Sustainability, Environment & Communities

Mayor's Small Grants Fund
April 2027 – March 2028
Frequently Asked Questions

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

"Applicant" means the group, organisation or body applying for funding or any representative acting on its behalf.

1. When can I apply for funding?

There is only one round of funding for this programme, and applications can be submitted anytime from 9am on Monday 23rd November 2026 – 5.00pm on Friday 12th February 2027.
Your application must be completed online by visiting www.watford.gov.uk/mayors-smallgrants

2. Why do you need a signed and dated copy of my constitution/governing document?

To ensure your constitution/governing document is current and has been agreed by your Management Committee. Your Management Committee should consist of a minimum of 3 committee members who are unrelated/non-cohabiting. This is to avoid any conflicts of interest.

3. Can I apply for funding if my organisation is informal?

Yes. An informal (non-constituted) group is a group of people who share a common interest and work together to benefit their local community. The group's activities and aims must be charitable in nature.

Examples of informal groups include:

- A group of neighbours
- A playgroup
- A pensioners' group

When submitting your application, you must provide a letter of endorsement from a constituted organisation, Councillor, Police Community Support Officer, or another appropriate representative. The letter must be provided on the organisation's headed paper.

As grant awards can only be paid into an organisation's bank account, successful informal groups will have their funding paid to and administered by Watford & Three Rivers Trust (W3RT). To receive funding, your group must sign W3RT's Volunteer Partnership Agreement which provides the legal framework for W3RT to support your activities.

To be eligible for funding, the following conditions must be met:

- All activities delivered by the group must be entirely charitable. Further guidance on charitable purposes is available here: https://www.gov.uk/government/publications/charitable-purposes/charitable-purposes#descriptions-of-purposes
- Funding must not be used to pay salaries, fees or any other form of payment to members of the informal group.

W3RT will manage your funding and will:

- Pay suppliers directly on behalf of your informal group
- Reimburse approved expenditure on receipt of valid invoices or receipts
- Refuse payment requests that do not match the approved application or cannot be supported by sufficient evidence

If your informal group is unable to sign W3RT's Volunteer Partnership Agreement, we will not be able to assess your application. The agreement must therefore be signed before any funding is approved. For further information about W3RT and the services they provide, please visit: www.w3rt.org

4. How much funding can I apply for?

Applicants can apply for up to £3,000 for projects. However, funding for one-off cultural or community events is capped at £1,500. This funding limit has been introduced due to the significant increase in the number of applications received through this programme. Setting a maximum award helps ensure that funding can be distributed fairly and supports a greater number of community initiatives.

If your application is successful, we may set restrictions on when you can reapply to the same funding programme. This is to prevent organisations becoming dependant on this funding programme. Furthermore, it allows us to fund as many different local community organisations and projects as possible.

5. Why do you ask for 10% match funding?

To receive funding, we ask applicants to contribute a minimum of 10% of their Mayor's Small Grants Fund request. This contribution can come from your organisation's existing funds or money raised through fundraising activities. By contributing towards the project, you demonstrate your commitment to making it happen. As the Mayor's Small Grants Fund is very popular and receives more applications than we can fund, match funding also helps us support a greater number of projects.

If you are an informal group and are unable to provide 10% match funding, your application will still be considered and assessed on a case-by-case basis. In some circumstances, we may award funding to informal groups that cannot provide a financial contribution.

6. Why does my project need to meet one of the Council Plan themes?

To ensure all projects support us in meeting our aspirations for both the council and the town it serves. Further information on the Council Plan 2026-28 and Delivery Plan 2026-28 can be found here: https://www.watford.gov.uk/council-13/council-strategies-plans-1

7. What can a grant from the Mayor's Small Grants Fund help with?

You can apply for a grant to help towards:

- Projects that champion wellbeing in our town, with a special focus on funding projects for young people.
- A green/sustainable initiative that supports our commitment to reduce the carbon footprint of the borough.
- A one-off cultural or community event.
- The purchase of items of equipment.

8. What is a green/sustainable initiative?

The fight for our planet is still the most urgent emergency we face, with climate change continuing to wreak havoc globally. As a council and as a town, we have worked hard to bring about lasting change

for the environment but there is still much to do. Our commitment to reducing our carbon footprint, improving biodiversity and driving down pollution is unwavering.

