Hackney Giving and LBH Cost of Living Grants Application guidance

The cost of living is continuing to cause a problem for many people living in Hackney. We are inviting applications from not-for-profit groups working to support people with the cost of living in summer 2025.

Please read this guidance and eligibility criteria carefully before you begin your application.

Programme details

For many people living in Hackney, the cost of everyday items and bills is continuing to create financial difficulties and/or make them worse. Hackney Giving is working with London Borough of Hackney to distribute funding to not-for-profit groups who are providing relief for residents experiencing financial hardship.

Hackney Giving is a programme run by Hackney CVS, registered charity 1069736.

Funding available and source of funding

£115,000 is available. Grants will be £5,000.

Funding for this programme has been provided by the UK Government. It has come from the Department for Work and Pensions' Household Support Fund via London Borough of Hackney.

Programme aim and activities

Funding will be awarded for work towards the following outcome:

- Reducing the impact of the rising cost of living on people living in Hackney.

The activities you deliver with your grant will need to fit into one of the following categories:

- Supply of food and other necessities.
- Contributions towards utility bill payments or mobile phone costs for service users.
- Provision of meals in a community setting.
- Before or after-school club or holiday club (with food provision).
- Preventative support that helps people avoid falling into crisis.

Eligibility

To be eligible for a grant, your organisation must:

- Work in Hackney.

- Have a formal constitution or governing document.

- Be constituted to be not-for-profit.

- Have at least two people on its Board of Trustees or Management Committee.

- Not be in overall financial deficit.

- Have a bank account, requiring at least two signatories.

- Be able to declare that all bank account signatories are unrelated (by blood or marriage) and living at separate addresses.

Your proposal must:

- Be for a project operating in Hackney and for Hackney residents only.

- Not be for the benefit of a single individual.

Applications are welcome from all eligible organisations. We are aware that some resident groups and communities have been under-represented in previous cost of living funding rounds, and we would welcome proposals that support:

- Disabled people (including disabled people who are migrants and disabled older people).

- Carers (including migrants who are carers and older people who are carers).

- Older people.

- Turkish and Kurdish people.

- LGBTQ+ people.

- Travelling communities.

Please note: the terms of the Household Support Fund means funds cannot be spent on supporting residents with No Recourse to Public Funds (NRPF) status, unless there is a genuine care need that does not arise solely from destitution. Exceptions could include people with community care needs, people with serious health problems or if there is a risk to a child's wellbeing.

Hackney CVS is a London Living Wage employer and we encourage all applicants to pay the living wage.

Repeat applications

Your proposed project should be additional to any work previously funded. This can include increasing your organisation's capacity so that you can do more of an activity that is already running, extending an activity that would otherwise finish or restarting provision that has ended, as well as proposing a wholly new activity.

If your organisation has already received funding through any Hackney Giving programme, you may apply again if the proposed provision is additional to that which has already been funded.

Excluded activities

With this funding, we cannot fund:

- Expenditure or activities that have already taken place. By this we mean that retrospective funding will not be awarded; applications may be for ongoing provision.

- Projects that have no community or charitable element.

- Projects that are purely for the advancement of religion or politics.

Hackney Giving does not make grants directly to individuals.

Project start and end dates

Your project may begin from 14 July 2025. It should be complete by 31 December 2025.

Reporting and payments

The grant will be paid in one instalment, in July 2025. Grant-holders will need to submit a final report within 30 days of the end of the project or by 31 January 2026, whichever is sooner. The report template will be shared when the grant is offered. In addition, a member of the Hackney Giving team may request to visit your project.

In order that Hackney Giving and London Borough of Hackney can report on the whole programme, in your report we will request figures on the number of people that you have been able to support and how you have spent the money. We will also ask you to describe the project delivery. It is important to keep records of who receives the support so that you can report to us at the end of the project.

Please read the following section carefully and contact us if you have any questions.

The figures to be reported will be in two parts:
- Figures about project delivery.
- Figures about how the funding was spent.

Figures about project delivery

These figures are a breakdown of who your grant has helped. You will be asked to report on the number of "awards" you have made. By this, we mean the total number of times you have provided support. Please see the guidance on question C6 for how to calculate the number of awards for different project types.

You will be asked to break down the total by the following categories:
- Families with children under 19.
- People aged 65 or over.
- Disabled people and people living with long term health conditions.
- People in vulnerable households.

Please note: each award needs to be counted in one category only. We know that many people fit in to more than one of these categories and also that households often have members who would be counted differently from one another. If you have given an award which will benefit people from more than one of these categories, please count the award in one category only.

You will also be asked to give an estimate of the total number of households that you have supported over the lifetime of the grant. By "household" we mean people who live together, whether or not they are related. For example:

- A project distributes 100 food bags, once only, to 100 different families. The number of households is 100. The number of "awards" is also 100.

- A project delivers weekly for six weeks, to the same 30 addresses. The number of households is 30. The number of awards is 6 x 30 = 180.

- A drop-in centre has visits from different family groups over the course of the project. It keeps a record of how many families it is able to support: this is the number of households. The number of awards is the number of visits made.

London Borough of Hackney is taking steps to better understand who its funding is reaching. Correspondingly, it has requested the following information from organisations that have the capacity to record and report it:

- Ethnicity of residents supported.

- Age of residents supported.

- Postcode of residents supported.

Figures about how the funding was spent

You will be asked to report how much of your funding was spent on management, and how much on direct project costs. Please note that a maximum of 10% of the funding can be spent on indirect costs such as management costs and overheads.

How to apply

Application process

The application form is in Microsoft Word format. A plain text version that is compatible with screen readers is available on request.

