Parkside Community Development Fund 2026/27 Applicant Guidance

1. **About the Fund**
2. **What we hope to achieve**
3. **Funding Available**
4. **What you can use the funding for**
5. **What we cannot fund**
6. **Who can apply**
7. **Who cannot apply**
8. **What we will ask in the application**
9. **How decision will be made**
10. **Monitoring and reporting**
11. **Key Dates**
12. **Documents required for successful applicants**
13. **Key considerations before applying**

1. About the Fund

Lewisham Local, in partnership with Peabody Community Foundation, is delivering the Parkside Community Fund to support community development and strengthen local resilience on the Parkside Estate in Lewisham, as part of the area's regeneration. This funding comes from Section 106 and is intended to support organisations that are rooted in the local community, as well as organisations wishing to test or develop new initiatives that respond to identified local needs.

We are looking to fund projects that:

- Demonstrate clear and measurable benefits for Parkside residents
- Support community development and build long-term resilience
- Create lasting and sustainable change
- Strengthen relationships and connections within the community
- Test new ideas or expand existing initiatives that benefit Parkside residents.

2. What We Hope to Achieve

We are particularly interested in supporting projects that focus on one or more of the following:

- **Improving wellbeing and reducing isolation**

Activities that support mental and physical health, build social connections, and provide safe spaces for residents to come together.

- **Supporting children, young people, parents and families**

Projects that offer positive activities, learning opportunities, and support for families facing financial or housing challenges.

- **Tackling inequality and promoting inclusion**

Initiatives that address barriers faced by marginalised or underrepresented groups including disabled people, older people, LGBTQ+ people, and people from Black, Asian and other ethnic minority backgrounds, so that everyone in the community can participate and thrive.

- **Building community connections and pride**

Projects that celebrate local identity, bring people together across generations and cultures, and strengthen the social fabric of the neighbourhood.

- **Creating opportunities for skills, learning and enterprise**

Projects that help residents gain new skills, improve employability, and explore volunteering or enterprise opportunities.

- **Making the most of Parkside Community Centre**

Activities that help develop Parkside Community Centre into a central, vibrant hub for the local community.

3. Funding Available

A. Multi-Year Grants

Multi-year grants are available to **existing grantees** only. Grants are worth up to £45,000 per organisation over three years, allocated as follows:

- 2026/27: up to **£20,000**
- 2027/28: up to **£15,000**
- 2028/29: up to **£10,000**

Up to four organisations will receive a multi-year grant. Applicants must demonstrate a strong track record of delivering activity on the Parkside Estate and show the potential to deliver sustainable, longer-term outcomes for residents. Priority will be given to organisations that can demonstrate strong impact, value for money, and clear benefit to Parkside residents.

Applicants for a multi-year grant must be able to demonstrate:

- A clear and sustained focus on the Parkside area
- Direct benefit to Parkside residents and responsiveness to local need
- Value for money
- A commitment to diversifying income and securing other resources over the three-year period
- The ability to carry out meaningful outreach and engagement
- Outcomes and learning from previous delivery in Parkside
- How the organisation and its programmes are embedded in the community

B. Small Grants

Small grants of up to £5,000 per organisation are available as short-term grants. These are open annually to both existing grantees and new organisations, subject to the availability of funds. Organisations that receive a multi-year grant are not eligible to apply for a small grant.

Small grants are intended to support new initiatives, pilot projects, or smaller-scale activities that benefit Parkside residents. The Parkside Community Funding Committee reserves the right to award fewer grants if applications do not meet the required criteria. Small grants are for short-term projects and not for one-off events only.

4. What You Can Use the Funding For

Core Costs

You may include core costs of up to 15% of the grant requested for each year. Examples of eligible core costs include:

- A proportion of administrative staff time (London Living Wage), including outreach where relevant
- Venue hire and insurance costs related to project delivery
- Office costs, such as stationery
- Finance and monitoring costs
- General IT and phone costs.

Please note: Public liability insurance **cannot** be charged to the grant. Your organisation must already have valid public liability insurance in place at the time of application.