Studies indicate that the most vulnerable in our society will be disproportionally affected by climate change, which makes it even more important that voluntary & community organisations are resilient and able to continue providing their services into the future.

Some examples of green/sustainability projects:

- Projects that encourage people to walk and cycle
- Energy efficiency improvements - making buildings more energy efficient (i.e. replacing light bulbs with LED lights, reducing draughts, improving insulation and reducing your carbon dioxide emissions)
- Upcycling projects (i.e. furniture, clothing)
- Tool library (borrow, not buy)
- Composting and food waste redistribution projects (i.e. building a compost bin, community fridge)
- Community vegetable growing
- Community repair events or workshops that teach people skills to be able to upcycle (sewing, IT repair, cookery lessons etc.)
- Improving biodiversity (i.e. hedgehog highways, improving biodiversity in community gardens/ open spaces)
- Community clear up and local area litter picks

9. What documents do I need to provide with my application?

- A copy of your constitution/governing document (signed and dated) or letter of endorsement (if an informal group)
- Your latest set of accounts (constituted organisation)
- A copy of your Equality & Diversity Policy (constituted organisation)
- A copy of your Environmental Policy (constituted organisation)
- A copy of your Safeguarding Policy (if applicable)
- A copy of your Public Liability Insurance (if applicable)
- 3 x quotes for equipment purchases (if applicable)

10. Why do I need to provide the names of references?

We are distributing public money and therefore have a duty to ensure it is used appropriately and for the purposes it was intended.

We receive applications for funding from many different organisations, some of whom we have no previous knowledge of. Talking to an organisation that knows you can provide us with additional assurance that your organisation can meet the terms of our funding, and it helps us to safeguard against misuse.

Because informal groups need to provide a letter of endorsement with their application, we do not require further references from them.

Constituted organisations will need to provide the contact details of 2 references and these can be from statutory organisations, constituted organisations or charities. We decide on a case-by-case basis whether we contact the references.

11. Do I need to obtain Public Liability Insurance?

If the project is being undertaken on council land, you will be required to obtain public liability insurance for a minimum indemnity of £5million. We also recommend that your organisation considers obtaining personal accident insurance.

When the project is taking place on privately owned land, not in the ownership or control of WBC, then no legal liability will attach to the council. In such circumstances, whilst the funding is not

dependent upon proof of public liability insurance, the council still recommends that adequate insurance provision is made to offer you some protection should something go wrong.
It is your responsibility to arrange and pay for public liability insurance. If your project requires this insurance, a copy of the insurance certificate must be provided at the time of application. The council will not accept responsibility for the consequences, financial or otherwise, should the group fail to uphold their responsibilities to obtain adequate public liability insurance.

12. Why do I need to provide 3 quotes for equipment requests?
This is to ensure you have looked for the best possible price for the equipment you wish to purchase. However, we understand that there may be occasions when organisations find it difficult to obtain 3 quotes for equipment purchases, especially if the item of equipment to be purchased is custom made or bespoke. If this is the case, please refer to this within your application or for advice, please contact the Partnerships & Funding Manager.

13. Why do I need to provide my Accounts?
Seeing your accounts helps us to understand your organisation and its finances. On occasion, we may specifically look at and ask questions about an organisation's level of reserves. Having a large amount of reserves does not mean that we will not support your application. We may ask you to explain why you have a large amount of reserves so that we can be clear about your funding requirements.

14. Can I use Artificial Intelligence within my application?
Artificial Intelligence (AI) refers to computer systems capable of performing tasks that would normally require human intelligence such as ChatGPT, Bard, Bing, Grammarly, DeepSeek or other similar tools.

AI can completely make up "facts" because they have ingested information from a large amount of data sources, some of which may be fiction. This is known as 'AI hallucination'. As a result, it is important to fact check any content produced. Furthermore, all information generated by AI must be reviewed and edited for accuracy prior to use. Users of AI are responsible for reviewing output and are accountable for ensuring the accuracy of AI generated output before use.

When applying for a grant, AI can be a useful tool to support your application. However, all examples and statements provided must be truthful, factually accurate and taken directly from your own experience.

Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, as your own) applications may be immediately withdrawn from the grant programme.

15. Who must sign the application form?
The application form must be signed by a member of your organisation's management committee or the person who is responsible for your informal group.

16. How does the award get paid?
Awards are paid by BACS method directly into your organisations UK bank account.
There may be circumstances where we decide to pay a constituted organisation their award to the intermediary organisation W3RT and in this instance, we would follow the procedure for informal groups. Under no circumstances will we pay a grant award into a personal or business account.

