



Essex Local Delivery Pilot

Micro Grant Guide

eldp

January 2020

About Essex Local Delivery Pilot

The Essex Local Delivery Pilot is about public, community and voluntary organisations coming together to tackle the inequalities in our most deprived local communities, preventing hundreds of thousands of people from enjoying the physical, social and mental wellbeing benefits of a physically active lifestyle.

The Pilot focuses on people doing less than 30 minutes per week of physical activity, in particular **older people, families with dependent children, and people experiencing poor mental health**. These groups often face the biggest challenges in being physically active, but also have a lot to gain from increased physical activity.

Funding Criteria

The Micro Grant programme offers awards between £50-£2500. It is designed to be simple and light touch to enable residents and local community groups to easily access small amounts of money to implement their ideas. We expect most ideas will happen at a very local level on specific streets or estates, or within a specific community of interest such as mums with pre-school children. Decisions will be made not only on the impact of the idea, but also value for money.

Below are some frequently asked questions to help guide you.

How much funding can I apply for?

The minimum amount you can apply for is £50 and the maximum is £2500.

How can I apply for a micro grant?

The application form can be downloaded here: <https://www.activeessex.org/micro-grant/>. Please send your completed application to ELDP@activeessex.org or alternatively, film or record audio using the application form questions as the script for applying, then send your film or audio via WhatsApp to [07730 617291](https://www.whatsapp.com/channel/00299a00000000000000000000000000).

What are we looking for in the application?

- What is your idea that will get people more physically active in Basildon, Colchester or Tendring?
- An understanding of the intended *impact* your ideas will have on the community – what changes will people feel, see and hear?
- Who is it aimed at? How will the idea reach our target audiences (older people, families with dependent children, people experiencing poor mental health)?
- What you hope to have learnt from delivering your idea?
- What does *sustainability* look like when the funding has been spent? Can the idea continue? If so in what way?
- New ideas and innovation in local community activities
- How your idea can build trust and networks
- How your idea will engage with local, passionate people in their communities
- What, apart from money, will help make your idea a reality? i.e. free use of a room, donated equipment, a professional giving their time to support your activities, match funding
- How you will share the learnings from the your idea?
- How has your community been involved in developing your idea?

Which Organisations/Groups can apply for a micro grant?

- Informal groups (non-constituted) can apply but will need to *partner with a formal constituted organisation i.e. Active Essex, Active Essex Foundation, CVS, School, Local Authority, etc. to support safeguarding and financial procedures; or be willing to work with the Essex Local Delivery Pilot team to become constituted ahead of any release of funding. If you are in this grouping, please get in touch early in the process to discuss further – please don't let this put you off from applying.*
- Voluntary or community group (constituted)
- Businesses and sole traders
- Faith centres
- Registered charities
- Community Interest Companies
- Social Enterprises
- Statutory Bodies (e.g. Local Authority, CCG, NHS)
- Schools, Colleges, Nurseries, Playgroups

What can't the micro grant fund?

- Ideas that focus on promoting religious beliefs or political campaigning
- Retrospective costs or loan repayments
- Existing programmes as it needs to be a new idea or new activities
- Ongoing running costs of an organisation
- Items that can only benefit an individual
- Ideas that mainly benefit residents living outside of Essex
- Ideas that take place within schools for children and young people during the academic day

What can the micro grant fund?

The grant can fund a wide range of items including volunteer expenses, publicity costs, equipment, room hire, materials for activities, etc. Contribution to fees for tutors or sessional workers can be considered when there is a clear need to bring additional expertise to an activity. The grants can be used to extend current activities or to introduce new ones. We are looking for you to be creative and welcome new ideas.

Why do I have to provide a Governing document, Safeguarding policy and Equal opportunities policy?

Good governance is very important to ensure that LDP work is fair, equal, and to robust standards. Governing documents, Safeguarding and Equal opportunities policies are the cornerstone of demonstrating good governance and you may be required to provide copies. If they are not available, an LDP team member will discuss this with you.

Are there deadlines for applications?

There are no deadlines for micro grant applications. All applications received by the end of a calendar month will be reviewed and decisions made within the next calendar month.

How will I find out if my application is approved?

A member of the LDP team will contact you either by phone or email to let you know the decision.

How will I receive the funding?

Typically, the funding will be sent via a BACS transfer from Essex County Council, unless other arrangements are agreed.

How long will it take to receive funding?

Upon receipt of the signed agreement, payment will be raised by Essex County Council and will take up to 30 days to receive.

Will I be required to sign an agreement?

You will be asked to complete and sign a simple standard Service Level Agreement (SLA) which will be an agreement between you and Essex County Council. The SLA and bank details will need to be signed and returned before any funding is released.

Will I be required to complete an evaluation?

Yes. The ELDP will expect you to share with us real life stories, learnings and challenges. This can be in the form of photographs, video, press coverage, social media or a visit. You will also be required to collect some participant data.

How will my data be used?

Essex Local Delivery Pilot (ELDP) will only use the information contained in this development plan to monitor progress of the activity/event/project over the funding and necessary reporting period.

The information will be kept for three years following the end of the funding scheme, after which it will be destroyed/deleted (as appropriate). The data will not be shared wider than ELDP Network.

If any information in your application changes, please inform ELDP Team as soon as possible to ensure all data is accurate and up to date. The information will be kept securely in accordance with GDPR.

Who can I talk to for more information?



Contact us

Basildon

- **Main contact: Gurnam Kasbia**
E: gurnam.kasbia4@activeessex.org

Other contacts

- **Grant Taylor**
E: grant.taylor@basildon.gov.uk
- **Rhiannon Vigor**
E: rhiannon.vigor@basildon.gov.uk
- **Jason Fergus**
E: Jason.fergus@activeessex.org

Tendring

- **Main contact: Cheryl Lomas**
E: cheryl.lomas@activeessex.org

Other contacts

- **John Fox**
E: jfox@tendringdc.gov.uk
- **Jeanette Thomasson**
E: jthomasson@tendringdc.gov.uk
- **Kerry McDonald**
E: kerry.mcdonald@activeessex.org

Website and Social Media

www.activeessex.org/essex-local-delivery-pilot

Follow our story and engage with #EssexLDP on Active Essex social media



Colchester

- **Main contact: Sarah Stokes**
E: sarah.stokes@activeessex.org

Other contacts

- **Emma Regan**
E: emma.regan@colchester.gov.uk
- **Rob Hayne**
E: rob.hayne@activeessex.org

County, Regional and National Enquiries

- **Neil Coggins and Kelly Harman**
E: neil.coggins@essex.gov.uk
E: kelly.harman@activeessex.org