North London Community Fund 2027-2028

Micro, Small and Medium Grants



This guidance document provides important information to help you apply for a micro, small or medium grant. Please read this guidance carefully before filling out an application. If you have any queries, please email the team at North London Waste Authority on the following address: WastePreventionTeam@nlwa.gov.uk

NORTH LONDON WASTE AUTHORITY

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1. What funding is available

The North London Community Fund (NLCF) grants are available to fund a broad range of projects that aim to reduce waste, such as rubbish and recycling, created in homes.

The funding can be used for activities, equipment, training, or information to help change people's behaviours, so they waste less. It may also educate people on how to dispose of waste properly using local services or find useful ways to get rid of things they no longer use. The money you get for your project can be used for project goods, staff time or other costs required to run an activity.

Total funding available for micro, small and medium grants is £250,000 per year. The number of grants awarded in each grant size will be decided during the evaluation phase.

Grant size:	Maximum amount per project:	Timeframe for delivery of project:
Micro grants	Up to £1,500	Up to 1 year
Small grants	Up to £5,000	Up to 1 year
Medium grants	Up to £20,000	Up to 2 years



2. Who is eligible to apply

The fund supports not-for-profit organisations. The types of organisations that can apply are listed below. If your organisation is not listed but you think it meets the criteria, please email us on WastePreventionTeam@nlwa.gov.uk to discuss applying.

What the fund does support:
✓ Charitable Trust
✓ Community Interest Company
✓ Unincorporated Association
✓ Company Limited by Guarantee
✓ Community Benefit Society
✓ Charitable Incorporated Organisation
✓ Charitable Company

Organisations must have their own bank account to apply. If your organisation does not have a bank account, you can apply with another not-for-profit organisation, who could receive the funding for the project on your behalf.

Organisations can also partner with other not-for-profit organisations to make a joint application so that they can deliver the project together. If partnering with another not-for-profit organisation, you will need to provide evidence of your partnership agreement. Please note, organisations can only submit one grant application in any given year either alone or partnering with another organisation.

We welcome applications from organisations that have applied before, whether or not they have previously received funding.

3. What the fund will cover

The North London Community Fund supports projects that help residents:

- Reduce waste
- Make the most of the items and food they buy
- Reuse, repair or dispose of household items in environmentally responsible ways

Projects we've funded:
Discover some of the previously awarded projects on the North London Community Fund: Summary of Projects page on our website.

We do not try and describe every type of project that could be supported because each organisation will want to create a tailored approach to meet their community's needs. To help you decide whether your idea is a good fit for this fund, we have included information below about the types of projects that cannot be funded.

What the fund does not support:
✕ Research projects
✕ Projects delivered by a local authority
✕ Projects delivered by a school
✕ Project applications from profit-making businesses
✕ Projects delivered in schools during term time or within school times
✕ Projects for which full funding has already been received from another source
✕ Projects designed to only reduce waste from a business
✕ The cost of work or activity that an organisation or individual has a duty to do

4. Where the projects take place

The fund is designed to support communities in the North London Waste Authority area only, which is made up of the following boroughs - Barnet, Camden, Enfield, Hackney, Haringey, Islington and Waltham Forest. The proposed project must take place in at least one of these boroughs.





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5. Project Evaluation Criteria

Projects will be assessed against the criteria below: 1- 4.

Each application will be assessed against these criteria, with a score of 1 to 5 awarded for each sub-criterion. Your application will receive an overall score out of 45, based on the combined scores from several evaluators. The highest-scoring applications will be shortlisted for funding.

1: Planning of the project

We will use these questions when assessing your project plan (design, people and risks)

1.1. Is the project concept clearly explained and easy to understand?

1.2. What is the project timeline, including key milestones and delivery stages?

1.3. Who will deliver the project, and what relevant experience, skills, partnerships or resources do they bring?

1.4. What risks or challenges might affect delivery, and how will they be managed?

2: What results the project aims to achieve, how they will be measured and communicated.

We will use these questions when assessing how you are going to measure the outputs of the project

2.1 Are the proposed outputs clear, specific and achievable? (Please include realistic estimates, such as the number of people you plan to engage, workshops or events you will run, or activities you will deliver)

2.2. How will you collect data, feedback or evidence to measure the outcomes?

5. Project Evaluation Criteria

3: How the project's resources (funding, partnerships, time and people) are planned.

We will use these questions when assessing how you've planned your project resources (including what you are going to spend the funding on).

3.1. Is your budget realistic for what you plan to deliver, and are costs clearly explained and justified? Staff time can be allocated a maximum of £20 per hour. External contractors delivering specialist services may be allocated up to £25 per hour, provided the higher rate is fully justified

3.2. If you are purchasing equipment or materials, are these essential and good value? Could they be sourced second-hand, borrowed, shared or reused? How will any equipment purchased continue to provide value beyond the lifetime of the project?

4: How the project will involve, support and inspire north London residents, communities or groups to take part in waste prevention activities.

We will use these questions when assessing your project engagement plans (what will you do to engage north London residents).

4.1. How will you reach, engage and communicate with your audience?



6. Timeline for applications and decision



7. How to apply

Step 1
You must use the NLCF online application form to apply which is available on the North London Community Fund webpage.

Step 2
All fields in the application form must be completed. You will also be asked to upload the NLCF application spreadsheet which is where you will set out your project targets, timeline and budget.

