**Sutton Innovation and Pilot Fund Guidance**

**What is the Sutton Innovation and Pilot Fund?**

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

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 with a detailed budget attached.

**What is the funding period?**

You have 12 months to deliver the project on receipt of your grant agreement. We are particularly interested in providing funding to cover set-up costs for projects which will be sustainable and self-sufficient long term.

The funding is a one-off payment, and projects **MUST** demonstrate sustainability beyond the initial funding. **Priority will be given to organisations who can demonstrate sustainability** Ongoing funding will not be provided.

**Who can apply?**

Voluntary and Community Groups and Organisations with an income of less than £300,000

**Priorities**

Your initial proposal must demonstrate how you meet 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
* For Profit Making Organisations and businesses
* 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.
* Projects that will fit into other funding streams eg Awards for All, City Bridge Trust, Sports England.
* Organisations without a track record of delivery in Sutton.

**Decisions**

The Sutton Innovation and Pilot Fund is made up of two stages:

* Stage One – submit your proposal through a video with a budget.
* Stage Two – if you are successful, we will call you in to meet with the Panel for a question-and-answer session.

**THE APPLICATION PROCESS**

**Stage One**

Submit a 2-minute video about your project to be emailed to

[enquiries@communityactionsutton.org.uk](mailto:enquiries@communityactionsutton.org.uk)

Please use the Organisation Name: Project Video in the subject line. We will only watch the first 2 minutes 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 so that we can use when in correspondence and discussions.

**Video submission**

1. Please email your video to [enquiries@communityactionsutton.org.uk](mailto:enquiries@communityactionsutton.org.uk) If the file is too large you can upload it to a file transfer site (e.g WeTransfer) and add the 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 and innovative and to tell us what needs your project can meet. How is your project different from what is already happening in Sutton?
4. Think about this as your opportunity 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 as a pilot; where did the idea come from and what you want to achieve.
5. **How the project will be sustained after the funding ends.**
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 it’s 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 - 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 this stage of the process.

**Timeline**

Workshop – Tuesday 10th September 11.30am -12.30pm @ Granfers Community Centre

August 2024 – Sutton Innovation and Pilot Fund Stage One open.

Monday 30th September 2024 5pm- Deadline for application, video and budget.

October 2024 - Panel to meet and review the applications

Early November - Organisations to be notified of outcome for stage One and successful applications to be invited to meet the Panel by the end of November 2024.

**For more information contact Razia Sattar –** [**razia@communityactionsutton.org.uk**](mailto:razia@communityactionsutton.org.uk)

**Feedback on Stage One applications**

Unfortunately, we are unable to commit to giving feedback after Stage One of the application process beyond a yes/no because we have limited resources.