

Local Area Fund - Frequently Asked Questions

1. Q: How do residents / groups apply to the Local Area Fund?

A: To apply to the fund please download the guidance notes and application form through the Local Area Fund [website](#). Before applying, applicants should consult with Ward Councillors regarding their project idea to obtain an initial endorsement and discuss what difference the project will make to the ward. At this stage we are unable to confirm whether your application will be successful as it will need to be formally assessed and evaluated against eligibility and grant criteria, as well as local priorities. You may also want to discuss your idea with the Council Grants Team for further advice and guidance on 020 8831 6297 or email localareafund@richmond.gov.uk.

2. I have an idea to help my local area and community – who can I discuss this with?

A: Anyone who has an idea about improving the local community for residents of the London Borough of Richmond upon Thames can share their ideas with the Council by filling out a [Share your Bright Ideas](#) form. The Council's Community Engagement Team will review these ideas and advise residents on how to develop their idea and get support to help them come to fruition. This is particularly aimed at supporting people who don't feel ready to apply for funding yet.

3. Q: How do residents / groups find out which ward their project idea is based in?

A: Use the [Find your local Ward Councillor](#) council webpage to locate your ward and Councillors.

4. Q: Can residents / groups apply to multiple wards?

A: The Local Area Fund is ward focused and it is anticipated that most projects will be ward specific. Applicants should select one ward to apply to or if appropriate apply to a maximum of two wards if the project is on a ward boundary or has a wider reach. The [Civic Pride Fund](#) supports projects with a borough-wide remit or take place in more than two wards.

5. How do residents check if the applicable ward(s) is 'open' for accepting applications and the amount of funding available?

A: Please visit the [Previous Awards](#) page and click on the applicable ward(s) to check they are 'open' for accepting applications and the amount of funding available.

6. Is there a deadline for submitting an application?

A: No, applications can be submitted at any time and are assessed on a rolling basis.

7. How much funding should applicants request?

A: Each ward is allocated a £10,000 funding pot for Councillors to award grants for various project ideas. Applicants should therefore request funding below the maximum £10,000. The minimum request for funding is £100. Each application is assessed on its merits and how well it meets local priorities and the grant criteria.

8. Q: Who can apply to the Local Area Fund?

A: Applications will be considered from individuals, informal groups, voluntary groups, registered charities, constituted groups, community interest companies and social enterprises. Private businesses are not eligible to apply but can be part of a local partnership with a lead voluntary sector applicant (e.g. a charity or social enterprise) where the activity is not for profit.

9. Q: What happens after submitting the application?

A: The Council Grants Team will review and assess applications in consultation with other Council departments and will circulate an assessment of the application to the Ward Councillors for their consideration. We may come back to you for more information or points of clarification on your application before we can make a final decision. Decisions will be made on a rolling basis.

10. Q: How soon will a decision be made?

A: This will vary depending on the project and whether further information is needed. Once an application has been received and we have all the information needed, a decision will usually be made within 10 weeks.

11. Q: What happens if the application is declined?

A: Residents / groups are advised in writing on whether application has been successful or not. Further advice will be provided on alternative funding sources and support to develop project ideas, where appropriate. This may be through fundraising advice services provided by [Richmond CVS](#), or support from other organisations such as [Habitats & Heritage](#).

12. Q: Can you reapply to the Local Area Fund?

A: Grants are awarded as a one-off expenditure with no expectation of future funding. Unsuccessful applicants are able to reapply, but their request must be for a different project.

13. Q: How will successful applicants receive their funding?

A: Through a transfer to their designated bank account after completion of a [Funding Level Agreement](#).

14. Q: When will the project need to be completed?

A: The project should be completed within 12 months of receiving the funding.

15. Q: How will the project be monitored?

A: The applicant will be required to complete and submit a monitoring report to the Council Grants Team within a year of receiving funding.

16. Q: Where can residents / groups get further help?

A: Residents / groups can get advice from [Richmond CVS](#) or [Habitats & Heritage](#) (environmental focus) - local charities which provide support, advice and training on all aspects of charity, community and voluntary activity in the Borough. They can provide specific support to help develop project ideas and plan for future funding.

17. Q: How to contact the Council Grants Team?

A: For more information and guidance on applying to the Local Area Fund please call 020 8831 6297 or email localareafund@richmond.gov.uk.