

# Mayor's Small Grants Fund 2025-26

## PROCESS MAP

Supporting local projects to make a difference in our community.

### Step 1: Initial Enquiries

**What to do:** Read the **Guidance Notes** and **FAQs** to ensure eligibility.  
**Need help?** Discuss your ideas with the Partnerships & Funding Manager.



### Step 2: Gather Your Information

Collect all required documentation, evidence, and details to support your application.



### Step 3: Apply Online

**When:** Applications open at 9am, Monday 3rd February 2025.  
**Deadline:** Submit by 5pm, Friday 28th March 2025 (late applications not accepted).



### Step 4: Application Assessment

The Partnerships & Funding Manager reviews your application.  
You may be asked to provide additional information or clarifications.



### Step 5: Outcome Notification

**Not successful?** Receive guidance on alternative funding options.  
**Successful?** Move to the Delegated Decision Meeting.



### Step 6: Delegated Decision Meeting

Applications are discussed, and decisions are made to **fund**, **defer**, or **decline**.



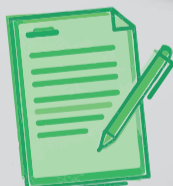
### Step 7: Final Outcome Notification

Organisations are informed of the Delegated Decision Meeting's results.



### Step 8: Declaration of Funding

Successful organisations sign the **Declaration of Funding** before payment.



### Step 9: Funding Paid

Grants are paid via **BACS** directly to your organisation's bank account.



### Step 10: Project Completion Report

Submit an **Outcomes & Achievements Report** and copies of receipts at the end of the project.

