

Local Initiatives Fund Application Form

All applications for funding need to demonstrate a clear benefit to the local community and ward where the project or event will be taking place. There should be a clear set of objectives that can be measured.

Please see the LIF Guidance Notes before completing this application form.

1. Your organisation

Name of organisation	
Main contact person	
Position in organisation	
Charity Number/ Company Number (if applicable)	
Organisation's contact address	
Telephone	
Email address	
Website (If available)	
Are you a constituted group?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are not constituted, have you connected with an organisation or a council department who can hold the funds should you be awarded funding?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered yes, please provide the name of the organisation or the council officer/department	
Are there any Islington councillors connected to your organisation? (e.g. as a trustee/ board member, employee or volunteer) If yes please provide the councillor name and position within your organisation below:	Yes <input type="checkbox"/> No <input type="checkbox"/>

2. Ward and council information

We will use the information you provide to process your application and may forward your application to other council departments for comment.

Ward Information

Local councillors will be looking to support applications that deliver benefit to the residents of their ward. We strongly advise you to contact all three councillors for each ward prior to applying.

[Find out which ward your project is based in or which ward the people to benefit from your project are from](#) (scroll down to 'ward and councillors' after entering the address in this tool)

[Find out who your local ward councillors are](#)

You may also find the [map](#) on our website useful which shows the 17 wards in Islington. Please note that as of May 2022, the number of wards in Islington has increased from 16 to 17 and almost all wards have had a small change to their present boundaries and many have new names. Please ensure you are applying to the correct ward.

Which ward(s) would you like to deliver your project in?	
Which ward(s) would you like to apply to?	
Have you contacted the ward councillor(s) to discuss your project? If you answered yes, please provide the name of the councillor(s) below:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a Local Initiatives Funded project still running / does some of the grant still need to be spent? If yes, when is the expected end date?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your organisation in the process of applying or have you ever applied previously for Islington Council funding including LIF funding? If you answered yes, please provide details below:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your organisation have contact with any other Islington Council department(s)? If you answered yes, please provide the officer name and department:	Yes <input type="checkbox"/> No <input type="checkbox"/>

3. Staff and volunteers

[Guidance from the Government on how to manage your volunteers](#) states that volunteers aren't paid for their time but should be paid for any out-of-pocket expenses.

<p>3a. Are employees and/or volunteers helping with running the project / event?</p> <p>Please ensure employees are paid an hourly wage (or the equivalent of an hourly wage) no less than the London Living Wage which is currently £13.15 (as of October 2023 and which is updated annually).</p>	<p>Employees only <input type="checkbox"/></p> <p>Volunteers only <input type="checkbox"/></p> <p>Both employees and volunteers <input type="checkbox"/></p> <p>No employees or volunteers <input type="checkbox"/></p>
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4. Your project

4a. What is the name/title of your project/event? Please also provide a one sentence summary of the project.

4b. Please provide a detailed overview of the project/event including the aims and objectives:
(Maximum 300 words)

4c. Where will your project / event take place?

Please enter a specific address:

4d. Which sections of the community will benefit from this project/event? e.g. women, older people, young people, Black or Minority Ethnic communities:
(Maximum 200 words)

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4e. How many Islington residents will benefit?

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4f. If you know how many people will participate from each of the wards (even if approximate), please provide numbers alongside the wards below:

Arsenal (prev Highbury West)		Barnsbury		Bunhill	
Caledonian		Canonbury		Clerkenwell	
Finsbury Park		Highbury (prev Highbury East)		Hillrise	
Holloway		Junction		Laycock (new)	
Mildmay		St Mary's & St James' (new)		St Peter's & Canalside (new)	
Tollington		Tufnell Park (prev St George's)			

4g. Additional information about the ward(s) that the people who will participate come from:

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4h. How will you evaluate the success of your project and its impact. i.e. how you will know your project has been successful: (Maximum 200 words)

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4i. Delivery period:

LIF funding needs to be spent within 12 months of being awarded. We expect your project start date to be at least three months after you submit this application (so you can receive the funding in time). When providing the start and end dates please note the date when the LIF funding will end (even if the project is ongoing):

What is the start date?		What is the funding end date?	
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Additional information about the timetable of the project / event:

If your project will deliver regular sessions/classes (e.g. daily, weekly, monthly), please state here how long each session is, when and how often they happen.

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4j. What is the biggest environmental implication of your project?

(Maximum 50 words)

Islington Council acknowledges that everything we support has an environmental implication and would like to invite applicants to think about whether there are some easy ways to reduce those implications.

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4k. Is your project focussed on or linked to the council priorities detailed in our Strategic Plan?

Yes No

Please provide details below:

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4l. Project Costs

How much funding are you requesting from LIF?

£

If you are applying to more than one ward, please state below how much you are requesting from each ward. You may wish to apply for more funding from the wards where most of the people to benefit are from.

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Please provide a detailed breakdown of what the Local Initiatives Fund will pay for:

This may include for example, room hire, staffing costs, equipment costs. Please ensure that you show how you have calculated the costs for each item e.g. Room Hire, £20/week x 50 weeks = £1,000. If you need extra space, please submit the budget on a separate sheet.

Item	Amount	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
	£	
Total amount of Local Initiatives Funding requested:	£	
If you have secured or are seeking additional funding or are covering the difference in any other way, please provide details in the table below:		
Name of additional funding source (match funding)	Amount	Secured?
	£	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
	£	Yes <input type="checkbox"/> No <input type="checkbox"/>
Total amount of match funding: (From other sources)	£	
What is the total cost of this project/event?	£	

5. Supporting documents

Your organisation should have up to date documents in place and we may request these at a later date. Please do not submit supporting documents with your application.

Guidance and information on safeguarding can be obtained from [Voluntary Action Islington](#). (Please note that any model policies will need to be adapted and designed for your group).

Governance documents:	Please tick to indicate you have up-to-date documents	Have you previously provided up-to-date documents?	Unable to provide?	Please explain the reasons why you would be unable to provide this document.
Constitution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Finance and accounting documents:				
Annual Audited Accounts or Accounts signed by Chair or Treasurer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Most recent Bank Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safeguarding documents: (essential if your project will involve working with children or adults)				
Safeguarding Children Policy (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safeguarding Adults Policy (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Insurance documents: (public liability insurance is essential)				
Insurance Documents - e.g. Public Liability Insurance, Employers Liability Insurance and Professional Indemnity Insurance If you do not already have public liability insurance or do not plan to put this in place before your project, you may wish to add the cost of this into the amount of funding you are requesting in Section 4k.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Monitoring requirements

Please note that you will be expected to submit a monitoring form after your project has finished.

Please email the form before the Local Initiatives Fund deadlines listed on the [Council's webpage](#) to: LocalInitiativesFund@islington.gov.uk

Community Partnerships, Rooms G10/G11, Islington Town Hall, Upper Street, N1 2UD

Privacy Information:

We may share your data with the ward councillors who you have requested funding from and other council officers. We will retain your data for as long as this fund continues to operate or until you ask us to no longer contact you. For further details on how we handle your personal data, please refer to our [Privacy Notice](#). You can opt out of communications from us at any time.

Please email localinitiativesfund@islington.gov.uk or partnerships@islington.gov.uk if you wish to do so in the future.

Office / Councillor Use:

Should this proposal be awarded a Local Initiatives Fund grant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Should this proposal be fully funded?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'No', how much funding would you recommend be awarded to this group?	£
Councillor's comments on their decision:	