

# Runnymede Community Grant Scheme

## Guidance Notes

These notes are not exhaustive and are meant as a guide to support with making an application.

### Introduction

The Community Grant Scheme supports resident groups, voluntary and community organisations and social enterprises that are either based in or serve residents of the borough of Runnymede.

**Maximum grant available:** £5,000

**Application deadline:** 25 January 2026

**Decision date:** 11 March 2026 (Community Services Committee)

**Notification of outcome:** 5 working dates

---

#### Who Can Apply?

You can apply if you are:

- A resident group
- A voluntary or community organisation
- A social enterprise
- A registered Charity

And you:

- Are based in or serve residents of Runnymede
- Have a bank account with two unrelated signatories
- Can provide last year's accounts
- If your application/project is to support vulnerable people DBS checks on staff and or volunteers must be in place.

Agree to follow Runnymede Borough Council's policies on:

- Safeguarding for adults and children at risk
- Equalities
- Financial Regulations and relevant legal requirements

---

#### What Will Not Be Funded

- Applications from individuals
- Projects that have already started or incurred costs before a decision on this application.
- Organisations without a bank account

---

#### Application Process

- Complete all questions on the application form. Incomplete forms will not be able to be submitted through the online process.
  - It is recommended to draft your answers in Word before submitting online.
  - Be aware that each page of the online form may timeout after a period of inactivity.
  - You may submit more than one application.
  - If required, a paper based copy of the application form can be made available upon request
-

## What Your Application Should Include

Your project must:

- Be new or an expansion of an existing project
- Show how it supports Runnymede residents

Applicants will need to detail how the Community Grant Scheme will support Runnymede residents, with reference to one or more of the following themes

- Building resilience or sustainability
- Promoting environmental sustainability
- Expanding capacity to support more residents
- Addressing an unmet need in the borough

And one or more of the priorities listed in the Council's Corporate Strategies. For example,

- Encouraging positive behavioural change to tackle climate change
- Healthy communities
- Healthy homes
- Positively influencing the environment
- Reducing carbon emissions
- Working in partnership to tackle inequalities
- Enabling communities to help themselves

## Application Form Questions

### Application Form Sections

#### Organisation Details

Provide basic information about your organisation:

Name of organisation

Name of lead contact

Email address of lead contact

Organisation status or other (drop list which opens a short explanation field)

Registered charity number if you have one

Office or correspondence address

Postcode

Contact number

Email address

---

#### Project Details

1. Is your project a new or an expansion of existing project? These are the only types of projects we will fund.

*Indicate whether your project is a brand-new initiative or an expansion of an existing one. Be honest and clear—this helps assessors understand the context and scale of your proposal.*

**New project:** One that has not yet started or received funding.

**Expansion of existing project:** One that is already running but will be expanded or enhanced with this funding.

2. Explain the purpose and outcomes of the project to be funded

*Describe what the project aims to do (its purpose) and what will change or improve as a result (its outcomes) Remember to use clear, measurable language. For example:*

*“We aim to reduce social isolation among older residents by running weekly community lunches.”*

*“Expected outcomes include increased social interaction, improved mental wellbeing, and stronger community ties.”*

3. How many people will the project support?

*Select the appropriate range and provide a brief explanation. In the text box, describe who these people are (e.g. families, young people, elderly residents) and how you estimated the number (e.g. based on previous attendance, community surveys, or local data).*

4. Is your project targeting a certain demographic? (give an explanation of what this means or simplify the language?)

*Tick all relevant boxes (e.g. age, ethnicity, gender, income level) and explain why you are focusing on this group. Remember to mention how the project is tailored to meet their specific needs.*

*If your project is open to all, this is fine, simply select “no specific group” and explain how it will be inclusive.*

*Are there confirmed or anticipated partnerships or collaborations in place to support the project?*

5. Are there confirmed or anticipated partnerships or collaborations in place to support the project?

*You can list any organisations, groups, or services you are working with or plan to work with. Remember to include the name of the partner(s), their role in the project and whether the partnership is confirmed or still being developed.*

