religious aspect and does not require membership or connection to the religious organisation in order to benefit

- Services or facilities that are the responsibility of another public body/local agency or statutory authority unless a group is working with, and has authority to enhance a provision from the relevant owner/contact
- Retrospective spending i.e. where funding will be used to replace money which has been expended on events that have already occurred, goods/equipment already purchased or services/works already started/completed including but not limited consultancy or brokering fees.
- Repayment of loans or cost of services, equipment, or provisions in anticipation of receiving a grant.

## **9 Conditions of the grant**

- All grants paid are gifted donations from Landsec and do not require repayment
- Grants cannot be re-gifted to other organisations, nor donated to any individual or individuals
- Any grant awarded must only be used for the purpose agreed in the application form submitted to CAF
- All applicants who receive funding from Landsec must, when requested, provide evidence that the grant awarded has been used, and done so for the intended purpose. The level of reporting will vary dependent on the value of the grant awarded. For more information, please see Section 11 which outlines the reporting requirements
- It must be assumed that all funding awarded is done so on a one-off basis and award of funding in one round is not to be assumed as any regular award of funds. Similarly, awarding of funding in one round does not guarantee any future funding will be awarded

## **10 Reporting**

Once the work supported by your grant is complete, you will be required to complete an end of grant report detailing how the grant has been used, the number of people supported (if relevant) and some information on the difference the grant has made.

This online form will be shared with you when your grant is awarded, and a reminder will be sent when the expected due date is approaching. Reports should be completed 12 months from when you're grant is paid.

## **11 General notes**

Applicants may apply for more than one round of funding in any given year, however Landsec reserves the right to prioritise charities/ organisations who have not received funding in the 12 months prior Landsec may, at any time, amend the information listed within this document, or change/amend the funding criteria, amounts, or frequency as it deems necessary.

## **12 Funding selection criteria**

Our Community Grants Panels will consider the following when deciding which causes to support:



1. **Understanding of local need** – The extent to which your organisation understands and supports the needs of the community it is serving.
2. **Impact of funding** – The difference this funding will make to your organisation and your activities.
3. **Evidence of previous work** – The existing work has your organisation already carried out in this area.

**Priority will be given to organisations that:**

- Carry out their work within a reasonable distance to the Landsec site
- Utilise local knowledge and resources in delivering their work.

**13**

**Contact information**

If you have any questions relating to the details outlined within this document or wish to clarify anything not mentioned, please contact [landsecgrants@cafonline.org](mailto:landsecgrants@cafonline.org)