

Wax Chandlers' Charities Small Awards Programme for Bexley

Table of Contents

1. Aims
 2. What Can and Cannot Be Funded
 3. How Much Can You Apply For?
 4. Eligibility Criteria
 5. Application Process, Timeline and Reporting
 6. Associated Documents
 7. Where Can You Get Help?
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1. Aims

The Wax Chandlers' Charities Small Awards Programme for Bexley was created from a bequest by William Kendall and will only fund projects that enable the delivery of a specific new, improved, or extended charitable benefit to the community in Bexley.

2. What Can and Cannot Be Funded

Funding Can Be Used For

- Delivery of specific new, improved, or extended charitable initiatives.
- Finite projects.

Examples include:

- Refurbishment of premises.
- Purchasing equipment.
- The cost of a specific programme in the community that is not part of existing routine provision.

What Cannot Be Funded

The Wax Chandlers' Charities Small Awards Programme for Bexley will not fund:

Ongoing operational costs of an organisation, including:

- Salaries.
- Rent.

- Business rates.
- Energy costs.

Organisations that are:

- Profit-making companies.
 - Statutory or public bodies.
 - Campaign, political, or pressure groups.
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3. How Much Can You Apply For?

Awards are available between **£500 and £5,000**, covering between **25% and 100%** of the total project cost.

Preference in this round will be given to organisations that have previously received an award from the programme and have successfully delivered their funded project.

4. Eligibility Criteria

To be eligible to apply, organisations must:

- Have a charity and/or limited company registration number and at least two years of published accounts.
- Be small enough for the funding to make a meaningful difference, typically having less than £200,000 cash at bank in their latest accounts.
- Have submitted all completion forms relating to any previous awards received from this programme.

For each organisation, there is a limit of **one award per year for up to three years**, supporting three separate projects. After this period, there will be a one-year gap before further applications will be considered.

5. Application Process, Timeline and Reporting

5.1 Submit an Application

Application window: 11 September 2026 (2:00pm) to 9 October 2026 (12.00pm – midday)

Applicants should:

- Read and follow this Application Guidance.
- Complete the online application form available at www.bvsc.co.uk/funding.
- Submit all associated documents to sectorsupport@bvsc.co.uk (see section 6)

If this is not possible, please contact BVSC on **01322 524 682** or email sectorsupport@bvsc.co.uk.

If you require support with completing the application, please contact Anne before the application deadline.

5.2 Panel Preparation

Application will be reviewed by BVSC between 9 October to 15 October 2026.

Upon receipt of your application and supporting documents, BVSC will:

- Appraise your application against the programme criteria.
- Produce a report, including recommendations where appropriate.
- Present applications to the Board of Trustees of William Kendall's Charity for consideration.

The Trustees will review applications and decide whether to approve an award.

5.3 Award Decision

Month of January 2027

Once a decision has been made, applicants will be notified of the outcome.

Successful applicants will receive:

- An Award Offer Letter.
- An Award Acceptance Form.
- Details of any conditions attached to the award, including monitoring and reporting requirements.

5.4 Award Acceptance and Payment

Following receipt of the signed Award Acceptance Form, payment will normally be made by BACS transfer.

Award funds must be spent within **12 months** of the date shown on the Award Offer Letter.

5.5 Monitoring and Reporting

All award recipients are required to complete a monitoring form.

Where funding has not been fully spent within the required timeframe, a progress report should be submitted outlining:

- Activities delivered to date.
- Funds spent.
- Remaining work and planned timescales.

If you have any queries regarding monitoring requirements, please contact sectorsupport@bvsc.co.uk

6. Associated Documents

Please submit the following documents with your application:

- A copy of your Safeguarding Policy and Procedures.
 - A copy of your Constitution or other Governing Document.
 - A copy of your latest Community Interest Company (CIC) Report (if applicable).
 - A simple project or activity budget breakdown.
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7. Where Can You Get Help?

If you have any questions about this grant programme, please contact:

Email: sectorsupport@bvsc.co.uk