**The Worshipful Company of Wax Chandlers**

William Kendall’s Charity

Registered Charity No. 228361

**Small Grants Programme for Bexley**

#### **Application Guidance**

Updated October 2024

### **Aims**

The William Kendall Charity of the Worshipful Company of Wax Chandlers aims to fund charitable purposes for the general benefit of the inhabitants of the London Borough of Bexley, and the relief of need, hardship or distress.

1. **Who can apply to the Small Grants Programme? (Eligibility)**
* Organisations **must** be based in the London Borough of Bexley and/or benefit Bexley residents.
* Organisations must be formally constituted and not–for–profit with a charity and/or limited company reference number.
* They must follow applicable Charity Law and Charity Commission guidelines, for example but not limited to, having a **management** **committee** of at least three people with two independent cheque signatories (and online banking authorisers); and an appropriate **governing document** which confirms the organisation is operating on a not-for-profit basis with appropriate **governance** **policies** and procedures.
* We must have received all the necessary **end of grant completion forms** for any previous grants from us.
* If you require funding towards maintenance or improvement of a building or land your organisation does not own, the length of lease will be taken into account when reviewing the application.

We will NOT fund:

* individuals, directly or indirectly
* statutory/public bodies
* groups with a political purpose
* organisations which exist solely to make a profit, with no community benefit
1. **How much can you apply for?**

The maximum grant is £5,000. We do not make grants of less than £500. Grants must be used within 12 months of receipt of the grant offer letter.

## **Priorities**

We are open to considering all applications for projects that meet our aims. With finite funds available, we seek to maximise our visible impact in the community and may prefer to fund projects that:

* deliver specific improvements to people’s lives in the Borough of Bexley, with a focus on Erith, Slade Green, Thamesmead and the area of the ancient parish of Bexley.
* deliver an impact on either education & training broadly e.g. schools, youth clubs, adult training - or on the relief of need, hardship, or distress e.g. debt relief, food banks etc.
* have a lasting impact, for example creating capability, training staff, upgrading premises and equipment, etc.
* need funding of £500 - £5,000 for 1-3 years of 25-100% of project cost
* amplify the outcome with unpaid volunteers and moderate staff costs

These are preferences not requirements, and the closer to this profile your project is, the more likely an award is to be made. Each application will be considered on its specific merits.

1. **Examples**

Capacity Building of Groups

* To support the management to develop the sustainability and accessibility of their organisation. Examples could include funding for:
	+ Training of Trustees, staff or volunteers
	+ Updating IT equipment and systems
	+ Facilitate a networking activity to share good practice with other similar voluntary community organisations
	+ Improving publicity materials/web sites to target new client groups especially those with disabilities or specific needs

Improving Buildings and Local Neighbourhoods

* To help community groups improve and update their premises to enable full accessibility and become DDA compliant (Equality Act 2010). Examples could include funding for:
	+ Accessibility improvements
	+ General renovation work including rewiring and/or improvements for environmental sustainability reasons etc
	+ Purchase of equipment for gardening or allotment projects

Developing or piloting a new project or service

* To support existing groups to expand their services into new areas and to new client groups. Seed funding for start-ups may only be supported if there is sufficient evidence of leadership with a proven track record. Examples could include funding for:
	+ Initial start-up costs for a new facility or capability
	+ Staff costs for the expansion of work or the first year of a project
	+ Projects that aim to improve and/or promote environmental sustainability
1. **Application process and reporting outcomes:**
* Apply for grant:
	+ Read the **Application Guidance**
	+ Complete the application form and send all **associated documents** to Jamie Kesten electronically (see 7. Below) (e: jamie@bvsc.co.uk) or if this is not possible then please contact Jamie on 01322 524 682.
	+ If you require support with completing the application, please contact Jamie in advance of the support deadlines below.
* Panel preparation: On receipt of your application form and associated documents, BVSC will appraise your application using the above criteria, and produce a report, including recommendations or revisions. This will be presented to the Board of Trustees of the William Kendall’s Charity who will consider the application, make recommendations, and decide whether to approve the grant.
* Panel meeting takes place
* Grant approved or rejected: When a decision has been made, you will be notified of the outcome, and if successful sent an offer letter with grant acceptance outlining the conditions which apply, including how the work will be monitored and funding accounted for.
* Grant acceptance: After signing and returning the grant acceptance, payment will be made, usually via BACs. Grant monies given in any year should be spent **within 12 months** of the date shown on the Grant Offer letter.
* Monitoring: All grantees are required to complete a monitoring form. If you have not fully spent the monies within the required timeframe, please provide a progress report. If you have any queries, please contact Jamie.
1. **Associated documents**
* Copy of your **Safeguarding policy and procedures**
* Copy of your Constitution or other **Governing Document**
* Copy of your last **Community Interest Company Report** (if applicable)
* A simple **budget breakdown for your project/activity**
1. **Where can you get help?**

*Jamie Kesten, Funding and Development Manager at Bexley Voluntary Service Council, can advise on whether a proposal meets the Small Grants Programme for Bexley criteria and can give advice and support on making applications.*

*Contact: E-mail: jamie@bvsc.co.uk, Tel: 01322 524 682*