



W12 TOGETHER COVID-19 SMALL GRANTS SCHEME – GUIDANCE NOTES

WHAT IS THE W12TOGETHER COVID-19 SMALL GRANTS SCHEME?

W12Together will fund local non-profit organisations to run projects and initiatives that will facilitate a community response to the Covid-19 crisis. It will be used to strengthen local groups and the community's ability to respond to need and to support vulnerable and isolated people during this time.

WHAT CAN IT BE USED FOR?

W12Together want to work with organisations with an existing local footprint, already supporting groups who are hard to reach or will be hit hard in the current crisis.

Grants will be available to local groups and organisations, within Hammersmith & Fulham, that are supporting vulnerable and isolated people. The criteria for the grants programme is below. Please make sure you address the criteria when completing your application.

- the delivery of food, medicine, and essential supplies
- social interaction/befriending schemes
- increasing the capacity and reach of your volunteers
- expanding and enhancing the practical, mentoring and emotional support they offer to improve people's wellbeing.

All support should be targeted at residents within the [Wormholt and White City Ward](#). The project should be delivered from May - July 2020.

HOW MUCH FUNDING IS AVAILABLE?

Grants from £1,000 up to £5,000 will be available, from a budget of £25,000. There will be two rounds:

1. Round one opens for applications on 17 April 2020 and closes on 30 April 2020
2. Round two will open for applications in July 2020

WHO CAN APPLY?

The small grants scheme is available for local organisations to support residents of the W12Together area, including:

- Community groups (including newly established groups)
- Local charities

PLEASE NOTE:

There are some types of organisations, projects and items that the small grants fund cannot be used for.

We cannot fund:

- Projects that do not benefit residents of the W12Together area
- Political activities
- Organisations delivering second tier activities
- Debts

- Promotion of religion
- Construction or acquisition of buildings
- General appeals
- Expenses that have already been incurred
- Statutory organisations/activities
- Alcohol
- Individuals

If you are not sure if your project is eligible, please contact us.

HOW AND WHEN TO APPLY

You will need to fill in the application forms and submit it to us before the deadline. The deadline for the current funding window is **Thursday 30 April 2020**.

You can get an application form by:

- Filling in this **survey**.
- Visiting our **website**.
- Emailing us at grants@w12together.org
- Requesting a hard copy from W12Together by calling 020 8364 8400

WHAT HAPPENS AFTER I'VE SUBMITTED MY APPLICATION?

1. Once you have submitted your application you will receive notification that we have received it and a date by which you will get a response.
2. The funding panel will meet to review all eligible applications.
3. If your application is successful we will send you a conditional offer letter and request some supporting documents.
4. On receipt of the supporting paperwork, we will draw up a grant agreement that will confirm the amount you are receiving from us and what you are using it for. This will be signed by you and us.
5. Once you receive confirmation of the funding, the W12Together Project Manager will work with you to develop a monitoring framework for your project, this will involve you providing us with records and an evaluation report at the end of the project.
6. The activities need to start by May 2020. Any money not spent or accounted for will need to be returned.

WHAT HELP CAN I GET?

With the application form

Hopefully you will find the application form is straightforward. However, if you are new to funding forms or have any questions don't hesitate to get in touch with Helen Riley on 020 8364 8400 or email grants@w12together.org. If you are new or inexperienced we may suggest that you partner with a more established organisation to deliver the project.

With the project

Unfortunately, we cannot offer practical assistance with the running of your project or help with preparations. You will need to make sure that you have the people and support in place to deliver your project/event.

With advertising and promotion

We can share your event on our website and social media pages to help promote. If you are trying to get more volunteers on board we can also assist with helping to find people.

Who is behind this?

[Big Local](#) is a programme overseen across England by Local Trust with 150 areas getting £1 million each. A resident-led partnership in each area oversees decisions on spend over a period of up to 10 years to make the area an even better place to live. Each area has a locally trusted organisation to hold the money on behalf of residents. The locally trusted organisation for W12Together Big Local is [CommUNITY Barnet](#).