

May 2009

Dear Applicant

Small Grants Fund 2009-2010

Thank you for requesting details about the Small Grants Fund. The aim of this grant programme is to support projects in Richmond upon Thames which benefit local people and those who work in the borough. The outcomes of successful projects should contribute to the overall vision of the Richmond upon Thames Community Plan 2007-2017.

The Community Plan, which is available to download from the Council's website (http://www.richmond.gov.uk/community_plan_2007_17.pdf), sets out 7 key priorities:

Priority 1: Tackling disadvantage and inequalities

Priority 2: Being the greenest borough in London

Priority 3: Being the safest London borough for all our communities

Priority 4: Growing up in Richmond upon Thames

Priority 5: Creating a healthy and caring Richmond upon Thames

Priority 6: Creating a vibrant and prosperous Richmond upon Thames

Priority 7: Improving access and participation

You can apply for amounts from this fund up to a maximum of £5,000. To be eligible for a grant you must be a community group or voluntary sector organisation with a constitution or set of rules and a bank account with a minimum of 2 signatories. Each group may only apply once per year. Unfortunately we cannot give grants to individuals or for activities where there is a statutory obligation to provide the service.

In your application you should clearly set out how your project will contribute to the priorities set out in the Community Plan and how you have identified a need for your project. You will also need to demonstrate why you are not able to fund the costs of the project from your own resources.

The Small Grants Fund is intended to support one-off projects. We are not usually able to fund projects that form part of your group or organisation's ongoing work. However we can fund a proportion of your overhead costs, which are costs incurred by an organisation in order to run a project, as part of the total project costs.

If you wish to apply to the Small Grants Fund you should complete the attached application form and return it with the additional information requested.

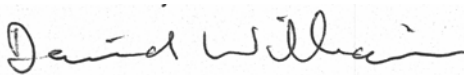
All applications will be considered by a Voluntary Sector Funding Panel who will have responsibility for making decisions on whether or not to award a grant. A number of Grants Panel meetings will be held at intervals throughout the year and applicants will be notified once their application has been received of the date at which it will be considered. Awarded funds should be spent within a year of the grant offer being made.

Please send your application form to:

Hilary Price
Small Grants Fund
Voluntary Sector Liaison Unit
London Borough of Richmond upon Thames
York House
Twickenham
TW1 3AA

If you have any questions regarding your application please contact Hilary Price on 020 8487 5423 or via email on Hilary.Price@richmond.gov.uk

Yours sincerely



Sir David Williams
Cabinet Member for Communities