

SMALL GRANTS INFORMATION SHEET

How do you get involved?

As a Knowle West-based individual/organisation/group, you'll complete a simple application form detailing your community project idea. You can apply for up to £250 for:

1. a 'greener place' project ie. related to the environment/nature/gardening,
2. a project to improve men's mental health and wellbeing,
3. a healthy food project/a project that impacts food security eg. budgeting support, or
4. a community project that doesn't fit any of the above criteria.

You can apply for **one** grant in a financial year. The money you get should cover the whole cost of your project; you can look for match funding (money from another source) if your project will cost more than the amount of the Knowle West Alliance grant. We may suggest other ways of funding your project if it's more appropriate.

Your project must also meet at least one of these criteria:

- **Making a safer place**
- **Making a greener place**
- **Making an active place**
- **Making a friendlier place**
- **Making a cleaner place**
- **Making a healthier place**

What happens next?

After you've put in your application, our Grants Panel will decide if your project meets our criteria. If we are unsure, we may ask for more information before making a decision. You may have to wait up to 6 weeks to find out depending on when we receive your application. Please let us know if you need the funding for a project which is happening very soon.

If your application is approved, you or other member(s) of your project group must record a short video explaining/showing your project that we can share online. We are happy to help with this.

How do you get the grant?

You will be sent information about how to claim your grant; it can either be through production of receipts/invoices or via bank transfer to a community group/organisation bank account with two signatories. This could also be via a suitable third party bank account with their permission. If you do not have a suitable bank account or are unable to make purchases up front, we may be able to buy items for your project on your behalf. You must keep all itemised receipts/records of spend. If you are match funding your project, you will need to have this funding in place before we will release the grant.

What happens after you're awarded the grant?

For most of our grants, you must start your project within 3 months and complete it within 6 months. Specific deadlines may be in place for projects in some of our funding categories – these are detailed on the application form and our website. If you're finding it difficult to meet these deadlines, please get in touch; we may be able to be flexible.

Evidence of how your project has worked should be gathered and shared with Knowle West Alliance. This could include photos, messages from those impacted by it, videos, case studies, news stories etc. These may be shared publicly with your permission. You will be sent our short Grant Feedback Form which you can complete, or one of our team will arrange to talk to you about how your project went.

For more information, help or an application form, please contact: info@kwalliance.co.uk