



SMALL GRANTS INFORMATION SHEET

Who can apply?

- Organisations/Voluntary groups/PTA's/individuals who are working on projects that will be of benefit to the people in the community of the Whitchurch and Hengrove council ward area. N.B. We cannot award grants to businesses or to the self-employed.

How much can you apply for?

- Up to £500 for particular project from an organisation/PTA/group that has its own bank account.
- Up to £250 for smaller community or one-off projects.
- Match funding can also be considered.
- Multiple applications can be made during a calendar year up to a total of £500

How to apply?

- Complete a simple application form detailing your community project idea.
- Provide a short reference from *someone else in the community who endorses your idea. (*body/organisation/friend in our area).

What happens next?

- Your application will be considered at the following committee meeting.
- We will contact you as soon as we can after the committee meeting to let you know if your grant has been awarded.
- We may need some further clarification.
- We may suggest other ways of funding your project, if it's more appropriate.

How is the grant paid?

- We prefer to pay directly into the bank account of the community group/organisation/PTA.
- If you do not have a bank account or permission to use suitable third-party bank account, we do our best to work with you to see if we can find an alternative solution.
- Alternatively, we can arrange for you to be reimbursed after you have produced receipts/invoices. Again, this payment will be usually paid via bank transfer.
- If match funding is agreed it must be in place before the grant is released to you.

What is expected from you if your grant is successful?

- It would be appreciated if you are able to do a short (1 min) video and/or provide photos and/or a short report on how the grant has helped you. Your successful application and your videos, photos and reports will be shared on our social media platforms. N.B. Please ensure that you have full permission to share the videos, photos and details, within a report with us.

Things to note:

- Our grant process may be updated/amended as we progress with the small grant scheme .
- We have limited funds – the grant scheme will finish when the funds run out.
- We look favourably on projects that help make a safer, friendlier, greener, cleaner or more active place of benefit the community in some other way.
- We cannot provide business start-up grants.
- We cannot fund particular family projects for individuals or a particular family.
- The committee's decision is final.
- Your contact details may still be able to be listed on our website for FREE.

How to contact us:

Please email whitchurchandhengrovecommunitygroup@outlook.com for an application form (Word or PDF), or download it from our Facebook Group. If you have any queries or need further information, or if you need any help to complete the small grants scheme application form, please email us. **Please send completed forms to our email address.**

Whitchurch and Hengrove Community Group Grant Scheme vers6 May 2025