



Environment
MAYOR'S SMALL GRANTS FUND:
APPLICATION FORM QUESTIONS
April 2023 – March 2024

You are advised to read through the questions below while completing your application form. Should you require further clarification, please contact the Partnerships & Funding Manager, as per the contact details provided within the guidance notes. Watford Borough Council must stress that in providing this information, council officers can only act in an advisory capacity.

Section A – Name, Address and Contact Details:

1. Name of organisation
2. Address of organisation
3. Lead contact name – this should be someone who knows your organisation well and can answer questions about your application.
4. Position in organisation – please put the lead contact's position e.g. Fundraiser, Manager, Chair, Treasurer etc.
5. Telephone number of the organisation
6. Email address of the lead contact or organisation – whichever is most appropriate to reach you on.
7. Is any of the contact information provided above personal information (i.e. home address/telephone number/email?) We need to know this so that we adhere to any/all GDPR rules and guidance.

Section B – Organisation Status

What type of organisation/group are you?

8. Please tick the appropriate box to tell us the type of organisation you are. Only tick one box.
9. Please tick the appropriate boxes to tell us you have provided the relevant documents required.
10. Please tick the appropriate boxes to tell us you have provided the relevant documents required if you are an informal group.
Depending on the type of organisation you are, you will only be required to complete either question 9 or 10.

Section C – Organisation Details

11. Provide a brief explanation of how your organisation is managed. We want you to demonstrate that you have a committee/board that is robust and competent. Have you got the right people in key roles with expertise? This helps to ensure effective governance.
12. Give a brief explanation of your organisation's main services and/or activities. What does your organisation do? Who are your users?

Section D – Council Plan Themes

13. Your project must meet at least one of our council plan themes. You only need to tell us which one. We do not need you to explain how your project meets our council plan themes.

Section E – Your Funding Request

14. Please tick the appropriate box on the application form. You can tick more than one box. You might be applying for funding for a project, and to purchase some equipment.

15. Please provide a brief, clear description of your project. The Mayor's Small Grants Fund receives a lot of applications and if applicants are able to provide a clear description of their project, our assessment process is a lot quicker. The 5W's is a good acronym to use when completing this question (Who, What, Where, When, Why).
16. Please tell us where your project will take place. Tick all the wards that apply.
17. We want to know the wards that your project recipients/beneficiaries will come from. Again, please tick all the wards that apply.
We ask these questions because often, projects can take place in wards that are different to the location of the organisation. For example, a project may be taking place at a community centre in Holywell ward but the organisation is based in Meriden ward.
Similarly, your project recipients/beneficiaries may be from across Watford, and not just the ward where the project is taking place.
18. Please explain how you know this initiative/project or item of equipment is needed. What evidence have you collected to demonstrate this? For example, you may be able to provide:
 - Local statistics or research information
 - Numbers of people on your waiting lists
 - Numbers of referrals
 - User questionnaire/survey results
19. Tell us about the benefits of this initiative/project or item of equipment. How will it improve or enhance our resident's lives in the future. What difference will it make?
20. How many people will benefit from your initiative/project or item of equipment? This includes both resident and non-resident beneficiaries.
If applicable, please include the number of direct and indirect beneficiaries;
 - Direct beneficiaries – individuals participating directly in the project e.g. numbers of members attending a club each week.
 - Indirect beneficiaries – individuals who do not directly attend an activity or club but could potentially benefit from them via the direct beneficiaries e.g. families, parents, carers etc.
21. Please provide the start and end dates.
22. We would like to know how you will ensure your initiative/project is inclusive. What measures have you put in place to ensure there is equal access and what do you do to make sure you don't discriminate. Please provide some examples.
23. Watford Borough Council has an ambitious goal to make the borough carbon neutral by 2030. We want to know if your initiative/project has any environmental benefits. Examples could include:
 - Projects where beneficiaries spend more time in the natural environment
 - Projects that encourage recycling (paper, wood, plastic, metals, glass)
 - Projects that protect ecosystems and wildlife
 - Reducing the demand for raw materials
 - Saving energy
 Remember, Reduce, Reuse, Recycle.
24. This is your opportunity to tell us anything that you have not previously mentioned on the application form that you think will support your application. Do not repeat anything you have already mentioned and you do not need to complete this question if you have nothing further to add.
25. If this is a partnership application, we need to know who all the partners are, what their roles are within the initiative/project and if they are providing any match funding.

