



Small Grants Workflow

Check [our website](#) for all the information about our Small grants, including guidance about what you can apply for



Stage 1

Submit your Expression of Interest form, available on our website [here](#)



We'll let you know whether you can apply for a Small grant within **15 working days**



Stage 2

If we invite you to apply, you can then submit your application on the charity's online grants portal, [Flexigrant](#)

- If you're applying for under £2,000, you can apply at any time
- If you are applying for £2,000 or more, we'll assess your application at one of our quarterly decision meetings. You'll need to apply by the third Friday of the following months:
 - May, for a decision in June
 - August, for a decision in September
 - November, for a decision in January
 - February, for a decision in March

Checklist - make sure you also include these documents with your application:

- Your Emandate (for capital works)
- Quotes for any single cost item above £250
- Signatures of approval form



Outcome

You'll be notified of the outcome within 10 working days if you're applying for under £2,000, or after the relevant decision meeting if you're applying for £2,000 or more



Managing your grant

- You must **accept** your grant on Flexigrant within **four weeks** of the date of your Grant Award Letter
- You can only start spending your grant after you have accepted it
- You have **12 months** to spend your grant from the date you have accepted it.
- You must stop spending your grant at the end of those 12 months (your grant end date).



Progress

Keep in touch! Let us know if anything changes with your project



Completion

You must submit your **End of Grant Report** on [Flexigrant](#) and **final invoice** within **six months** of your grant end date.