**Sutton Innovation Fund Guidance**

**What is the Sutton Innovation Fund?**

The Sutton Innovation Fund is available for small organisations to bid for innovative projects that will benefit the local community. The Innovation Fund has been designed for small groups to come up with new ideas/innovation to develop their organisation and raise their profile.

We have decided to trail a more accessible application process whereby we are asking for small groups to pitch their idea to us. At this stage we are not asking for lots of information. If we like your idea we will work with you to support and develop your idea further.

**How much can I apply for?**

At this stage, we are asking you to pitch your idea and we will work with you on the costs of your project.

**What is the funding period?**

You have 12 months to deliver the project on receipt of your grant agreement.

**Priorities:**

Your initial proposal must demonstrate how you meet the one or more of the priorities listed below:

1. Improving Health and Wellbeing
2. Community Cohesion
3. Young People
4. Reducing Social isolation

**What we will not fund:**

* Projects where a statutory agency would normally be expected to cover the costs
* A ‘shortfall’ in funding from a statutory agency
* Services which schools could be expected to pay for
* Projects which have not demonstrated a clear local need for what they are proposing
* Political parties, lobbying and campaigning
* Individuals
* The promotion of religion
* One-off events, e.g. day trips/outings, party celebrations
* Food and refreshments (other than subsistence for volunteers) unless your project is related to a cooking/food project.
* New projects where, in the view of the panel, there is already adequate provision
* A project where the organisation has significant unrestricted reserves (in excess of 6 months running costs held in the form of unrestricted/free reserves)
* Organisations that do not have any established links with Sutton or are not a Sutton organisation

**Decisions:**

The Sutton Innovation Fund is made up of two stages:

* Stage one – submit your proposal through a video
* Stage two – if you are successful we will work with you to develop your project further.

**THE APPLICATION PROCESS:**

**Stage one:**

Submit a 2-minute video about your project to be emailed enquiries@communityactionsutton.org.uk (Please use the Organisation Name: Project Video), We will only watch the first 2 minute of any video so please keep to time! This is fair to all of the other applicants.

**Additional information for your video:**

1. Please provide contact details for the person who you would like us to correspond with in relation to your proposal.
2. Proposal Title – provide a brief title for your proposal that we can use when we are talking about your proposal

**Video submission**

1. Please email your video to enquiries@communityactionsutton.org.uk, if the file is too large you can upload it to a file transfer site (e.g WeTransfer) add email address.
2. When emailing please use the naming Organisation Name: Project Video
3. This part of the application is an opportunity for you to think outside the box about your project idea. We want you to tell us what is new, innovative and to tell us what needs your project can fill. How is your project different from what is already happening in Sutton?
4. Think about this as your chance to showcase what you do, it’s your chance to tell us what your organisation is all about! Don’t worry if people don’t want to be filmed (although of course we’d love to see your team) you can use pictures or a PowerPoint presentation with a voice over.
5. Don’t worry about going into detail about the delivery at this stage we will help you if your proposal is successful.

**The pitch to include:**

1. The organisation/group’s work and overall aims;
2. Target cohort/place for the work;
3. Who your beneficiaries are.
4. Your idea and why it is innovative or should be funded; where did the idea come from and what you want to achieve.
5. How the project might be sustained after the funding ends (Community Action Sutton can help with this).
6. Intended impact/outcomes.
7. How your project fits into one or more of the priorities identified?

**Your Video:**

1. Your video should be no longer than 2 minutes (I know tough, but we have A LOT to watch) **we will only watch the first 2 minute of any video and its not fair on those groups who have kept to time.**
2. Videoed in landscape
3. For any videos or images sent as part of the application, you must ensure you have obtained the necessary written consents from any individuals appearing in your videos or images.
4. Your video does not need to be highly produced, all singing and all dancing. Something filmed on a phone is absolutely perfect and honestly these are my favorite; you cannot beat passion and knowledge. Substance over style is key.

**Stage two – More information**

If you are shortlisted after the first stage we will contact you to work through the stage of the process.

**Timeline**

**Workshop – come and find out more about the fund**

**Thursday 10th March 6.00pm – 7.30pm @ Granfers Community Centre**

1st March 2022 – Innovation fund Stage one open

14th April 2022- Deadline for application and video

End of April 2022 - Panel to meet

Early May 2022 - Organisations to be notified of outcome

1st week in June 2022 - Stage two applicants to meet and work with Community Action Sutton team

**For more information contact Razia Sattar – razia@communityactionsutton.org.uk**

**Feedback on stage one applications**

Unfortunately, we are unable to commit to giving feedback after the first stage of your application beyond a yes/no because we have limited resource.