



WELCOME TO THE CoCREATE FUND

Supporting organisations to work collaboratively
with community members to develop initiatives
which enable their families and communities to thrive

Application pack

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General guidance

Introduction to LEAP

Who are we?

Set up in 2015, Lambeth Early Action Partnership (LEAP) is made up of parents, early years practitioners, nurseries, children's centres, the National Children's Bureau, Lambeth Council, NHS trusts, community organisations and several local charities.

Who do we work with and why?

The earliest years of a child's life are an especially vital time, when brains develop rapidly and foundations are laid for the future. To capitalise on this, and to learn about which types of early years services are most effective, LEAP works exclusively with pregnant women and children aged 0-3 years and their families.

- LEAP delivers services across our four target wards of Coldharbour, Stockwell, Tulse Hill, and Vassall and support families at every step through pregnancy and the early stages of a child's life.
- Given that many different aspects of children's development are related, we work across three strands encompassing children's:
 - I. Diet and nutrition,
 - II. Social and emotional well-being,
 - III. Communication and language.

What do we do?

In our target wards, LEAP fund, continuously improve, and evaluate over 20 services. These fall into two groups:

1. Services that work directly with children to help them reach their developmental milestones.
2. Services that support children indirectly, by working with parents, early years practitioners, and the wider community, so they are better equipped to provide the responsive relationships and positive experiences that children need.

LEAP is a 'collective impact initiative', which means that all our services and activities link together and work towards shared goals around improving children's outcomes.

Also, LEAP shares learning and evidence beyond our target wards with early years experts and policymakers. This is so our learnings and findings can be incorporated into their work, to make an impact beyond Lambeth.



Introduction to the CoCreate Fund

The CoCreate Fund supports organisations and groups to work collaboratively with service users or Lambeth local community members to develop, design and test initiatives, which aim to make a positive and lasting change to the lives of young children in Lambeth.

The CoCreate fund will support initiatives which are aligned with our values:

Child-focused

Must support children aged 0-3 or benefit children by enabling their families and communities to thrive.

Community led

Is created together with your service users or Lambeth local Community members.

Mutually beneficial

Provides mutual benefit for service users or community members. This could include enhancing knowledge and understanding and even opportunities for sharing and developing skills.

Impact and sustainability

Has the potential to make an impact, continue after funding and even contribute to improved learning.

How much is available?

The funding has been split into two funding streams:

- CoCreate Amber Fund: for initiatives applying for £2000
- CoCreate Turquoise Fund: for initiatives applying for £10000

The total budget is £60,000 with £20,000 allocated to Amber Fund and £40,000 allocated to Turquoise Fund.

Who can apply?

You can apply if:

- ✓ You are a formally constituted voluntary or community organization
- ✓ You are based within Stockwell, Vassell, Coldharbour or Tulse hill or are willing to deliver initiatives/demonstrate benefits within one/more of these wards



We cannot:

- Offer a fund towards general operating costs for the day-to-day business of your group or organisation (e.g. costs that are not related to the new initiative you wish to deliver)
- Offer a fund for large capital spend items (e.g. building works, renovation of premises)/ routine maintenance of equipment/premises)
- Fund work which is already being undertaken on an ongoing basis as part of a statutory service
- Fund work which is already being undertaken on an ongoing basis as part of an existing service
- Fund activity which takes place outside of LEAP wards
- Fund initiative activity primarily aimed at non-LEAP beneficiaries (LEAP beneficiaries are pregnant women and children aged 0-3 years living in LEAP wards)
- Fund groups whose main aim is campaigning
- Fund groups who's aims and ethos are not inline with those held by LEAP, in particular with reference to equality, diversity and inclusion

We reserve the right to reject an application even if the reason is not stated above.



