

Social Value Fund Application guide



This guide explains how to complete
the Social Value Fund application form.

Please read this guidance before applying.

L&Q
FOUNDATION

About the Social Value Fund

The Social Value Fund is delivered by the L&Q Foundation in partnership with our supply chain partners. The fund provides grants of up to £10,000 to support projects that deliver clear social value outcomes for L&Q residents and communities.



The fund supports activity in areas where L&Q operates, including London and Greater Manchester.



Older people



Young people



Schools



Vulnerable residents



Health and wellbeing



Social welfare



Food support



Addressing anti-social behaviour



Support for small local charities and volunteer groups



People affected by domestic abuse

Who can apply

You can apply if your organisation is a registered charity, company limited by guarantee, CIC, social enterprise, or a constituted community or voluntary group.

Your organisation must have a bank account in its own name with at least two unrelated signatories. At least 20 percent of beneficiaries must be L&Q residents.

20%

At least 20 percent of beneficiaries must be L&Q residents



Eligibility checklist

This section checks whether your organisation meets the basic requirements of the Social Value Fund.

You must confirm that:

- ✓ Your organisation meets the eligibility criteria
- ✓ Your project supports at least one L&Q priority area
- ✓ You have not received Social Value Fund funding in the current financial year
- ✓ The funding requested does not exceed 40 percent of your organisation's annual income.

You must also confirm that required documents can be provided if requested.

Section 1: Organisation and proposal information

This section collects key information about your organisation and project.

You will need to provide:

- Organisation name and address
- Registration number, where applicable
- Main contact details
- Project title
- Project start and end dates
- The local authority area where the activity will take place
- Details of your staffing structure.

Please be clear about the location. For example:

- London borough
- Greater Manchester local authority
- Specific neighbourhood or estate, if known.

The project must take place in an area where L&Q operates, including London and Greater Manchester. Please be clear and specific about the location, including the relevant borough or local authority area.

Ensure that dates are realistic and reflect when delivery will actually take place.

Section 2: Your organisation

Question 1:

Please tell us about your organisation

This section provides background information about your organisation.

You should describe:

- The work your organisation does
- The people you support
- How you support them.

This helps us understand your experience and ability to deliver the project.



Section 3: Your proposal

Question 2:

Please tell us in detail about the project you want us to support.

This is a key section of the application and should clearly explain how your project will work in practice.

You should describe:

- What activities will take place
- Who will deliver the project and their role
- Where the activity will happen
- How the project will be delivered and managed.

Be specific

We need to understand what will actually happen, who is involved, and how residents will experience the project.



Avoid broad statements

Provide enough detail so we can confidently assess delivery and impact.

Question 3:

What motivated you to want to do this work?

Use this section to explain why the project is needed and what has led you to develop this proposal.

You should outline:

- Evidence of local need
- Feedback from residents or communities
- Relevant local data or statistics
- Gaps in current services or provision
- Why your organisation is well placed to deliver this project.

We are looking for projects that respond to real and identified need. Clearly demonstrating this will strengthen your application.

Section 4: Impact

Question 4:

What is the impact your project will have on the people you help and your organisation?

Use this section to describe the difference your project will make.

You should explain:

- The short term changes you expect to see
- The longer term impact on individuals
- How participants' lives may improve
- The wider benefit to the community.

Focus on outcomes rather than activities. We want to understand the change your project will create, not just what you will deliver.

Question 5:

How will you ensure your project reaches L&Q customers and the communities they live within?

Use this section to explain how you will target and engage L&Q residents.

You should describe:

- How you will promote the project
- Any outreach methods you will use
- Partnerships that will help you reach residents
- How you will ensure L&Q residents are prioritised.

A minimum of 20 percent of beneficiaries must be L&Q residents. You should be clear about how this requirement will be met.

Section 4: Impact (continued)

Question 6:

How many people will directly benefit from this project?

Provide the total number of people who will directly benefit from your project.

