Eligibility Criteria & Application Guidance Notes for Small Grants up to £2,000

If you have any issues with accessibility, please contact us and we will discuss other options for completing the form.

Eligibility Criteria

Before making your application, please read the criteria below to ensure that you are eligible to make an application. If you are not sure whether you are eligible, please contact us to discuss further: **hashr@selbytrust.co.uk**

➢ The Businesses or Entrepreneurs must be based in London.

➢ The activities must be based primarily in London or projects primarily benefiting people who live, work or study in London.

➢ You must not be a statutory organisation, such as a Local Authority or a school.

➢ The project or business must not be a Party-political activity.

➢ The project must not promote religious or political views

➢ The funding cannot be used for expenses already incurred (i.e., retrospective funding).

➢ The grant will not provide individual sponsorship or redistribution of a grant to individuals or other organisations.

Selby Trust award grants on behalf of Greater London Authority. All applications must be able to show that they can meet at least one of the following outcomes:

➢ A job will be created as a result of the funding.

➢ A job will be safeguarded as a result of the funding.

➢ A new enterprise will be created as a result of the funding.

➢ Your business will be able to engage in a new market.

> Your business will adopt or improve a product or service.

Assessment Process

I. You must complete the form online and digitally sign and submit by 5pm on 3rd March 2025. You will receive a confirmation of submission message.

II. Applications will be shortlisted by 7th March and may be invited to give 20- minute presentation on their proposal the week commencing 12th March.

III. Successful Proposals will be notified, paperwork completed and grants paid in full before the end of March 2025.

Summary of Key Dates

Milestone	Date
Application Deadline	3rd March 2025, 5 PM
Shortlisting	7th March 2025
Presentation Week	12th March 2025
Grant Payment	By end of March 2025
Funds Must Be Spent By	July 2025

Application Guidance

This guidance aims to help you complete your application if you have any further questions please contact **hashr@selbytrust.co.uk**

Section 1 : About your Organisation

Name of your Organisation
Provide the name of your organisation as it appears on any governing documents. If you are known by another name, or are a sole trader, please tell us here.

Address of your Organisation
This should be the address of the organisation. If the organisation doesn't have an independent location, you can use the contact details of the primary contact.

Main Contact Person
The contact person should be someone who has a good knowledge of the application as this is the person we will contact if we have any queries.

Telephone Number
The telephone number should be one at which the organisation is easily contacted, especially during office hours.

Email Address
The email address should be one which is regularly checked.

Do you have a website?
Yes (Please provide address) or no.

Social Media Accounts
Please include details of all your social media sites if you have them.

Organisation Start Date
Please enter the date when your organisation was formally established or alternatively the date you started trading

What type of organisation are you?
➢ Company Limited by Guarantee
➢ Community Interest Company
➢ Registered Charity
➢ Not For Profit Company
➢ Sole Trader
➢ Other (please give details)

What is the total number of staff (full & part time) that your organisation has?

Please classify a part time staff member as an individual staff member. For example if your organisation has 2 part time and 1 full time staff member you would select 3 members of staff on the form.

What is the total number of volunteers that your organisation has?
Please put the total number of all people who work as volunteers.

Section 2: About your grant application

What is the title of your project?
If the project or idea has a name, put it here. If not, please enter the name of your Organisation.

Please tell us about what you hope to achieve with this funding? (500 words maximum)
This is your opportunity to sell your idea to us.

We would like to know how this funding will help your business to grow and what the outcomes will be. If your business will be working towards offering new services or products please tell us about this. If you hope to attract new customers or operate in new markets please tell us about how you will do this. If you think the funding will help your business become more resilient in the future please tell us about it.

If you are a new business please tell us what makes your idea special, what you are hoping to achieve in the future, and how this money will help you get there.

Section 3: Project budget and Declaration

What is the total amount of funding you are applying to us for?
Please provide the total grant amount applied for. The maximum is £2,000

How will you spend the money?
Please give a line-by-line breakdown of what the budget will be spent on and the total cost at the bottom. No more than 30% can be spent on physical assets/equipment.

For example:

Company registration costs £500
List all Equipment costs £600
List Staff Costs £600
Volunteer expenses £300
Total Budget £2,000

Provide a timeline of when you will spend the money?
Please provide a line-by-line breakdown of what you will deliver month by month. You must spend the grant by July 2025.

Declaration - For all applicants
Please read each statement on the application form carefully and check the box if you agree with the statement. Please confirm your name and role.