

Small Grants Fund

As soon as budget is agreed the Small Grants Fund is promoted through SCVS and other relevant voluntary sector organisation in Slough, as well as through Berkshire Community Foundation. The Fund is promoted at the annual Berkshire Funding Fair, and at other local events throughout the year. Currently there are 4 deadlines for submission of applications. Guidelines and application forms can be downloaded from SBC website and from SCVS, and can be requested electronically or hard copy.

Small Grants Fund Process

Small Grants Enquiry via Telephone or E-mail - information and criteria is explained.

- Maximum funding available is £2000.
- Individuals CANNOT apply for funding.
- Organisations must be voluntary or community sector.
- Organisations must have a constitution in place or be in the process of formulating one and have a management committee, with a chairperson, treasurer and secretary.
- Organisations with an Annual turnover of less than £20,000 only are eligible.
- The funding is for 1 year only, and organisations can be funded once only in any one year.
- Funding MUST be in the interests of Slough and bring benefits to the town and/or its residents



Brief discussion with applicant to ascertain whether the project and organisation is eligible for funding.



If at this stage, they do not meet the criteria:

- Are there any other funding strands within Slough Borough Council they can apply for?
- Advise the organisation of services provided by SCVS.
- Advise organisations about Berkshire Community Foundation's grants programmes.



Send Application Form and Guidelines or direct applicant to SBC's website. Encourage applicant to take advice from SCVS on the proposal.



Application Received

Send Acknowledgement Letter confirming receipt of organisations application, within 7 working days and keep copy on file.
(standard template for every applicant)



After Small Grants Deadline

Assessment period begins for all applications received.

Any applications received within 10 working days after deadline date to be notified that the organisation has missed the deadline and that the application will be dealt with in next round (where appropriate).



Assessment Period

Initial Assessment

- Is the application complete and signed?
- Is turnover less than £20,000?
- Is the applicant a statutory agency? If yes, not eligible.
- Does the organisation have a constitution? Or is in the process of writing one?
- Are details of Management Committee included? Chair, Treasurer and Secretary?
- Is the organisation's purpose clear?
- Is the project or activity based in Slough?
- Is need for the project evidenced in application?
- How is the project to be monitored?
- Has the applicant demonstrated ability to manage project and funding?
- Breakdown of grant requested is clear and justified by the applicant (i.e. Quotes for equipment/room rental provided)
- Evidenced bank/building society statement or letter in organisations name.
- Equal Opportunities Policy?
- Discuss project with applicant.
- Discuss project with relevant Council officers and/or Voluntary Sector organisations
- Take up references

Write Recommendation Report



Report presented to the Voluntary Sector Members Panel for input and discussion.



Director's Delegated Authorisation

Report signed of by Director
Prepare Offer letters with any specific conditions of grant if required and No Grant letters.

When signed, authorised report has been received, letters to be sent out with Grant Conditions form, Grant Conditions/Criteria and Self-Monitoring Form for the successful applicants.



When signed Grant Conditions forms have been returned

Payment documentation to be completed and forwarded to Finance Department.



Self-Monitoring Form returned.

Grants databases updated.



Follow Up

Chase up any Self-Monitoring Form not received after 6 month period.
Collect Press Coverage (if any).