

**Micro Grants Application Guidance**

*Small grants, big impact*

This document sets out the application questions for Micro Grants of the Greenwich Healthier Communities Fund with guidance information to help you apply. Application questions are written in **black** and guidance information is written in **purple.**

**This is guidance, NOT the application form. To apply for funding, you must complete the application form through our online portal. Click** [***here***](https://www.surveymonkey.com/r/NVW2XDX)**to apply.**

We suggest you read this application guidance before completing the application form as your application may be rejected if you do not provide all the information required for us to make an assessment.

**If you have any questions or need support filling out this form, please contact Groundwork London via phone on 07525 703 358 or 020 7239 1286, or email at** GreenwichHealthierCommunities@groundwork.org.uk.

If you require bespoke support that is not already available via Groundwork London or the Royal Borough of Greenwich to be able to apply for this grant, our **Accessibility Pot** can cover up to £2,000 per applicant for specific assistance required to help you complete the application form. You can find more information about the Accessibility Pot in the prospectus [here](https://drive.google.com/drive/u/0/folders/1Smaz6Ua58w5kGT8AfJVF6L_A-w3QM1CH).

**Organisations can only have one current grant on any strand of the Fund at one time.** If you have a current grant on the Fund and you wish to apply for another open strand, you must have submitted your final report by the time applications for that strand close.

Applications can be submitted at any time until the final deadline, currently set at 31 March 2026. Submitted applications will be assessed on a regular basis. Applications will remain open for up to a year, or until the £100,000 budget is spent. You can find a timetable of when the strand budget will be reviewed in the programme prospectus. Click [here](https://drive.google.com/drive/u/0/folders/1Smaz6Ua58w5kGT8AfJVF6L_A-w3QM1CH) to read.

**Before completing your application form, please make sure you are able to meet the following requirements, if successful:**

* Your group/organisation must have an organisational bank account with at least two signatories **OR** must be sponsored by an organisation that can provide one on your behalf. If you are sponsored by another organisation, you must provide their details in the application form. If you are non-constituted, but do not have a sponsor organisation that can accept funds on your behalf, please contact us before applying.
* You will be responsible for all financial and legal aspects of your project. By the time of project delivery, all successful applicants (including individuals and non-constituted groups) must have relevant insurance, risk assessments, and an up-to-date Safeguarding Policy, if you are working with Children, Young People and Vulnerable Adults. You may be asked for copies of the relevant documentation at the funding agreement stage.

You can save your application form and return to it later. **Make sure you save your application regularly by clicking *'Save & Finish Later'.*** This will take you back to the home page and email you a copy of the form. You will need to click on the application form link in the email to open your form again.

Please note, if you do not work on your application form for 90 minutes, you will automatically be logged out of the online system. Any work that you have not saved by then will be lost.

**You must use Microsoft Edge, Internet Explorer, Google Chrome or Mozilla Firefox, as other web browsers do not fully support the application portal.**

**If you have any questions or need support filling out this form, please contact Groundwork London via phone on 07525 703 358 or 020 7239 1286, or email at GreenwichHealthierCommunities@groundwork.org.uk.**

**Section 1 – About you**

1. **Group/Organisation name**

**Please give the name of the group/organisation leading the project. This should be the group/organisation who is responsible for this application form and answering any questions that we may have about your project.**

**If you are an informal or non-constituted organisation and do not currently have a name, work together to come up with something that best describes you as a group.**

**If you’re applying as an individual looking to set up an organisation, please enter your own name.**

1. **Main contact**

**Provide the details listed below for the person who is responsible for this application form and answering any questions that we may have about your project.**

**If you are applying as an organisation, you must provide your organisation's registered office address. If you are applying as a non-constituted group or individual then this must be the address of the lead applicant.**

* First name:
* Last name:
* Address and Post code:
* Contact telephone number:
* E-mail:
* Where did you find out about the Greenwich Healthier Communities Fund?
1. **Secondary Contact**

**This person must be different from the main contact above, it could be a colleague, trustee or partner, for example.**

**If you are delivering as an individual, we do still need this information. Please add the details of the most appropriate person to contact if the main contact given above is not available.**

* First name:
* Last name:
* Contact telephone number:
* E-mail:
1. **Type of Group**
	1. **Please select the option below which best fits your group.**
	* Educational Establishment
	* Religious Organisation
	* Registered Charity
	* Informal or non-constituted group
	* Individual (with a community project idea)
	* Company Limited by Guarantee
	* Community Interest Company (CIC)
	* Social Enterprise
	* Constituted Community Organisation
	* Friends of Group
	* Tenants and Residents Association
	* Other

**If more than one is applicable, please choose the option that your organisation identifies most closely with.**

**We consider a non-constituted organisation to be an organisation that does not have a formal document setting out its activities or structure, but is a group of people that may work together for campaigns, projects or events. Such applicants must be supported by a sponsor organisation, who will allow grant monies to be managed through their bank account.**

**We include Non-Governmental Organisations (NGOs) within the categories listed above.**

**Companies limited by shares, Local Authorities, GP practices and NHS Trusts, or organisations controlled by any of those organisations, are not eligible to apply.**

* 1. **If you have selected ‘Other’, please provide more information:**
	2. **If you are a Company/Charity, what is your Company/Charity Registration Number?**
1. **Do you have an Organisation/Group bank account? [Yes/No]**

**If not, please confirm that you are sponsored by another organisation that can accept funds on your behalf and provide their details below (i.e. Organisation name, first name, last name, address, telephone number, email.)**

**Your group/organisation must have an organisational bank account with at least two signatories to be eligible for funding through this programme, OR must be sponsored by an organisation that can provide one on your behalf.**