17. I don't have an organisation bank account. How will the award get paid?
We will pay informal groups their funding award to the intermediary organisation W3RT. W3RT are the infrastructure organisation who provide advice, guidance and support to local organisations. Your

group must sign up to W3RT's Volunteer Partnership Agreement. This agreement will provide a legal framework within which W3RT can support the volunteer partner/s to deliver their activities.
If your group cannot sign up to W3RT's Volunteer Partnership Agreement, we will not be able to assess your application. Therefore, the agreement must be signed before any funding is approved. Under no circumstances will we pay a grant award into a personal or business account.

18. If my application is unsuccessful, is there an appeal process?
No, there is no appeal process. All applications undergo a thorough assessment and only those that meet our criteria fully will then be considered at the delegated decision meeting. The Elected Mayor and the Director of Sustainability, Environment & Communities will look at each application in detail and come to a decision together on whether they would like to support it.

If your application is unsuccessful, you will be told the reasons why and given information on other funding opportunities that may be available. We will also tell you where you can go for further support and advice.

19. What happens if my project's start or end date gets delayed?
You must inform us at once should your project date alter, and we will endeavour to agree a new date with you. However, this may not always be possible, so it is important to inform us of any changes immediately.

20. What happens if there are changes to my project?
The funding awarded must only be used wholly and exclusively for the purpose agreed with WBC. You must inform us immediately of any changes to your project and seek permission to make any changes to your project for which the funding has been awarded.
Any changes made without WBC's prior approval may result in your organisation having to return all or part of the funding award. Any unspent funds or those not used for the described purpose must be repaid to the council.

21. Why do I need to acknowledge the council's support?
It is a condition of funding that you acknowledge the council's support in any publicity material by using the council's logo. This is to demonstrate to our residents, stakeholders, partners etc that our funding programmes are benefitting local organisations, our residents and our town. Should the council's support be withdrawn from the organisation, the council's logo must be removed from all publicity material immediately.

22. What monitoring is required?
All successful applicants should take photos (where appropriate) and keep evidence of the success of the project. If you buy equipment or purchase services, you will need to provide copies of your receipts.

You will also be required to complete an Outcomes & Achievements Report and an Equalities Monitoring Report at the end of your project. The council has a legal responsibility (under the Equality Act 2010) to promote and advance equality and to do this we need to know more about who is using or would like to use our services.

These reports will be sent to you should your application be successful with a date for submission. Failure to return these documents may result in you having to return your funding to us.

23. What happens if I don't spend my entire funding award?
Unspent funds must be disclosed and returned to WBC immediately on completion of your project.

24. Who can I contact for further information and advice?

Kim Bloomfield
Partnerships & Funding Manager
kim.bloomfield@watford.gov.uk
01923 278319

Other useful contact details:

Caroline Roche Sports & Physical Activity Manager 01923 278242 caroline.roche@watford.gov.uk	Lewis Butler Cultural Engagement Officer 01923 278705 lewis.butler@watford.gov.uk
Hayley Page Parks & Streets Contract Manager 01923 278629 hayley.page@watford.gov.uk	Helen Smith Events & Filming Manager 01923 278237 helen.smith@watford.gov.uk
Isabel Crozier Park Manager (Cassiobury & Oxhey Activity Park) 01923 278025 isabel.crozier@watford.gov.uk	Susheel Rao Strategic Sustainability Manager 01923 278130 susheel.rao@watford.gov.uk sustainability@watford.gov.uk
For information on marketing and publicity including the use of the WBC logo please email communications@watford.gov.uk	For other contacts including Planning, Building Control, Environment, Licensing, Rubbish & Recycling, please visit our website: www.watford.gov.uk

Where do I go for further information, advice and support?
For funding advice and support please contact:
Susannah Brunert
W3RT CVS Lead – Watford
susannahbrunert@w3rt.org
07908 209908

For advice and support on safeguarding and welfare in sports clubs please contact:
Joe Gamble
Sport Welfare Officer
Herts Sports & Physical Activity Partnership
j.gamble2@herts.ac.uk

Global Majority Communities Resource Hub
A new online resource hub is available to support colleagues working to improve health and wellbeing outcomes for Global Majority Communities. The hub provides access to information, guidance, learning resources and tools designed to support inclusive and culturally responsive practice.
https://www.hertfordshire.gov.uk/services/adult-social-services/professionals/global-majority-communities.aspx