To maintain anonymity, please do not use identifiable names within your application, except for the Details of organisation section in the application form.

Step 3
Once you have submitted your application, a PDF copy of your completed application will be sent to you automatically after you submit the form.

Please watch the short guidance video on the North London Community Fund webpage on how to complete your application.

Please see an example of a successful application.

Step-by-step instructions have also been included in the NLCF application spreadsheet to help guide you.

If you are experiencing difficulties with accessing or completing the application form, please email us on WastePreventionTeam@nlwa.gov.uk for advice and support.

To be fair to all applicants, we will only be able to provide help with general enquiries and cannot answer questions related to specific project ideas or approaches. If you need to clarify something about the fund, perhaps you are unsure of wording or want to check if your organisation is suitable to apply, you can email us on WastePreventionTeam@nlwa.gov.uk to discuss. The answers to those types of questions are often useful for other people to know too so we publish them on our website, totally anonymously, whilst the fund is open.

We welcome applications where AI has been used to help with grammar, structure and communicating your ideas clearly. However, where AI is used to generate ideas, project plans and timelines, we have observed previously that applications will often contain inconsistencies and lack of detail, which will make it difficult for evaluators to accurately assess your project.

Application closes: 16 February 2027 at 5pm

8. How applications are evaluated

Once received, your application is anonymously evaluated by a team made up of NLWA staff and individuals from community organisations in north London, in consultation with officers from the north London boroughs. The evaluation team members will bring diversity in experience, backgrounds and expertise to the evaluation process.

The evaluation team will review all applications against the evaluation criteria and create a shortlist of projects recommended for funding. Depending on the number of applications received, this process may take several weeks.

If you are successful

Once all applications have been evaluated, applicants will be notified by email of their successful application outcome and will receive a 'Provisional Award Letter'.

If you are not successful

Once all applications have been evaluated, applicants will be notified by email of the unsuccessful application outcome. Feedback will be provided if your application was unsuccessful and we will be available to discuss this further by telephone.



9. Successful applications

Successful applicants will be asked to provide the following information listed below, and we may request additional project-specific information if needed. Any documents requested must be submitted within the timeframe laid out in the 'Provisional Award Letter'.

Information Checklist

- **Accounts or financial statement.** For the last financial year relating to the organisation applying. If you are a new or small organisation, or if you need support with this request, we can guide you on what to provide.
- **Public Liability Insurance.** For proposals that involve the use of a venue or locations.
- **Employers Liability Insurance.** Unless the applicant has statutory exemption for this type of insurance.
- **Evidence of co-funding agreements.** If applicable.
- **Recent bank statement** or official document showing details of bank account within the last 3 months, if applicable.
- **Evidence of partnership.** If applicable.

Once we have received all the required information, we will review it to ensure it is correct. We will then email you an 'Award Letter' confirming our final decision.

We also recommend that organisations have the policies listed below in place.

While these policies are not required for your application it is good practice to have them. We have included links to template documents to help you create your own if needed.

- Environmental policy
- Health and Safety policy
- Equal opportunities policy

10. How grants are paid

We intend to make payments for the awarded grants as follows:

Grant size:	Maximum amount per project:	Payment terms*
Micro grants	Up to £1,500	Total amount is paid at the start of the project.
Small grants	Up to £5,000	Total amount is paid at the start of the project.
Medium grants	Up to £20,000	If the grant is less than £15,000, 80% of the total value of the grant is paid at the start of the project. 20% of the total value of the grant is paid upon project completion. If the grant is more than £15,000 payment terms to be agreed during the project kick-off meeting.

*Payment terms subject to change during the project kick-off meeting.

These payments are made when:

- The funding agreement that will be emailed to successful applicants is signed by a representative of your organisation and North London Waste Authority.
- The project kick-off meeting has been held between representatives of your project and our team.

Where relevant, please consider whether any identified risks need to be reflected in your project budget or contingency.



11.Support for organisations receiving a grant

We work closely with funded organisations and provide support throughout the project timeline:

Grant size:	Project Delivery Timeline
Micro grants	1 April 2027 – 31 May 2028
Small grants	1 April 2027 – 31 May 2028
Medium grants	1 April 2027 – 31 May 2029

A dedicated officer from the Waste Prevention Team will be assigned to your project, offering general support and advice. You will also receive support from the Communications Team to help promote your work.

Support available includes:

Project kick-off meeting
We will meet with you at the start of the project to review your plans, targets and key milestones. Additional review meetings may be arranged depending on the size of the grant.

Reporting
We will explain what information you need to gather while delivering your project and provide guidance on reporting project outcomes and finances.

Promotion and communications
We can help promote your project through our website and social media. We may also offer to attend events with a photographer to get photos of the project in action.

Outreach and engagement
We can provide waste prevention information, resources and workshops for your community group.

Networking opportunities
You will have the opportunity to attend events and connect with other funded organisations, share experiences and build partnerships.

Training
Access online or in-person training sessions on topics such as organisational development, data protection and social value.



We look forward to your application. In the meantime, please email us on WastePreventionTeam@nlwa.gov.uk for advice and support needs.

For more information, please visit our Frequently Asked Questions (FAQ) section on the North London Community Fund webpage.

NORTH LONDON WASTE AUTHORITY
BARNET LONDON BOROUGH
Camden
ENFIELD Council
Hackney
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ISLINGTON For a more equal future
Waltham Forest