



THE WORSHIPFUL COMPANY OF
WAX CHANDLERS

**The Worshipful Company of Wax Chandlers
William Kendall's Charity
Registered Charity No. 228361**

Small Awards Programme for Bexley – Spring-Summer 2026

Application Guidance

1. Aims

The William Kendall Charity of the Worshipful Company of Wax Chandlers aims to fund charitable purposes for the general benefit of the inhabitants of the London Borough of Bexley, and the relief of need, hardship or distress.

2. How much can you apply for?

The maximum award is £5,000. We do not make awards of less than £500. Awards must be used within 12 months of receipt of the award offer letter.

3. Who can apply to the Small Awards Programme? (Eligibility)

To be eligible to apply, organisations MUST:

- Be based in the London Borough of Bexley and/or benefit Bexley residents.
- Be formally constituted and not-for-profit with a charity and/or limited company reference number.
- Be small enough for our funding to make a real difference, i.e. those with less than £200k in cash at bank in the accounts for the last financial year (**Cash at bank** refers to the **total amount of money held at the bank by a person or company**, either in current or deposit accounts. It is included in the balance sheet under current assets).
- Follow applicable Charity Law and Charity Commission guidelines, for example but not limited to, having a **management committee** of at least three people with two independent cheque signatories (and online banking authorisers); and an appropriate **governing document** which confirms the organisation is operating on a not-for-profit basis with appropriate **governance policies** and procedures which includes, amongst other things, a dissolution clause, which outlines what happens to any assets should your organisation cease to operate.
- Have submitted all the necessary **end of award completion forms** for any previous awards from us.

We will NOT fund organisations who:

- Do not have their own charity number or limited company registration number
- Are statutory or public bodies
- Exist solely to make a profit, with no community benefit

- Have cash and investments sufficient to comfortably fund the project themselves (i.e. those with £200,000 or more in cash at bank in the accounts for the last financial year)
- Give voice to specific interest, campaign or pressure groups or who promote a political agenda, whether party-political or local

4. **What we will and won't fund**

We will **ONLY** fund projects which:

- Help to deliver a specific new, improved or extended charitable benefit to the community
- Are well costed, good value for money and deliver an outcome costing between £500 - £5,000 in total.

To maximise our visible impact in the community we may prefer to fund projects that:

- Focus on education or personal development e.g. through schools, youth clubs, adult workshops — or on the relief of need, hardship, or distress e.g. debt relief, food banks, etc.
- Leave a legacy or lasting impact beyond the project itself, for example by setting up the ability to deliver new or better benefits for the community, upgrading premises and equipment, etc.
- Focus on Erith, Lower Belvedere, Slade Green, Thamesmead and the area of the ancient parish of Bexley.
- Have (or will have) secured match-funding of 50% of project cost for an award of up to £2,500
- Amplify the outcome with unpaid volunteers and moderate staff costs

We **DO NOT** fund:

- Ongoing revenue items like rent, rates, or energy costs — unless for a start-up or to support a registered charity through a one-year gap in funding where there is an identified prospect of ongoing funding
- Over-priced projects that do not deliver good value for money
- Internally focused projects to upgrade facilities for the benefit of staff only
- Teachers' salaries in a school that should be funded by government
- Applications that do not fit with these guidelines

Examples include:

Developing or piloting a new project or service

- To support existing groups to expand their services into new areas and to new client groups. Examples could include funding for:
 - Setting up a new facility or capability in the first year
 - Staff costs for one year only during an expansion or new project
 - Equipment needed to deliver the new benefit to the community

Improving Buildings and Local Neighbourhoods

- To help community groups improve and update their premises to enable full accessibility and become DDA compliant (Equality Act 2010). Examples could include funding for:
 - Accessibility improvements
 - Renovating a public space so it can better serve its purpose
 - Upgrading behind-the-scenes facilities that makes a specific improvement to the ability to deliver services
- **PLEASE NOTE:** If you require funding towards maintenance or improvement of a building or land your organisation does not own, the length of lease will be taken into account when reviewing the application.

Capacity Building of Groups

- To support the management to develop the sustainability and accessibility of their organisation. Examples could include funding for:
 - Obtaining relevant qualifications or licences that enable or increase the delivery of benefits to the community
 - Replacing out-of-date IT equipment and systems
 - Running a symposium or other networking event to bring together relevant voluntary community organisations and create new collaborations
 - Improving publicity materials/web sites to expand client groups

5. Application process, timeline and reporting outcomes:

- **Apply for award (18th March – 08:00am 13th April 2026):**
 - Read and follow this **Application Guidance**
 - Complete the online application form available at www.bvsc.co.uk/funding and send all **associated documents** to BVSC at sectorsupport@bvsc.co.uk (see ‘associated documents’ below) or if this is not possible then please contact sectorsupport@bvsc.co.uk or call 01322 524 682.
 - If you require support with completing the application, please contact Jamie in advance of the application deadline.
- **Panel preparation (13th – 15th April 2026):** On receipt of your application form and associated documents, BVSC will appraise your application using the above criteria, and produce a report, including recommendations or revisions. This will be presented to the Board of Trustees of the William Kendall’s Charity who will consider the application, make recommendations, and decide whether to approve the award.
- **Panel meeting takes place (late May 2026)**
- **Award approved or rejected (23rd June 2026):** When a decision has been made, you will be notified of the outcome, and if successful sent an offer letter with award acceptance outlining the conditions which apply, including how the work will be monitored and funding accounted for.
- **Award acceptance:** After signing and returning the award acceptance, payment will be made, usually via BACs. Award monies given in any year should be spent **within 12 months** of the date shown on the Award Offer letter.
- **Monitoring:** All awardees are required to complete a monitoring form. If you have not fully spent the monies within the required timeframe, please provide a progress report. If you have any queries, please contact BVSC at sectorsupport@bvsc.co.uk

6. Associated documents

- Copy of your **Safeguarding policy and procedures**
- Copy of your Constitution or other **Governing Document**
- Copy of your last **Community Interest Company Report** (if applicable)
- A simple **budget breakdown for your project/activity**

7. Where can you get help?

If you have questions related to this grant, please email sectorsupport@bvsc.co.uk