



Environment & Communities
Mayor's Small Grants Fund
April 2025 – March 2026
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 3rd February 2025 – 5.00pm on Friday 28th March 2025.

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 or non-constituted group is a group of people who have a similar interest and want to work together for the benefit of the local community. Your groups' aims must be charitable. Examples of groups could include:

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

You must provide a letter of endorsement (from a constituted organisation, Councillor, Police Community Support Officer or other similar representative on the organisation's headed paper) when you submit your application.

We can only pay grant awards into an organisation bank account. Therefore, informal groups who are successful with their application will have their award paid to the intermediary organisation Watford & Three Rivers Trust (W3RT) and must sign up to their Volunteer Partnership Agreement. This agreement will provide a legal framework within which W3RT can support the informal group to deliver their activities. There are 2 criteria that must be met:

1. Activities provided by the informal group must be entirely charitable. Please click on the link below for further information and guidance.
<https://www.gov.uk/government/publications/charitable-purposes/charitable-purposes#descriptions-of-purposes>
2. Funding cannot be used to pay group members a salary.

If you are not able to sign up to W3RT's Volunteer Partnership Agreement, we will not be able to support your application.

4. How much funding can I apply for?

The maximum amount of funding an organisation can apply for is £3000 per year.

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 a grant, you will need to put up some of your own funds. This provides us with reassurance that you are serious about your project. Your own funds can be from your existing resources or from fundraising activities.

The Mayor's Small Grants Fund is an incredibly popular funding programme. We often receive far more applications and funding requests than we can support. Match funding also allows us to spread the budget a little further.

Informal groups are less likely to have access to any expenditure and therefore their applications will be assessed on a case-by-case basis. We may choose to support an application from an informal group that has not provided 10% match funding.

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 2022-2026 and Delivery Plan 2024-2026 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:

- A one-off community event.
- A green/sustainable initiative that supports our commitment to reduce the carbon footprint of the borough.
- The purchase of items of equipment.

8. What is a green/sustainable initiative?

In 2023, WBC passed a new Environmental Strategy 2023-2030 and Delivery Plan 2023-2025. We are taking a stand against climate change, having declared a climate emergency back in 2019.

Our ambitious goal is to make the borough carbon neutral by 2030 and this will require making big changes to the way we all live, travel and work. You can read more about Sustainable Watford by clicking on the link:

<https://www.watford.gov.uk/sustainable-watford/sustainable-watford-1>

Studies indicate that the most vulnerable in our society will be disproportionately 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 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 vegetable growing
- Community repair events or workshops that teach people skills to be able to upcycle (sewing, IT repair, cookery lessons etc.)
- 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 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. 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.

15. 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.

16. 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.

17. If my application is unsuccessful, is there an appeal process?

No, there is no appeal process. All applications undergo an assessment and only those that meet our criteria fully will then be considered at the delegated decision meeting. The Elected Mayor and the Associate Director of 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.

18. 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.

19. 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 awards or those not used for the described purpose must be repaid to the council.

The organisation must acknowledge the council's support in any publicity material by using the council's logo. Should the council's support be withdrawn from the organisation, the council's logo must be removed from all publicity material immediately.

20. 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 at the end of

your project. This report 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.

The council also 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. We have therefore included an Equalities Monitoring Questionnaire within the application form and Outcomes & Achievements Report. These questionnaires will help us to understand how community needs may vary and help us to make informed decisions.

21. 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.

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

To discuss any aspect of your application, please contact:

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

Other useful contact details:

<p>Caroline Roche Sports & Physical Activity Manager 01923 278242 caroline.roche@watford.gov.uk</p>	<p>Lewis Butler Arts Development & Events Officer 01923 278705 lewis.butler@watford.gov.uk</p>
<p>Hayley Page Parks & Streets Contract Manager 01923 278629 hayley.page@watford.gov.uk</p>	<p>Laura Horn Arts Development Officer 01923 278010 laura.horn@watford.gov.uk</p>
<p>Isabel Crozier Park Manager (Cassiobury & Oxhey Activity Park) 01923 278025 isabel.crozier@watford.gov.uk</p>	<p>Susheel Rao Strategic Sustainability Manager 01923 278130 susheel.rao@watford.gov.uk</p>
<p>For information on marketing and publicity including the use of the WBC logo please email communications@watford.gov.uk</p>	<p>For other contacts including Planning, Building Control, Environment, Licensing, Rubbish & Recycling, please visit our website: www.watford.gov.uk</p>

Where do I go for further information, advice and support?