CoCreate Amber Fund

The CoCreate Amber Fund supports initiatives applying for funds of £2000

Application Process

- CoCreate **Amber Fund Application Form** is submitted to LEAP by organisation/group wishing to put forward their initiative.
- This form will be screened by the LEAP Community Engagement Officer, LEAP People in the Lead Manager and LEAP Initiative Assistant (*This is the sense check stage and to ensure the principles above have been applied*)
- Successfully screened forms will then be submitted to the LEAP CoCreate Fund Panel (including LEAP Community Engagement Officer, LEAP People in the Lead Manager, Parent Champions, Strand Lead and external partner eg. Local Councillor) where they will be reviewed, and a decision will be made to award funding or not
- Unsuccessful submissions will be provided with feedback

If successful, LEAP will:

- ✓ Provide a letter of agreement to the organisation
- ✓ Ensure all activities/events which are agreed to take place are subject to a written risk assessment and relevant due diligence is applied and documented.
- ✓ Give access to CoCreate resource bank and receive prompt cards
- ✓ Open membership to learning/support network
- ✓ Evaluation support – 1 hour evaluation & impact support with member of LEAP team

The successful applicants will be expected to:

- ✓ Collect beneficiary data showing who has been involved in the initiative
- ✓ Provide an evaluation and impact report



CoCreate Turquoise Fund

The CoCreate Turquoise Fund supports initiatives applying for fund £10000

Application Process

- CoCreate **Turquoise Fund Application Form** is submitted to LEAP by organisation/group wishing to put forward their initiative.
- This form will be screened by the LEAP Community Engagement Officer, LEAP People in the Lead Manager and LEAP Initiative Assistant (*This is the sense check stage and to ensure the principles above have been applied*)
- Successfully screened forms will then be submitted to the LEAP CoCreate Fund Panel (including LEAP Community Engagement Officer, LEAP People in the Lead Manager, Parent Champions, Strand Lead and external partner eg. Local Councillor) where they will be reviewed, and a decision will be made to award funding or not
- Unsuccessful submissions will be provided with feedback

If Successful, LEAP will:

- Issue a contract to the organisation
- Agree targets, outcomes and measurement of success in collaboration with the organisation
- Offer half a day of training on Cocreation /evaluation tools/case studies (to aid sustainability and further funding bids)
- Offer facilitation of CoCreation workshop with community users
- Give access to project planning resource bank incl. Risk assessment
- Open membership to learning/support network
- Create a tailored evaluation support package
-

Successful applications will be required to:

- ✓ Agree targets, outcomes and measurement of success in collaboration with LEAP
- ✓ Attend and engage in learning/support network
- ✓ Collect measureable information which may include individual's data that have been involved in the project
- ✓ Agree payment plan with LEAP eg. Quarterly invoice in arrears
- ✓ Support and align to all LEAP data protection and risk management processes
- ✓ Produce a piece of evaluation/impact work eg. interview/case study video/evidence and examples of practice



Application process for both funds

Applicants must complete and submit the relevant application form and we will provide support and guidance throughout the application process:

Submit Application Form

- Application Window:
- Opens: Monday 2nd August
- Closes: Midday on Monday 20th September

LEAP Initial Screen of Application Form

- Applications will be screened as they are submitted and if an application does not appear to be eligible for support, feedback will be supplied within 3 working days so that organisations can amend and resubmit their application.

Panel for decision to award fund or not

- Friday 24th September

Inform applicants

- If successful: Letters of agreements sent/Contracts issued & funds allocated
- If unsuccessful: feedback on how you could strengthen your application next time.



Application success criteria

The 5 criteria areas below will be used to decide and award successful applications

| 1. Scope | 2. Budget | 3. Impact | 4. CoCreation | 5. Sustainability |
|---|---|--|---|---|
| The extent to which your initiative aims to: -support children aged 0-3 or, -benefits children by meeting a need which enables their families and communities to thrive | The extent to which your initiative carries reasonable costs (a list of references to what is considered 'reasonable' are outlined in x document) | How you will test that your initiative has positively impacted children, their families or community networks. | Degree to which you have collaborated with services user and communities in order to develop, deliver & test. | Degree to which your initiative can be maintained or will evolve following LEAP CoCreate funding. |



CoCreate Amber Fund application form guidance

Applicant details

1. Organisation/Constituted group details

An organisation or constituted groups is a group that has a management committee, constitution, and their own bank account. Please tell us the name and full postal address, telephone number and email of your organisation/group. We also need the name of the lead contact.

