Sutton Community Fund Microgrants Guidance 

1. **What is the Sutton Community Fund MicroGrants?**

It is a grants funding programme, financed by Sutton Council and administered by Community Action Sutton. It supports startup/seed funding for community groups to deliver local initiatives to help people with the cost of living crisis over the winter months.

1. **Who can apply?**
* Voluntary or Community Groups based in Sutton which could include faith groups, friends of school’s groups, registered charities, community interest companies
* Businesses and other for-profit organisations **will not** be eligible
* Groups must have an organisational bank account, funding **will not** be provided to individuals.
1. **How much can I apply for?**
* There is a total of approximately £30,000 available to be awarded up to 31st March 2023.
* We will accept applications of up to a maximum of £1,000.
1. **What is the funding period?**

The funding is for a period of 6 months from the date of the grant agreement so the project proposal would need to be delivered within this timeframe.

1. **What can the MicroGrant be spent on?**

Ideas suggested below are based on initiatives from across Sutton and the UK, but other proposals will be considered:

* Regular community food and/or film nights that are open to all (e.g. purchasing food and non-alcoholic beverages, venue hire, promotion)
* Starting up a community food cupboard, fridge or pantry
* Setting up a ‘warm and welcoming space’ or ‘community living room’ (*please check local library opening times and the* [*warm welcome UK map*](https://www.warmwelcome.uk/#find-a-space) *in case there is already one of these in your area*)
* Supporting the local community to access free clothing, white goods, furniture or other items (for example, vehicle hire to collect and drop off free items, community swap shop events)
* Offering a free service to the community to help reduce household bills such as access to a washing machine or tumble dryer, appliances to heat food, baby bottles, kettles, or handyperson to help with repairs etc
1. **How to apply and what happens if you ar3e successful**

Create a brief proposal (form attached) which sets out what you intend to use the microgrant for and attach a copy of the organisation's bank statement.  If successful, you will be asked to sign a disclaimer about the use of funds. You will also be required to submit evidence of how you have used the funds and some information about the impact that the funding has made.

1. **Decision Making and Phasing**

Representatives from Community Action Sutton and Sutton Council will meet at least once per month to review proposals starting from mid-January 2023. Proposals will be reviewed on a first come first served basis. In order to make sure the funding is distributed in a phased way up to 31st March 2023, approximately 10 proposals that meet the criteria will be agreed per month.