For funding advice and support please contact:

Alex Murray
W3RT CVS Lead – Watford
alexmurray@w3rt.org

For advice and support on safeguarding and welfare in sports clubs please contact:

Joe Gamble
Sport Welfare Officer
Herts Sports Partnership
j.gamble2@herts.ac.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:
Sports Bursary Scheme Watford Borough Council	<p>Watford based sports clubs:</p> <ul style="list-style-type: none"> 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). 	<p>Workshops for coach skills:</p> <ul style="list-style-type: none"> 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). <p>Safeguarding: Free.</p>	<p>Caroline Roche Sports & Physical Activity Manager 01923 278242 caroline.roche@watford.gov.uk https://www.watford.gov.uk/sports/funding-support-sports</p>
Neighbourhood Grant Watford Borough Council	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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. 	<p>Kim Bloomfield Partnerships & Funding Manager kim.bloomfield@watford.gov.uk https://www.watford.gov.uk/community</p>

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Watford Community Lottery Watford Borough Council	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Organisations can raise funds for a particular item or to contribute to their ongoing running costs. 	<p>Kim Bloomfield Partnerships & Funding Manager kim.bloomfield@watford.gov.uk</p> <p>https://www.watfordcommunitylottery.co.uk/</p>
Neighbourhood Locality Fund Watford Borough Council	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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. 	<p>https://www.watford.gov.uk/councillors-2/neighbourhood-locality-funds</p>
Watford Community Fund W3RT	<ul style="list-style-type: none"> The fund is set up to support local community groups, voluntary organisations and not-for-profit social enterprises. 	<ul style="list-style-type: none"> 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 	<p>Alex Murray 07908 209908 alexmurray@w3rt.org</p>

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	<ul style="list-style-type: none"> Charitable organisations based in Watford & Three Rivers 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Charities, not for profit organisations and community interest companies 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Any constituted community group or organisation 	<ul style="list-style-type: none"> 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@wcht.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 Development Fund Watford Community Housing	<ul style="list-style-type: none"> Any constituted community group or organisation 	<ul style="list-style-type: none"> Due to the success of our community fund, we are no longer able to fund larger community projects until 1 April 2024. We will be focusing on projects which support our tenants in the current cost of living crisis and are still interested to hear from partners who can provide match funding for projects in this area. 	
Tenant/Residents' Association Fund Watford Community Housing	<ul style="list-style-type: none"> Tenants/Residents Associations 	<ul style="list-style-type: none"> Help with start-up costs, special events, ongoing support and funding. 	
Herts Sports & Physical Activity Partnership	<ul style="list-style-type: none"> Sports clubs, organisations, schools and individuals. 	<ul style="list-style-type: none"> Information is available on the website on a wide range of funding and grants. 	https://sportinherts.org.uk/funding
Veolia's Sustainability Fund	<ul style="list-style-type: none"> Not for profit organisations and community groups 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Community and voluntary organisations 	<p>There are several different funds being managed by Hertfordshire Community Foundation including:</p> <ul style="list-style-type: none"> 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:
		<ul style="list-style-type: none"> ▪ HCF Grants ▪ Environmental Projects <p>Herts Community Foundation also offer a variety of training programmes including Carbon Literacy Training.</p>	
The National Lottery Community Fund	<ul style="list-style-type: none"> ▪ Voluntary or community organisations ▪ Public sector organisations 	<ul style="list-style-type: none"> ▪ There are several different funding programmes being offered by The National Lottery including: <ul style="list-style-type: none"> ▪ Awards for All ▪ Reaching Communities ▪ Partnerships ▪ Community Power ▪ Climate Action Fund ▪ The UK Fund 	https://www.tnlcommunityfund.org.uk/funding/programmes
Better Homes Better Health	<ul style="list-style-type: none"> ▪ A service supporting residents to keep warm, stay safe and live well in their homes. 	<ul style="list-style-type: none"> ▪ Residents can request an assessment and make a self-referral. 	https://www.bhbh.org.uk/