OTHER SOURCES OF FUNDING AND TRAINING:			
Name of Funder/Funding/Training:	**Who can apply:**	**What can you apply for:**	**Website and/or Contact details:**
Sports Bursary Scheme Watford Borough Council	Watford based sports clubs: ▪ You must meet the minimum age criteria set by your respective national governing body. ▪ Be an active volunteer of a sports club in Watford that is affiliated to its appropriate governing body. ▪ You can apply to the bursary scheme at any time of the year, but you must be able to start your training by the end of the financial year (31 March).	Workshops for coach skills: ▪ Activator: a maximum of £50 or 50% of the total course fees (whichever is lower). ▪ Level 1: a maximum of £100 or 50% of the total course fees (whichever is lower). ▪ Level 2: a maximum of £200 or 50% of the total course fees (whichever is lower). ▪ Refereeing/Judging: a maximum of £100 or 50% of the total course fees (whichever is lower). ▪ Emergency First Aid at work (1 day): a maximum of £35 or 50% of the total course fees (whichever is lower). Safeguarding: Free.	Caroline Roche Sports & Physical Activity Manager 01923 278242 caroline.roche@watford.gov.uk https://www.watford.gov.uk/sports/funding-support-sports
Neighbourhood Grant Watford Borough Council	▪ The Neighbourhood Grant will be available each year for local community organisations to apply for funding to help with community projects. We want to ensure that local people benefit from sustainable growth in the borough.	▪ WBC collects money for infrastructure from new developments through the Community Infrastructure Levy (CIL). ▪ 15% of CIL is to be spent on infrastructure or 'anything else that is concerned with addressing the demands that development places on an area'. This is called Neighbourhood CIL (NCIL). In Watford, we have decided to call this the Neighbourhood Grant.	Kim Bloomfield Partnerships & Funding Manager kim.bloomfield@watford.gov.uk https://www.watford.gov.uk/community

OTHER SOURCES OF FUNDING AND TRAINING:			
Name of Funder/Funding/Training:	**Who can apply:**	**What can you apply for:**	**Website and/or Contact details:**
Watford Community Lottery Watford Borough Council	▪ Watford Community Lottery is an exciting weekly lottery that raises money for good causes in Watford. All good causes supported by the lottery will benefit Watford and its residents. ▪ Any voluntary & community sector organisation, charity, sports club, PTA, residents' association etc can join Watford Community Lottery as a Good Cause.	▪ Organisations can raise funds for a particular item or to contribute to their ongoing running costs.	Kim Bloomfield Partnerships & Funding Manager kim.bloomfield@watford.gov.uk https://www.watfordcommunitylottery.co.uk/
Neighbourhood Locality Fund Watford Borough Council	▪ Watford Borough Council's 12 Neighbourhood Locality Funds are available to help local voluntary and community groups deliver a range of activities and events for residents around the town.	▪ Each of Watford's 12 wards has £3,000 a year to allocate small sums of money to activities for residents. This can be used by councillors to set up meetings with residents, businesses and other community groups in their ward. It can also be used to support local projects.	https://www.watford.gov.uk/councillors-2/neighbourhood-locality-funds
Watford Community Fund W3RT	▪ The fund is set up to support local community groups, voluntary organisations and not-for-profit social enterprises.	▪ It is an open, accessible fund that is flexible and responsive to the town's changing needs around the climate, poverty and inequality. ▪ The fund is also open to applications from groups or individuals interested in organising	Susannah Brunert 07908 209908 susannahbrunert@w3rt.org