Project Costs

Examples of eligible project costs include:

- Sessional staff or facilitator costs (up to £25 per hour, depending on experience and qualifications)
- Materials for activities
- Publicity
- Volunteer expenses
- Refreshments
- Reasonable capital costs directly related to the activity.

If you plan to use Parkside Community Centre, venue hire should be costed at £10 per hour, subject to availability. Applicants should also outline their proposed timeline, including any factors that may affect the project start and end dates.

5. What We Cannot Fund

We cannot fund:

- Activities that have already taken place (retrospective funding)
- General organisational deficits or debt repayment
- Political campaigning activities
- Religious campaigning activities
- Loan repayments or interest payments
- Fines or penalties
- Contingency costs not directly related to the project
- Items not clearly linked to the delivery of the approved project
- Alcohol or hospitality that is not essential to the activity
- Personal expenses unrelated to the project
- Activities that make profits for private gain
- The topping up of organisation reserves.

We can fund projects from religious organisations only where the project benefits the wider community and does not include religious content. We cannot fund projects where political activity is the main purpose, or which support or oppose a specific political party. We also cannot fund lobbying activities.

6. Who Can Apply

Applications can be made by a single organisation or by a partnership. If applying as a partnership, one organisation must act as the lead applicant and will be responsible for completing the application and all monitoring requirements.

The following organisations are eligible to apply:

- A constituted group with a volunteer management committee of at least three unrelated members, meeting at least three times a year
- A registered charity
- A charitable incorporated organisation (CIO)
- A community interest company (CIC)
- A community benefit society (CBS)

If you are a **CIC**, you must provide:

- Your Community Interest Statement
- Details of the Asset Lock included in your Memorandum and Articles of Association
- Your latest annual Community Interest Report
- Evidence that you have at least three unrelated directors, with no one director holding more than 50% control

Your organisation must:

- Provide community activities or services that benefit Parkside residents
- Have a formal constitution or set of rules
- Have a bank account requiring at least two unrelated signatories

- Operate without undue restrictions on membership, subject to capacity and established eligibility criteria
- Be up to date with monitoring requirements for any previous Lewisham Local funding.

7. Who Cannot Apply

We cannot accept applications from:

- Local branches of larger regional or national organisations or charities
- Individuals
- People under the age of 18
- Organisations established to generate private profit
- Public bodies seeking funding to carry out statutory obligations
- Privately owned and profit-distributing companies or limited partnerships

8. What We Will Ask in the Application

Applicants will be asked to respond to the following questions, with a maximum of 250 words per question, unless stated otherwise.

8.1.Hope to achieve with funding

What need or issue are you seeking to address? What do you plan to do, and how will you make sure Parkside residents know about and engage with your work?

8.2. Activities and delivery plan

What activities will you provide through the grant, when will they take place, and how often will they happen? Please describe the services and activities you will offer.

8.3. Local need

Which needs within the Parkside community will your project address, and how will you identify and respond to these needs?

8.4. Who will benefit?

Who will benefit from your project, and in what ways? Please include the estimated number of people who will benefit directly and indirectly.

8.5. Community impact

Describe how your programme has benefited, or will benefit, the community. Include examples of positive impact on participants or the wider community.

8.6. Diversification and resources

Explain how you have, or plan to, maximise and develop your resources, such as funding, volunteers, partnerships, or facilities, to strengthen or expand your activities and engage both existing participants and new community groups. If there are additional sources of funding, or if the grant will not cover the full project cost, please explain how you will address any funding

gaps. Multi-year applicants should also explain how they plan to raise additional resources in Years 2 and 3.

8.7. Outreach and engagement

How will you support and enable marginalised residents to participate in your project? What have you learned, or what do you expect to learn, through engagement with Parkside residents that will help you reach your target audience?

8.8. Risks and barriers

What risks or barriers have you identified, and what steps will you take to reduce them?

