

Mayor's Small Grants Fund 2026-27

PROCESS MAP

Supporting local projects to make a difference in our community.

Step 1: Initial Enquiries

What to do: Read the **Guidance Notes** and **FAQs** to ensure eligibility.
Need help? Discuss your ideas with the Partnerships & Funding Manager.



Step 2: Gather Your Information

Collect all required documentation, evidence, and details to support your application.



Step 3: Apply Online

When: Applications open at 9am, Monday 1st December 2025.
Deadline: Submit by 5pm, Friday 13th February 2026 (late applications not accepted).



Step 4: Application Assessment

The Partnerships & Funding Manager reviews your application.
You may be asked to provide additional information or clarifications.



Step 5: Outcome Notification

Not successful? Receive guidance on alternative funding options.
Successful? Move to the Delegated Decision Meeting.



Step 6: Delegated Decision Meeting

Applications are discussed, and decisions are made to **fund**, **defer**, or **decline**.



Step 7: Final Outcome Notification

Organisations are informed of the Delegated Decision Meeting's results.



Step 8: Declaration of Funding

Successful organisations sign the **Declaration of Funding** before payment.



Step 9: Funding Paid

Grants are paid via **BACS** directly to your organisation's bank account.



Step 10: Project Completion Report

Submit an **Outcomes & Achievements Report** and copies of receipts at the end of the project.