2. Are you constituted with a bank account? *(NB: will request evidence of this where successful)*

You need to be an organisation or constituted group to apply for LEAP funding. Please upload your latest bank statement as part of your application, and, if possible, a copy of your most recent annual accounts. If you are a constituted group, please ensure you have access to your governance document, these are typically articles or memorandum of association.

Initiative Details

3. What is the name of your initiative?

This can be a 'working title' and you can change it later for publicity purposes if you want to. Your initiative name should be relevant to your proposed activities and memorable.

4. Which ward will your initiative take place in or benefit? Stockwell, Vassall, Coldharbour or Tulse Hill?

LEAP delivers services across the four target wards of Coldharbour, Stockwell, Tulse Hill, and Vassall. By focusing on this defined area and population, we can deliver a wide range of early years support and test what difference it is possible to make with this level of activity. Please provide us with which ward your initiative will be based in or benefit, if your initiative is based within more than one of the four wards then please state this, with the main location first.

5. Please provide a description of your initiative here

Please use no more than 200 words to tell us what the initiative is and what you want to do. Tell us the overall aim, how you have co-created and how it will benefit children by enabling their families and communities to thrive. You may want to think about some of the following:

- How have you co-created your initiative with service users/community members?
- How have they been involved in the planning?
- How will they be involved in the running of the initiative?
- Why this initiative is important for the ward and is it fulfilling an identified need in the community?
- What are the key activities that your initiative will involve?



6. Please provide an initiative plan

Using the proforma provided in our resources, set out the key activities and tasks for your initiatives, predicted outcomes and how you will know your initiative has been successful. Please also include a simple timeline with at least 2 points to evaluate and reflect. Your initiative must begin within 2 months of funding being agreed. This plan should also include a list of any risks you see in the delivery of your initiative and how you will aim to ensure they do not affect your delivery.

7. Please describe the child and vulnerable people safeguarding measures you will use and how they are appropriate to deliver your initiative.

If you are successful in your application and you're working directly with children or vulnerable persons you will require a safeguarding policy.

8. Please explain how you will reach the community in the ward/s and ensure a wide variety of people take part.

Describe how you will reach different families in your community and how many 0-3 year olds do you aim to engage in/will be impacted by your initiative.

9. How much will your initiative cost?

Please use the proforma provided in the resources to forecast the initiative expenses. Please include a breakdown of the cost of individual items, together with their total value must be provided.

10. In what way do you foresee your initiative or, the benefits of your initiative, continuing beyond the funding?

Please use no more than 150 words and you may want to consider some of the following points:

- Assuming your initiative is a success, do you have any plans to approach other funders to sustain activities? If so please share these plans.
- How will you stay in touch with the people you have reached during the initiative?
- How will you share what you or your participants have learnt from being part of your initiative?
- If your initiative creates something, do you have a group of people committed to maintaining it over a longer period of time?



CoCreate Turquoise Fund application form guidance

Applicant details

1. Organisation/Constituted group details

An organisation or constituted groups is a group that has a management committee, constitution, and their own bank account. Please tell us the name and full postal address, telephone number and email of your organisation/group. We also need the name of the lead contact.

2. Are you constituted with a bank account? *(NB: will request evidence of this where successful)*

You need to be an organisation or constituted group to apply for LEAP funding. Please upload your latest bank statement as part of your application, and, if possible, a copy of your most recent annual accounts. If you are a constituted group, please ensure you have access to your governance document, these are typically articles or memorandum of association.

Initiative Details

3. What is the name of your initiative?

This can be a 'working title' and you can change it later for publicity purposes if you want to. Your initiative name should be relevant to your proposed activities and memorable.

