

Essex Local Delivery Pilot

Micro Grant Guide



January 2022



About the Essex Local Delivery Pilot

The Essex Local Delivery Pilot (ELDP) is an initiative, led by Active Essex, to build healthier, more active, vibrant and resilient communities across the county.

The ELDP is about public, community 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 of physical activity a week.



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.

Find 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 £2,500.

How can I apply for a micro grant?

Before submitting your micro grant application, we strongly recommend having a conversation about your idea with a member of the team. We are here to support you in every step of your journey and this includes the application process. Contact details for the team can be found at the end of this guide.

The application form can be downloaded here: www.activeessex.org/local-delivery-pilot/micro-grants/. 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.

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 important to ensure that ELDP 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 ELDP team member will discuss this with you.

Are there deadlines for applications?

There are no deadlines for micro grant applications. All applications will be reviewed on a continuous process.

How will I find out if my application is approved?

A member of the ELDP 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 Grant Agreement which will be an agreement between you and Essex County Council. The Grant Agreement and bank details will need to be signed and returned before any funding is released.



Will I be expected to collect project data?

Yes. The ELDP are really keen to understand what has worked and what perhaps didn't work within all funded projects. In order to help with this, the ELDP have an online survey tool, which collects participant and provider feedback. Findings from the participant survey will be shared with you, which may be useful for future funding applications and work.

The ELDP would also like you to share real life stories, learnings and challenges. A template will be provided to help you capture this information.

How will my data be used?

The 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.

Contact Us



BASILDON

MAIN CONTACT

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Website and Social Media

www.activeessex.org/local-delivery-pilot/micro-grants

Follow our story and engage with #EssexLDP and #LDPFriday on Active Essex Social Media