Question 7:

How many of these people will live in L&Q communities?

Please answer with a number or a percentage. This needs to be above 20 percent for us to fund your work.

State how many of those beneficiaries live in L&Q communities.

This must be at least 20 percent.



Section 5: Outcomes

Question 8:

Monitoring and evaluation plan

This section asks you to set out the outcomes your project will achieve and how you will measure success.

For each outcome, you should explain:

- The difference your project will make
- How you will measure progress
- What evidence you will collect
- The target you aim to achieve.

Outcomes should be clear, realistic and measurable. Avoid vague statements. We need to understand how you will track delivery and demonstrate impact.

Question 9:

How will you use the information you collect to evaluate the success of your project?

Use this section to explain how you will review and learn from the information gathered through your monitoring and evaluation.

You should describe:

- How you will track and review progress
- How you will assess whether targets and outcomes have been achieved
- How you will use learning to improve delivery or inform future projects.

We are looking for a clear and practical approach to evaluation, not just data collection.

Section 6: Future

Question 10:

If we fund this project, what will this mean for your organisation and the work you do in the future?

Use this section to explain the longer term significance of this funding for your organisation.

You should outline:

- Whether the project will continue beyond the funding period
- How this funding supports your organisation's longer term plans
- Whether this is a stand alone project or part of wider development.



We want to understand the sustainability of the work and how this investment will contribute to future impact.

Section 7: Finances

Question 11:

The cost of your project

You must provide a clear and realistic budget for your project.

Your budget should:

- Show a breakdown of project costs
- Include calculations for staff wages where applicable
- Identify any match funding or in-kind support
- Clearly state the amount requested from L&Q.

Please be as specific as possible. For example:

- Hall hire at £40 per hour x 2 hours per week x 10 weeks = £800
- 2 sessional workers at £15 per hour x 3 hours per session x 8 sessions = £720

This allows us to understand how costs have been calculated and assess value for money.

Funding is available up to £10,000. Costs must relate directly to project delivery. If your organisation is VAT registered, do not include recoverable VAT.

Question 12:

How have you worked out your costs?

Use this section to explain how your budget has been calculated.

You should outline:

- The basis for your cost estimates
- Any quotes, hourly rates or supplier costs used
- How figures relate directly to the proposed activities.

Budgets should be realistic, proportionate and based on actual delivery requirements.

We need to understand how you arrived at the figures provided in **Question 11**.



References

You must provide details of two referees from different organisations. Referees may be contacted as part of the assessment process.

Section 8: Additional information

You will need to submit supporting documentation alongside your application.

This section confirms that your organisation has the appropriate governance, financial controls and policies in place to deliver the proposed project.

You should ensure you have:

- A governing document and an elected committee or board
- Appropriate policies relevant to your activities, including safeguarding where working with children or adults at risk
- A bank account in the organisation's name and recent financial records.

If your project involves work on land or buildings, you must provide evidence of permission or planning approval where required.

If your project involves working with children, young people or adults at risk, you must demonstrate that appropriate safeguarding procedures, recruitment checks and risk assessments are in place.

Applications may not be assessed if required documentation is missing.

Declaration

By submitting the application, you confirm that:

- The information provided is accurate
- You are authorised to apply on behalf of your organisation.

The declaration must be signed by an appropriate representative.



After you apply

Applications are reviewed in two stages.

Stage 1: Eligibility and scoring

All applications will first be checked to confirm they meet the eligibility criteria.

Eligible applications will then be scored against the Social Value Fund priorities, including:

- Alignment with L&Q priority themes
- Demonstrated need
- Expected impact and outcomes
- Value for money
- Governance and delivery capacity.

Only the highest scoring applications will progress to **Stage 2**.

Stage 2: Presentation day

Shortlisted applicants will be invited to attend a short presentation to the Social Value Fund Panel.

The Panel will make the final funding decisions.





For more information

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