**If you are non-constituted, but do not have a sponsor organisation that can accept funds on your behalf, please contact us before applying.**

1. **Tell us about your group/organisation**
	1. **Summarise the aims of your group/organisation. What services do you provide and who do they aim to support (i.e. certain demographics, identities or communities) [150 words]**

**We are interested in working with groups/organisations that support those that are disproportionally affected by health inequalities in Greenwich.**

* 1. **Is your group/organisation equity-led? [Yes/No]**

**By equity-led we mean that your group/organisation is run by and for the communities you aim to support (i.e. your staff, senior management and trustees identify as these communities).**

* 1. **Please explain your answer [100 words max.]**

**Please provide an answer to this question even if you have answered ‘No’ to question 6b. Tell us why your organisation is well-placed to deliver your work.**

**Section 2 - About Your Project**

1. **Summarise your funding request in 10 words or fewer.**

**This should be a very brief description of what you are looking for funding for, such as “Pilot physical exercise project for the elderly in Plumstead.”**

1. **In which ward(s) do you intend to deliver this project? [Tick box]**

**Select all wards that apply. Do not select all wards unless you intend to deliver activity in those locations.**

1. **What is the funding request for? [300 words max.]**

**Provide a clear description of what you are requesting funding for. Tell us the key information about your project:**

* **Who will it support and why? (i.e. target demographics)**
* **When will the activities take place and how frequently?**
* **Where will the activities take place?**
* **Have you checked if this service already exists in the borough?**
* **How will you measure the project’s success?**
* **If this is a pilot project, what are your plans for the future?**
* **If this is a continuation, what have you learnt from previous delivery?**

**To get an understanding of eligible costs, please read the prospectus** [**here**](https://drive.google.com/drive/u/0/folders/1Smaz6Ua58w5kGT8AfJVF6L_A-w3QM1CH)**.**

1. **Why is your project needed? [300 words max.]**

**Describe your evidence of need:**

* **How will this funding enable you to better deliver a project that prevents/responds to health inequalities in Greenwich?**
* **How will this funding build the capacity and resilience of your group/organisation to better prevent/respond to health inequalities in Greenwich?**
* **Why is this project/service needed in your community?**
* **How will this funding have a positive short-term and long-term impact on your project/service?**
1. **The Fund is looking to support work that aligns with the Greenwich Health and Wellbeing Strategy, which sets out the mental and physical health and wellbeing priorities for the next five years. You can read the strategy** [**here.**](https://www.royalgreenwich.gov.uk/downloads/file/6311/health_and_wellbeing_strategy_2023_to_2028) **You can find the five priorities on page 17.**

**Select all of the priorities that your project most closely aligns with from the list below:**

* Start well
* Be well
* Feel well
* Stay well
* Age well

**Do not select all of the priorities unless you work clearly aligns with each of them.**

1. **How many people in Greenwich will be directly impacted by your project?**

**Explain how this number was calculated.**

**For example: *“20 = We have 20 people in our exercise class”***

1. **Set out a brief assessment of the risks to your project and how you plan to reduce the chances of them affecting your work. [300 words max.]**

**We do not expect you to write more than three risks. These should be the main risks to your project’s success and explain how you plan to mitigate against them affecting your project.**

**Section 3: Project Plan**

1. **When do you plan to complete your project by?**

**This can be approximate at this stage. We suggest that all grant money is spent no later than 6 months after your grant has been awarded.**

1. **When will you deliver the key project activities?**

**You must provide a project plan setting out the key activities and tasks for your project and when they will take place.**

**You can enter this information directly into the application form or, if you have already created a project plan in a separate document, feel free to upload this to your application instead.**

**There is a free project plan template available on the Fund website** [**here.**](https://drive.google.com/drive/folders/1Smaz6Ua58w5kGT8AfJVF6L_A-w3QM1CH)

**Section 4 – Budget**

1. **How much funding are you requesting?**

**Grants between £500 and £5,000 are available.**

1. **How do you intend to spend your grant?**

**Ensure that you breakdown how you have calculated costs, e.g. staff costs = Workshop facilitator for 5 sessions @ £125 per session, £625.**

**You can enter this information directly into the application form or, if you have already created a budget in a separate document, feel free to upload this to your application instead**

**There is a free budget template available on the Groundwork London website** [**here.**](https://drive.google.com/drive/folders/1Smaz6Ua58w5kGT8AfJVF6L_A-w3QM1CH)

**All staff must be paid at least** [**London Living Wage**](https://www.livingwage.org.uk/news/real-living-wage-increases-%C2%A31260-uk-and-%C2%A31385-london)**.**

1. **Grants will be paid 80% on award, with 20% paid in arrears on successful completion of all reporting requirements. On exception, we can facilitate alternative payment schedules, if required.**

**If this is necessary for your project, please set out your desired payment schedule below and provide robust reasoning as to why it is necessary.**

**This will need to be reviewed and approved by the decision-making panel. We cannot pay 100% of the grant money upfront under any circumstances.**

**Section 5 – Additional Information**

1. **Outline any permissions/policies/permits you may need to deliver this project and state whether they are secured, requested or not-requested.**

**You will need to provide proof of permissions before any grant monies are paid, if you are successful. This includes permission from your sponsor organisation (if applying as a non-constituted group/organisation or individual) and may include landowner permission.**

1. **Upload any supporting documentation to support your application here.**

**No documents are essential, but they may help provide the decision-making panel with background information not included already in your application.**

**If you wish to provide links to online resources, videos, websites, audio, or social media, please provide them in the text box.

If you are uploading a file, it must be a MS Word file, MS Excel file, MS PowerPoint file, PDF, or jpeg.**