*Strong partnerships can strengthen your application by showing collaboration and shared resources.*

6. Please explain how you have identified the need for this project.

*Please also upload any evidence to show how you have identified the need for this project, e.g. survey results.*

7. How will this project help address this need?

*Explain what activities or services you will deliver and how these will make a difference. List any expected short or long-term benefits. Remember to link your response clearly to the need you’ve described.*

8. How will you ensure the project is inclusive and accessible to those who need it most?

*Explain how you will reach underrepresented or vulnerable groups, how you will remove barriers to participation (e.g. cost, transport, language, disability access). Remember to mention how you will promote the project widely and fairly.*

*Inclusivity is a key assessment criterion—show that you've thought about who might be excluded and how you'll address that.*

9. Select the theme below that your project meets

- Building resilience or sustainability
- Promoting environmental sustainability
- Expanding capacity to support more residents
- Addressing an unmet need in the borough

10. How will the project or service support the theme/s you have selected from above?

*Depending on the theme you select, you'll answer specific questions such as:*

**For Organisational Resilience Viability**

*How do you plan for future risks to your organisation or the project?*

*How will you ensure sustainability of the organisation and/or project beyond any funding received?*

**For Environmental Sustainability:**

*What are the intended environmental benefits?*

*Are the environmental benefits identified sustainable beyond the funding period? If yes, how?*

*How will you engage underrepresented groups with the environment and related issues?*

**For Capacity Building:**

*How will funding help you reach more residents?*

*What is the additional level of capacity that is intended to be realised as a result of the funding?*

*How will you ensure the continuation of the project and its increased capacity beyond the funding period?*

**For Unmet Needs:**

*How was the community involved in project design?*

*What evidence supports the need?*

*How will you avoid duplication of services?*

*How will you ensure the sustainability of the project or service beyond the funding period?*

11. Please also consider the Council's Corporate priorities

- Encouraging positive behavioural change to tackle climate change
- Healthy communities
- Healthy homes
- Positively influencing the environment
- Reducing carbon emissions
- Working in partnership to tackle inequalities
- Enabling communities to help themselves

12. Briefly describe how the project or service meets the priorities you have selected above

*Please look at the council's corporate priorities using the hyperlink above and select which priorities that your project meets. You will need to briefly describe how your project meets any that you have selected. You may decide that your project only meets one of the priorities listed above. This is fine – focus on the one (or more) that you can write a clear but short link to. Strong links to a small number of these priorities is better than a weak link to lots of them.*

---

## Total Cost of Your Project

You must:

1. Provide a detailed cost breakdown of your project.  
*Be specific as possible with costs, try not to estimate these. Do your research and provide exact costs of items*
2. Provide evidence of project costs  
*Research and provide quotes of any project costs which you may mention with application*
3. Confirm the total project cost  
*Consider providing the total cost of your project from the breakdown you have given above*
4. Confirm the total amount of funding requested for this project. *The maximum amount available is £5,000*
5. *Why do you require funding for this project?*  
*Explain why the funding is important to your project*  
*Remember, the maximum amount that you can apply for is £5,000*
6. If you are not requesting an amount that covers the total value of your project, explain how the remainder of your project will be funded and is this funding confirmed? *Explain how any remainder will be funded (if applicable). This must show how the grant requested plus any other funding exactly cover the specific total project cost.*

---

## Delivering Your Project

You'll need to explain:

1. Who will deliver the project (staff/volunteers/both/other)
2. Project timeline  
*When will the project start and when will it end?*
3. *Where will the project take place?*
4. How do you intend to measure the success of this project?  
*How will you know that this project has gone well?*
5. Tell us how you will ensure the viability of your project beyond this funding? *Are you considering sustainability plan including funding, partnerships and community ownerships of project.*
6. Are there opportunities for replication or scaling of this project in other areas of the borough? *Could you run this project in other areas in the borough? What would help you achieve this?*
7. Upload your previous year's accounts.