4. Which ward will your initiative take place in or benefit?

LEAP delivers services across the four target wards of Coldharbour, Stockwell, Tulse Hill, and Vassall. By focusing on this defined area and population, we can deliver a wide range of early years support and test what difference it is possible to make with this level of activity. Please provide us with which ward your initiative will be based in or benefit, if your initiative is based within more than one of the four wards then please state this, with the main location first..

5. Please provide a description of your initiative here

Please use no more than 200 words to tell us what the initiative is and what you want to do. Tell us the overall aim and how it will benefit children by enabling their families and communities to thrive. You may want to think about some of the following:

- Why is this initiative important for the ward and is it fulfilling an identified need in the community?
- How it will make a real difference to the lives of families and children?
- What are the main stages of the activity and when will they happen?
- What are the key activities that your initiative will involve?



6. Please provide an initiative plan

Using the proforma provided in our resources, set out the key activities and tasks for your initiative and an overview of your projected outcomes. We are flexible about outcomes and recognise they may change as your initiative develops and that outcomes may need to be revised over the course of funding. If successful, these outcomes will be the basis of our collaborative measurement of success discussions with you. Please also include a simple timeline with at least 2 points to evaluate and reflect. Your initiative must begin within 2 months of funding being agreed. This plan should also include a list of any risks you see in the delivery of your initiative and how you will aim to ensure they do not affect your delivery.

7. Please describe the child and vulnerable people safeguarding measures you will use and how they are appropriate to deliver your initiative.

If you are successful in your application and you're working directly with children or vulnerable persons you will require a safeguarding policy.

8. Please describe how your initiative will be co-created with service users.

Use no more than 200 words. Describe the process of co-creation you have used up until this point, your plan of what co-creation will look like throughout the initiative and who will be involved. You may want to consider the following points:

- How have service users been involved in the planning?
- How will they be involved in the running of the initiative?
- Will there be volunteering opportunities?
- Will your initiative affect participants' health and wellbeing?
- What opportunities will there be for capacity building for those involved?

9. Please explain how you will reach the community in the ward/s and ensure a wide variety of people take part.

Describe how you will reach different families in your community and how many 0-3 year olds do you aim to engage in/will be impacted by your initiative. Your initiative will need to reach at least 10 LEAP families.

10. How will you know your initiative has been successful?

Please tell us what methods will be used to measure your outcomes and the success of the initiative for example participant feedback, attendance rates etc.

11. What is your initiative Budget?

Please use the proforma provided to outline the initiative expenses. Please include a breakdown of the cost of individual items, together with their total value.



12. How will you ensure your initiative is sustainable and/or leaves a lasting legacy in your community?

Explain how the funding will provide long term benefits to the organisation and the local community. Please consider the following points:

- What will have changed in your community due to your initiative?
- Assuming your initiative is a success, do you have any plans to approach other funders to sustain activities? If so please share these plans.
- How will you stay in touch with the people you have reached during the initiative?
- How will you share what you or your participants have learnt from being part of your initiative?
- If your initiative creates something, do you have a group of people committed to maintaining it over a longer period of time?



What happens next?

The application window opens at 9am on Wednesday 4th August and closes at midday on Monday 20th September. Applications are completed online and can be found here:

<https://www.leaplambeth.org.uk/about-leap/cocreate-fund>

When application forms are received, they will be initially checked to make sure that the application is eligible to be submitted to the CoCreate Fund. This is the initial screening stage.

If an application does not appear to be eligible for support, we will contact the organisation/group within 3 days of receipt explaining why the application has not been accepted. Following this feedback, organisations/groups can amend and resubmit their application.

Proposed initiatives can only be funded once throughout the year. There is no set limit on the number of proposals an organisation/group may submit, however the initiative ideas must be different.

Funding will be awarded dependent on the organisation/group successfully completing and complying with all GDPR requirements.



Contact details

For any questions, queries or support, please contact Davina Belcher on:

Email: Dbelcher@ncb.org.uk

Telephone: 07377 665580

Website: <https://www.leaplambeth.org.uk/about-leap/cocreate-fund>