Section F – Financial Information

26. How much funding are you applying for from the Mayor's Small Grants Fund? This should not exceed £3000.
27. What is the total cost of your project? This may be significantly more than the maximum amount you can apply for from the Mayor's Small Grants Fund.

28. Tell us if you are providing any match funding. Match funding is funding that you may be providing from within your own existing resources, from any fundraising activities and/or any applications you have made to other funding programmes.
29. We need to understand what you intend to spend a Mayor's Small Grants Fund award on. We require a full breakdown of your Mayor's Small Grants Fund budget. As the maximum amount of funding you can apply for is £3000. Your budget breakdown should not exceed £3000.
30. How much funding are you providing towards your initiative/project from your own resources?
31. How much funding are you providing towards your initiative/project from fundraising activities?
32. What is the total amount of funding you have applied for from other funders?
33. If you have applied for funding from other funders, please tell us who they are and when you are likely to receive a decision.
34. If you have access to any other sources of funding not previously mentioned, you can tell us about them here.

Example of Section F – Financial Information:

Section F		Financial Information:	
26	How much money are you applying for from the Mayor's Small Grants Fund? (maximum £3000)	£2750	
27	What is the total cost of your project?	£4500	
28	How much match funding are you providing (if applicable)?	£1250	
29	Please provide a budget breakdown of what you will spend your Mayor's small grant on:		
Budget breakdown – please list costs		Amount - £	
1 x Forest Garden Shed (8x6)		£605.00	
1 x Natural Wooden Timber Bench		£555.00	
Project Leader/Instructor £15.00 per hour, 2 x hours per week, 12 weeks		£360.00	
Selection of Garden Tools		£545.00	
Selection of plants		£460.00	
Refreshments (tea, coffee, biscuits x 12 weeks)		£25.00	
Advertising & Marketing (leaflets, website, posters)		£200.00	
If the request is less than the total cost, please explain below how will you fund the difference?			
30	Total contribution from your own resources	£700	
31	Total raised from fundraising activities	£550	
32	Total applied for from other funders	£500	
33	Please list below the names of the other funders you have applied to:	Expected date of outcome of application/s to other funders:	
	<i>Herts Community Foundation – Small Grants</i>	<i>June 2022</i>	
34	If you have any other sources of funding, please detail them here:		

Section G – References

35. We require the details of 2 references and these can be from a statutory organisation, constituted organisation or charity. Talking to an organisation that knows you can provide us with additional assurance that your organisation is capable of meeting the terms of our funding and it helps us to safeguard against misuse. Please make sure you provide a contact name, name of the organisations, their address and contact telephone number and email.

Section H – Payment Arrangements

36. Please provide full details of your organisation's bank including the sort code and account number. Informal groups will have their award paid to W3RT.

Section I – How did you find out about the Mayor's Small Grants Fund

Telling us how you found out about the Mayor's Small Grants Fund helps us to plan our future funding programme publicity and the best way to reach organisations.

Section J – Signatory

Make sure your application form is signed by an appropriate representative of your organisation (e.g. Lead contact on the application form, Chair, Vice Chair, Treasurer, Fundraiser or Trustee etc.).

Section K – Data Protection

This section explains why we collect certain data from you and how we protect your personal data. There is a link provided to our Privacy Notice which explains this in more detail.

Equalities Monitoring

Under the Equality Act 2010, the council has a legal responsibility to promote and advance equality and in order to do this, we need to know more about who is using or would like to use our services. We ask all applicants to complete this questionnaire as it helps us understand how community needs may vary. It helps us to see where we may need to make improvements and it helps us make informed decisions.

All the questions within the equalities monitoring section of the application form are voluntary and answers are confidential and completely anonymous. This information is not used for any other purposes.