Please send your completed application form in .docx format via email to applications@hackneygiving.org.uk along with the supporting documentation detailed below. We are unable to accept postal copies of the form.

Please meet the application deadline (shown at the end of this document). In the interests of fairness, late applications cannot be considered.

Please note: If you have any technical difficulty with the form, in the first instance please contact us for advice. If you are short of time and cannot contact us to resolve the issue, please submit your answers to the questions in an email. Be sure to answer all questions including those with tick boxes.

Completing the application form

Please make sure you are using the correct application form. The application deadline stated on the form and in this guidance should match.

Section A – Eligibility checklist

Please check the eligibility criteria for the funding. You must be able to answer yes to each one.

Question A6: Financial surplus means the organisation's balance overall must be positive, not whether the organisation was in surplus or deficit in the last financial year.

Section B – About your organisation

This section gives us context about your organisation.

Question B8: This is your opportunity to tell us about how the leadership of your organisation is embedded in the community you support. Tell us if your trustees or board have lived experience of the issues facing your community. For example, if your organisation works with older people, tell us if there are older people within your management committee, board or trustees. Or, if your organisation works with children, perhaps their parents are part of the management structure, or maybe the children influence the design of services via surveys or a steering group. If your organisation supports a community with a shared heritage, you can choose to tell us whether your trustees are part of that community.

Section C – About your project

This is where you tell us what your project will do with funding.

Question C1

Here please tell us briefly which community or communities your project will support. In this question, there is no need to tell us about their needs, just who they are. For example:

- "Older people living in Clapton."
- "Orthodox Jewish families in Hackney."
- "African heritage and Caribbean heritage people in Hoxton."
- "Turkish and Kurdish people across Hackney."
- "LGBTQ+ people"
- "Families of young people who come to our after school club."

Question C3

We understand there are many ways that the rising cost of living is affecting people and many ways to reduce that impact. In question C3, you are asked to indicate which of the following groups your project fits into:

Type of project	Notes
Supply of food and other necessities.	By this we mean providing groceries, toiletries and other goods that people need.
Contributions towards utility bill payments or mobile phone costs for service users.	This includes contributing towards pre-pay and metered utility services, as well as mobile top up vouchers or contributions towards billed payments.
Provision of meals in a community setting.	This includes lunch clubs, provision for young people and families and other settings where people can get a meal and the opportunity to be in a community space outside the home.
Before or after-school club or holiday club (with food provision).	Provision of food at the club should be a key part of proposals.
Preventative support that helps people avoid falling into crisis.	This could include provision of warm spaces as well as other activities to prevent financial crisis.

Question C4

Please focus on the activities you will deliver - tell us what you will do. Be sure to include relevant detail about the activities, such as: a description of what the activity includes, how you will know which individuals or families need the support, how frequently your service will run, where it will happen, how long activities will last, how many weeks it will run. If you are providing food or contributions towards bills, let us know how you will do that.

If part of your provision is covered by another source of funding, please make this clear, including what aspects are covered and whether the funding or resource is confirmed or provisional.

Question C5

Please tell us when your project will start and end. Please note the programme start and end dates given above.

Question C6

Here please give us an estimated breakdown of who your support will reach. The breakdown of categories has been given to us by the Department for Work and Pensions, which has provided the funding.

The **"number of awards"** should be estimated as follows:

Type of project	How to calculate the number of awards
Supply of food and other necessities.	Total number of bags of food/ supermarket vouchers you plan to distribute.
Contributions towards utility bill payments or mobile phone costs for service users.	Total number of bill contribution payments you plan to make.
Provide meals in a community setting.	Total number of meals you plan to provide.
Preventative support.	An estimate of the number of times support will be provided. For advice work, that would be the number of appointments. For warm spaces, it would be the number of attendances.
A combination of the above.	Please add the numbers for each type of support together

Please break these numbers down by category of recipient. If a single "award" will help people from more than one category (for example, a person over 65 who is also living with a long term health condition), please choose one category only.

Question C7

To estimate the number of households, please only count each household that you will support once, no matter how many times you will support them. So, if you plan to deliver weekly food bags to the same 25 households, please put 25.

Section D – Project budget

Please tell us how you would spend £5,000. Please make sure your budget adds up correctly. There is no need to use all the rows in the table; please use whichever rows are suitable for your project.

Due to the terms of the funding from the Department for Work and Pensions, you may include a maximum of 10% on indirect costs such as management costs and overheads. Any other staff costs must be directly related and proportionate to the activity that you are proposing to deliver.

Supporting documentation

Please attach your organisation's most recent set of accounts or financial statement approved at your AGM with your application.

If your organisation has not applied to Hackney Giving before, please also attach:

- Your organisation's constitution.
- Proof of the bank account that you will use to receive any grant from Hackney Giving (e.g. bank statement, paying in book).
- Your organisation's equal opportunities policy.
- Your organisation's safeguarding policy/ policies.

Help available to prepare your application

Hackney CVS is running several online "How to Apply" sessions. Please see the Hackney Giving website for details. These workshops will explain the programme in more detail and cover how to complete an application.

In addition, Hackney CVS Organisational Development specialists can give you one to one support on completing an application. To book a one to one support session, please go to: https://outlook.office365.com/owa/calendar/HackneyCVS@hcvs.org.uk/bookings/

Data sharing

As part of the management of this programme, applications will be shared with London Borough of Hackney and selected representatives of the Voluntary and Community Sector in their capacity as grants panel members.

Application deadline and decision-making timescale

Applications must be received by **11 am, 5 June 2025**

In the interests of fairness, late applications cannot be considered.

We expect to be able to let you know the outcome by 4 July 2025. We will let all applicants know the outcome of their application.