

## Active Richmond Fund - Frequently Asked Questions

### 1. Q: How much funding should applicants request?

A: The Active Richmond Fund is a small grant fund and you can apply for a grant of up to £1,000 for Micro Grants and up to £5,000 for Main Grants. The fund has a limited budget so please take this into consideration when applying, ensuring costs are budgeted appropriately.

### 2. Q: Can you apply to both Micro and Main Grants?

A: No, applicants can only submit one application to either Micro Grants or Main Grants at a time.

### 3. Q: Is there a deadline for submitting an application?

A: No, applications can be submitted at any time and it is anticipated that the Council will respond to the applicants applying to Micro Grants within 6 weeks and Main Grants within 10 weeks, providing all the relevant information has been supplied. This process can take longer if additional information is required.

### 4. Q: Who can apply to the Active Richmond Fund?

A: Applications will be considered from registered charities, voluntary groups, sports associations, social enterprises or constituted groups. Applications from individual providers such as sole traders will be considered by the fund where they demonstrate wider community benefit and are clearly linked to the fund priorities. They will be expected to supply the following accompanying documentation as a minimum: safeguarding policy, project risk assessment, proof of insurance and an explanation of their banking set-up. Additional monitoring of their grant may be required such as submitting proof of project expenditure (e.g. receipts and invoices). Funding requests can only be for activities with adults (aged 18+).

### 5. Q: Can you reapply to the Active Richmond Fund?

A: The Active Richmond Fund is intended to fund one-off projects and will not repeat fund projects, unless under exceptional circumstances. We may consider a further application where the project will be extended to reach new cohorts of beneficiaries, for example if the project is expanding geographically or reaching a new target group of participants. Please note further applications would only be considered if there is strong evidence of success and proven demand, and that at least 50% of the beneficiaries are new to your project. It is recommended that you get in touch to discuss your project with the Grants Team before making an application by emailing [ActiveRichmondFund@richmond.gov.uk](mailto:ActiveRichmondFund@richmond.gov.uk)

Unsuccessful applicants can reapply to either the Micro Grants or Main Grants Fund but their funding request must be for a different project or have addressed the recommendations made by officers in declining the original application.

### 6. Q: How does the applicant submit their application?

A: The application form can be downloaded from the Active Richmond Fund website with accompanying guidance notes. Completed applications should be emailed to [ActiveRichmondFund@richmond.gov.uk](mailto:ActiveRichmondFund@richmond.gov.uk). The Council Grants Team will be able to support applicants with queries on completing the application. [Richmond CVS](#) can also provide advice on this and other possible areas of support.

**7. Q: What happens after submitting the application?**

A: The Council Grants Team will review and assess applications in consultation with other Council departments and the Active Richmond Fund steering group. They will circulate an assessment of the application to the Council's Public Health Department who will decide whether to award a grant. Decisions will be made on a rolling basis.

**8. Q: What happens if the application is rejected?**

A: Applicants are advised in writing whether their project has been awarded a grant. Further advice will be provided on alternative funding sources and support to develop the project. This may be through fundraising advice services provided by [Richmond CVS](#).

**9. Q: How will successful applicants receive their funding?**

A: Through a transfer to their designated bank account after completion of the grant acceptance form, signed Terms and conditions and fulfilling any grant conditions.

**10. Q: When will the project need to be completed?**

A: The project should be completed within 12 months of receiving the funding.

**11. Q: How will the project be monitored?**

A: The applicant will be required to complete and submit a monitoring report to the Council Grants Team within a year of receiving funding.

**12. Q: Where can applicants get further help?**

A: Applicants can get advice from [Richmond CVS](#) or [Habitats & Heritage](#) formally known as SWLEN (environmental focus) - local charities which provide support, advice and training on all aspects of charity, community and voluntary activity in the Borough. They can provide specific support to help develop project ideas and plan for future funding.

**13. Q: How to contact the Council Grants Team?**

A: For more information and guidance on applying to the Active Richmond Fund please call 020 8487 5112 or email [ActiveRichmondFund@richmond.gov.uk](mailto:ActiveRichmondFund@richmond.gov.uk).