OTHER SOURCES OF FUNDING AND TRAINING:			
Name of Funder/Funding/Training:	**Who can apply:**	**What can you apply for:**	**Website and/or Contact details:**
		events that bring people together and celebrate the vibrant spirit of the Watford community.	https://www.watfordcommunityfund.com/how-to-apply
Community Funds W3RT	▪ Charitable organisations based in Watford & Three Rivers	▪ W3RT manages a range of funding streams in consultation with our partners that local charitable groups can apply for, under the umbrella of the W3RT Community Funds. ▪ These funds are open to support activities that are 100% charitable. All groups are expected to show that they have good governance and management arrangements and funds will only be allocated to support work in the area of Watford and/or Three Rivers.	cvs@w3rt.org https://www.w3rt.org/community_funds
Herts Funding Database W3RT	▪ Charities, not for profit organisations and community interest companies	▪ W3RT CVS hosts the Hertfordshire Fundraising Database. This is free to us and voluntary sector organisations can search through the hundreds of Government, Lottery, charitable trust, and other funds available to them on a European, national, regional and local basis.	https://www.w3rt.org/funding_support
Community Chest Fund Watford Community Housing/Chime Housing	▪ Any constituted community group or organisation	▪ Up to £500 to support community events, initiatives and projects. ▪ Projects must be delivered in one of our local community areas and must meet one of our community priorities; wellbeing, confident online, community capacity, support to succeed or working with others.	https://www.wcht.org.uk/Your-Community/Our-community-work/ community@chimehousing.org.uk

OTHER SOURCES OF FUNDING AND TRAINING:			
Name of Funder/Funding/Training:	**Who can apply:**	**What can you apply for:**	**Website and/or Contact details:**
Community Partnership Fund Watford Community Housing/Chime Housing	▪ Local community groups ▪ Charities and voluntary organisations ▪ Social enterprises ▪ Specialist service providers ▪ Established local partners	▪ Supporting projects and services that deliver a positive impact for our customers and communities.	
Tenant/Residents' Association Fund Watford Community Housing/Chime Housing	▪ Tenants/Residents Associations	▪ Help with start-up costs, special events, ongoing support and funding.	
Herts Sports & Physical Activity Partnership	▪ Sports clubs, organisations, schools and individuals.	▪ Information is available on the website on a wide range of funding and grants.	https://sportinherts.org.uk/funding
Veolia's Sustainability Fund	▪ Not for profit organisations and community groups	▪ The Sustainability Fund will provide cash sponsorship, in-kind resources or staff volunteers to support not-for-profit organisations and community groups to transform their local community or environment.	https://www.veolia.co.uk/sustainability-fund
Vinci UK Foundation	▪ Charities and not for profit organisations	▪ Grants for projects that improve access to employment, training, housing, mobility, or leisure for disadvantaged and socially excluded people.	contact@vinci-uk-foundation.co.uk https://vinci-uk-foundation.co.uk/your-project/
Hertfordshire Community Foundation	▪ Community and voluntary organisations	There are several different funds being managed by Hertfordshire Community Foundation including: ▪ Household Support Fund ▪ Green Herts Sustainability Fund ▪ Hertfordshire Community Spaces	https://www.hertscf.org.uk/grant-making grants@hertscf.org.uk https://training.hertscf.org.uk/courses/all-training-courses

OTHER SOURCES OF FUNDING AND TRAINING:			
Name of Funder/Funding/Training:	**Who can apply:**	**What can you apply for:**	**Website and/or Contact details:**
		▪ HCF Grants ▪ Environmental Projects Herts Community Foundation also offer a variety of training programmes including Carbon Literacy Training.	
The National Lottery Community Fund	▪ Voluntary or community organisations ▪ Public sector organisations	▪ There are several different funding programmes being offered by The National Lottery including: ▪ Awards for All ▪ Reaching Communities ▪ Partnerships ▪ Community Power ▪ Climate Action Fund ▪ The UK Fund	https://www.tnlcommunityfund.org.uk/funding/programmes
Windrush Day Grant Scheme	▪ charities ▪ exempt charities ▪ community interest companies/community interest organisations ▪ social enterprises ▪ community benefit societies	▪ The minimum amount available for each project is £5,000 and the maximum is £25,000. ▪ To raise awareness of the historical facts and experiences of the Windrush story. ▪ To foster a greater sense of national pride and recognition of the historic and ongoing contributions made by the Windrush generation and their descendants to UK. ▪ To encourage and inspire the descendants of the Windrush Generation to become young leaders, pursue their aspirations and contribute to the shared values of UK society.	https://www.gov.uk/government/publications/windrush-day-grant-scheme-2026/windrush-day-grant-scheme-2026-guidance-for-applicants#aims
Better Homes Better Health	▪ A service supporting residents to keep warm,	▪ Residents can request an assessment and make a self-referral.	https://www.bhbh.org.uk/

OTHER SOURCES OF FUNDING AND TRAINING:			
Name of Funder/Funding/Training:	**Who can apply:**	**What can you apply for:**	**Website and/or Contact details:**
	stay safe and live well in their homes.		