

# EALING SMALL GRANTS PROSPECTUS

October 2023 – March 2024

## INTRODUCTION

Ealing Council have allocated a budget for 2023/24 to support small voluntary and community sector groups deliver local community and neighbourhood projects and activities with a focus on well-being.

The small grants programme will make awards of up to £5,000 to not-for-profit organisations for projects and activities that contribute to meeting the aims of the council.

The application process will run for 6 weeks starting on 23<sup>rd</sup> October and closing on 4<sup>th</sup> December 2023.

## WHO CAN APPLY?

**Before you consider applying for a grant, you need to be sure that your organisation/group and your project are eligible for a small grant.**

Our Small Grants programme will only fund not-for-profit organisations. We will not fund statutory providers, other local authorities, an individual, a sole trader or partnership, organisations established to make profit or organisations not working with residents of Ealing.

The Small Grants Fund is open to any small organisation/group working to support Ealing residents which has an annual income of less than £50,000. Your group does not have to be formally set up when you make your application, however, you do need to have an organisation bank account in order for us to provide you with funding.

If your organisation/group is a branch of a larger organisation, you should confirm that you are independent of them before you apply.

## WHAT WE WANT TO FUND

We are looking for projects which will benefit the local community, examples of which might include projects such as older people's coffee mornings, arts and cultural events and activities, intergenerational projects, health and self-care support groups, peer support groups, exercise and healthy walks, horticultural/environmental projects or initiatives to tackle digital exclusion etc. The key will be that the projects will be local, led by local people/ organisations, meeting the needs of local people to improve lives, health and wellbeing in their neighbourhoods with a focus on harder to reach/under-served groups.

Projects should contribute to meeting the council's objectives of creating good jobs, fighting inequalities and tackling the climate crisis. These objectives are underpinned by [9 council priorities](#) and projects should focus on one or more of these priorities/outcomes:

Priority	Outcome
Tackling inequality and crime	A strong cohesive community, where diversity is celebrated, and everyone has equal opportunity regardless of their background.
Climate action	A clean and green borough with net zero carbon and protected and enhanced. parks, open spaces and nature
Healthy lives	A reduction in health inequality with people from all backgrounds having a healthy life.
A fairer start	All Ealing's children and young people grow up safe from harm and are supported to achieve their full potential
Decent living incomes	New and well-paid jobs brought back to Ealing and good businesses thrive.
Inclusive economy	Building wealth in the community by ensuring everything the council does makes Ealing a fairer place to live and work.
Genuinely affordable homes	New secure and affordable homes that residents need as well as improvements to the quality of existing homes
Good growth	Inclusive and sustainable growth which concentrates on ensuring all residents benefit from that growth
Thriving communities	Strong neighbourhoods, empowered volunteers, community activism, engagement with civic and faith leaders, and the delivery of well-loved community facilities and services.

In addition, projects/activities should also:

- Be delivered exclusively to Ealing residents and communities.
- Be a new project/activity or a clear expansion of something you already do.
- Have a start date that is at least six weeks after submission of your application.

**Please note:**

- Only one application will be accepted per organisation/group.
- If your organisation was funded as part of the 2022-23 programme, we will only fund 50% of any similar project in 2023-24.
- No organisation will be funded for more than two years for the same project/activity.

**WHAT WE WON'T FUND**

- Ongoing core running costs of your organisation including salaries and office costs. We may however fund any additional staff or any room hire charges necessary to deliver the specific project. This must be in addition to the usual expenditure of the organisation.
- 100% of the project costs. Organisations will be expected to make a contribution to the overall costs of the project/activity whether this is financial or in-kind support e.g. volunteer time, free use of space etc. To help with this, organisations can promote their project on [www.dosomethinggood.org.uk](http://www.dosomethinggood.org.uk)
- Projects/activities that are targeted towards political or religious agendas that create barriers to equal access and support
- Activities which only benefit an individual.
- Projects involving construction or refurbishment of property or fixed items of equipment.
- Projects that take place or incur costs before the date of the offer letter.
- Any costs which someone else is paying for, whether in cash or in kind.
- Funds to build up a reserve or surplus.

## **PREPARING A GOOD APPLICATION**

### **1. PLAN YOUR PROJECT**

Grant applications are more likely to be successful if they can show the project has been carefully thought through. To help successfully present your project it is important to consider the following questions:

- How do you know the project is needed by those you want to attract? Have you undertaken any consultation with them?
- How will your project improve the lives of participants? What impact will it have?
- How will you deliver your project? Designing a simple service delivery plan may help.
- How will you promote your project to ensure you reach the right people?
- Does your organisation have the right skills and experience to deliver the project? If not, who will you work with to help?
- Will you be able to measure the results of your project? You will need to provide a short monitoring report on the success of your project if we provide funding, so you will need to think about how you will be able to demonstrate success.
- How will you ensure there is a lasting benefit from the project? How will you sustain the activity after the grant ends?

### **2. COMPLETE YOUR APPLICATION**

Please ensure that you

- answer all the questions on the application form
- type your application. Do not hand write it as it will not be considered.
- sign the application form with a physical signature and not just a typed signature in a different font.
- submit your application before the deadline as any applications received after that deadline will not be considered.

### **3. GATHER YOUR SUPPORTING DOCUMENTS**

You will need to include copies of the following with your application:

- Governing document / constitution
- Most recent financial accounts – if you are a new organisation, please submit a three-year income and expenditure forecast.
- Last three bank statements – if you are a new organisation, please provide evidence that you have a bank account.
- Safeguarding policies/statement (if relevant to your project). These documents should all be in the name of your organisation.
- Copies of insurance documents

You can also include photographs and letters of support directly related to the project/activity which you feel may help explain why the project/activity is needed.

### **AFTER YOU HAVE APPLIED**

The application form asks for all the relevant information we require to make an assessment. Council Officers will **NOT** follow up if you have not included the required documentation with your application or completed the form accurately.

Decisions on applications will be made by a small panel of council officers who will assess your application against set criteria. The scoring will be as follows:

- |   |                 |
|---|-----------------|
| - Project proposal  | Up to 30 points |
| - Outcomes/impact of the activity proposed                | Up to 40 points |
| - Budget details and project costings                     | Up to 20 points |
| - Plans for continuation of the project when funding ends | Up to 10 points |

All applications will need to score above 70 to be considered.

We will aim to give you a decision within 3 weeks of the closing date.

**Note:** The Small Grants fund is limited, and we may have to turn down eligible and potentially fundable projects simply because we don't have enough money to support everything we would like to. If we don't fund your project, we will provide you with written feedback.

### **IF YOU ARE SUCCESSFUL**

If you are offered an award, you will need to sign a grant agreement that states the purpose of the award and contains our terms and conditions. We will also ask you to submit a short monitoring report at the end of the year showing how you have spent the grant.

### **CONTACT US**

If you have any questions about the Small Grants Fund please contact [vcsfunding@ealing.gov.uk](mailto:vcsfunding@ealing.gov.uk).

If you need advice on making an application, please contact the Ealing Funding and Engagement Manager at Ealing & Hounslow Community and Voluntary Service [kanishka@ehcvs.org.uk](mailto:kanishka@ehcvs.org.uk)

Tips and advice on setting up a new project can be found at [www.dosomethinggood.org.uk](http://www.dosomethinggood.org.uk).

You can also sign up to the [Ealing4fundraising portal](#). Once you register and save your search preferences you will get regular updates about other funds as they are available.