8.9. Budget

How much are you applying for? Please complete the budget spreadsheet and provide a clear breakdown of how the money will be used. If you plan to use Parkside Community Centre, please include venue hire at **£10 per hour**. Please note that you may not receive the full amount requested. Multi-year applicants should request the allocated amount for each year in line with the grant profile set out above.

Applicants should also provide details of the experience of the staff or facilitators who will run the project.

9. How Decisions Will Be Made

Funding recommendations will be made by the Parkside Community Fund Steering Group through a participatory grant-making process facilitated by Lewisham Local. The Steering Group includes Parkside residents from a range of demographic groups. Grants of over £5,000 are subject to approval by Lewisham Local Trustees.

Applicants are responsible for completing the due diligence section of the application and providing any information requested by Lewisham Local staff. If the required due diligence information is not provided, we will not be able to proceed with the application.

Applications will be assessed against:

- Alignment with the aims of the programme
- Evidence of need
- The quality and feasibility of the delivery plan
- Value for money
- The ability to manage reducing grant levels year on year
- Monitoring and reporting capability

10. Monitoring and Reporting

All Grants

All funded organisations will be required to provide monitoring information so that Lewisham Local and Peabody can understand the impact of the funding and learn from your work.

Multi-Year Grants

Organisations receiving a multi-year grant must submit monitoring information every six months, including evidence such as sign-in sheets, registration records, statistics, and photographs where appropriate. An annual interim report will also be required, setting out progress to date, how the grant has been used, and any early outcomes or learning. Payment for the following year will depend on the submission of receipts and the satisfactory review of this report.

Small Grants

Organisations receiving a small grant may be asked to provide evidence such as sign-in sheets, registration records, statistics, and photographs on request by Lewisham Local.

Final Report

All grant recipients must submit a final impact report within one month of project completion. This report should summarise outcomes, learning, and the difference the funding has made to the community.

Site Visits

Some organisations may be asked to host a site visit from a member of the Parkside Community Fund Steering Group or Lewisham Local staff.

Lewisham Local aims to keep monitoring simple, proportionate, and supportive, and templates will be provided

Information you may be asked to include in reports

Where relevant, reports should include:

- The number of people reached by the project
- The number of sessions delivered, with dates
- The number of people taking part in community-led action
- The number of older people taking part in social activities
- The number of young people aged 18 and under supported
- At least two case studies
- For food-related projects, the number of people reached, and the number of food interventions made
- Learning from the project, including outcomes and impact.
- This should be supported with evidence such as sign-in sheets, registration records, photographs, or publicity materials showing that the activity took place.

11. Key Dates

Application deadlines

- Round 1: 11 May 2026, 5.00pm
- Round 2 (subject to remaining funds): 31 October 2026, 5.00pm

When you will hear from us

We aim to let applicants know the outcome of their application within eight weeks of the relevant deadline.

12. Documents Required for Successful Applicants

Successful awards are subject to the submission and review of the following documents:

- Children's and Adults' Safeguarding Policy
- Health and Safety Policy
- Public Liability Insurance Policy
- Bank details
- A project risk assessment (a template risk assessment and project agreement can be provided if needed)
- Completed enhanced Disclosure and Barring Service (DBS) checks for any staff or volunteers working unsupervised with children or vulnerable adults, where applicable.

Successful organisations must also:

- Keep financial records and receipts for all grant expenditure
- Meet the agreed monitoring requirements, including the final impact report
- Provide evidence of the impact on individuals supported and case studies where requested
- Be willing to share publicly accessible examples of their work, such as case studies, photographs, or blog posts where appropriate
- Show a commitment to equality, diversity and inclusion
- Engage with Lewisham Local and Peabody to share learning from the project and inform future programmes of work.

Payment will be made within 30 days of signing the Terms and Conditions agreement.

13. Key considerations before applying

Before submitting an application, please make sure that:

- Your project clearly benefits Parkside residents
- Your organisation meets the eligibility criteria
- Your budget is realistic and clearly explained
- You have the required safeguarding, insurance, and governance arrangements in place
- You can provide the necessary monitoring information if your application is successful.