



Repair, Reuse, Recycle Grant Application Form

Project snapshot

Project title	
Please select if your project fits with any of the ideas below:	
1. Repairing skills or workshops This could include teaching people how to do repairs or offering fixing services. You might also think about setting up a repair cafe or collective. https://www.repaircafe.org/en/join/start-your-own/ What is being repaired? This might be clothing, electricals, furniture, cycles, or something else	☐
2. Single use plastics elimination and replacement This in includes switching to reusable or refillable packaging for your business. What plastic or packaging is being eliminated or replaced?	☐
3. Food growing, and composting This includes creating community composting opportunities, or locally grown, packaging free food.	☐

4. Creative reuse This might involve repurposing existing materials, waste or things already used by your business or community	☐
5. Waste stream innovations or apps This might include developing or promoting material innovations, such as plastic made from seaweed, or software/platforms connecting local waste streams with other users.	☐
Amount of funding requested	
Project summary (maximum 50 words)	

Applicant details

Name of organisation	
Date of incorporation/trading	
Main contact name	
Role	
Telephone	
Email	
Short description of the organisation	
Company number (if applicable)	
VAT number (if applicable)	
Organisation's registered address	
Website or social media (if applicable)	
How many people do you currently employ? Please answer as full time equivalents (FTEs). So, two, one-day-a-week contractors would be 2 x 0.2 FTE	
Total revenue for past 12 months:	
Debts owed:	

Eligibility

What kind of organisation are you?	☐	Company limited by shares
	☐	Company limited by guarantee

		Sole trader		
		Social enterprise		
		Community interest company		
		Other	Please describe	
Do you have an active bank account?		Yes		No
If no, then please set out the arrangement in place to receive funding as set out in section 4 'Eligibility' in the prospectus.				
Will this project be delivered through a partnership or collaboration?		Yes		No
If yes, please list the names of the organisations which you will be delivering this project with.				

Are you receiving any other funding from the Council in 2023/2, 2024/25 or 2025/26?		Yes		No
If yes, please provide details.				
Is the focus of the project located within the London Borough of Lewisham?		Yes		No
Please include an address where the main focus of the work will be. (e.g. location of community garden, location of equipment to be installed, location of proposed events)				

Planning a successful project: Project plan

What are the main objectives of the project?	
1.	
2.	
3.	
Please describe the project (in maximum 300 words)	

What is the start date?		What is the end date?
How will you monitor progress against the objectives?		
Please outline the project's key milestones and timeframes (add more rows as needed)		
Milestone	Date	Description
1		
2		
3		
Please outline the top three key risks associated with this project and how these will be mitigated.		
Risk	Description	Mitigation Strategy
1		
2		
3		

Planning a successful project: Research

What research has been done to support this proposal?	
Have you tried something like this before? What evidence do you have that it worked?	
Outline the community support for this project.	

Planning a successful project: Budget

What is the total cost of this project?		
How much funding are you requesting?		
How much funding is required at point of project initiation?		
Provide a detailed breakdown of what the Repair, Reuse, Recycle Grant will be used for. (Add more rows as needed)		
Item (E.g. venue hire, reusable packaging, posters)	Calculation (E.g. £10 x 3 = £30)	Amount (£)
Total		
If you have secured or are seeking additional source(s) of funding, please provide the details here.		
Income / Matched Funding Source	Secured? (Yes / No)	Amount (£)
Total		

Community and partnership working: Collaboration

Please describe how the community, your customers or staff will be actively involved in the project:
Please outline any evidence of community, customer or staff support that you may have already gained.

Community and partnership working: Community benefit

How many people will benefit from your project?	
Please outline which communities will benefit from the project?	

Impact: Waste and carbon reduction

Please provide an estimate of the carbon savings your project will make if you receive this funding (tonnes CO ₂ equivalent)	
Please show how these calculations were made	
Please estimate total waste (either in units, or kg) that will be saved by your project if you receive funding	
Please show how these calculations were made	

Impact: Green growth and business benefits; Value for money

Will this project save you costs in the long term? Please outline if so, how much?	
Will this project safeguard or create new jobs, or attract new customers? Please outline if so, how many?	

Experience and capacity: Track record

Please describe any previous experience you have in relation to the project you are proposing. If you have already piloted this project, feel free to include pictures, quotes and show us what the cost savings to your business was, or how the local community were impacted.	
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Experience and capacity: Track record

Who on your team will be delivering this project? How much time can they dedicate? What external support, partnerships, or advice would you take on, from the wrap around support offered or otherwise?	
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Additional mentoring and support

As part of the grant given, you will also need to attend a workshop to develop your project ideas, and two mentoring sessions to help you measure your impact.	
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These can be either in person or online. Please state your preferred availability, and if there's any other business support you'd find useful.

Terms and Conditions

By completing and signing this application form you will be accepting your project will be subject to the following terms and conditions:

1. The grant will only be spent on the purpose detailed in the application unless otherwise agreed in advance by the Council in writing.
2. On confirmation of the award you will receive an email confirming the final award amount, notification if supplementary documents are required and a bank form for immediate completion. Payment will only be made once this and any required supplementary documents are returned.
3. In exceptional circumstances, the grant can be withdrawn or withheld at the Council's discretion.
4. Any part of the grant that is not required for the purpose approved must be refunded to the Council.
5. Repayment of the grant can be required at the sole discretion of the Council if:
 - The Council finds that any false information has been supplied to the Council;
 - the work undertaken is not the work for which the grant was approved (if the Council has not been informed of, and approved, these changes in accordance with point 1);
 - the grant has not been spent within one year unless otherwise agreed by the Council;
 - your organisation becomes insolvent or goes into administration, receivership or liquidation, and the grant has not already been spent on its intended purpose, or;
 - there is any other breach of any of the conditions in this form.
6. The grant is made on a 'one-off' basis and does not carry any commitment to future funding.
7. The project leader shall be required to return a completed monitoring form and financial breakdown of how the grant was used no later than 3 months after the end date of the project. Failure to do so will render the Project ineligible for future grants. A template monitoring form will be forwarded to successful applications as part of the confirmation process.
8. The project agrees to attend a future assembly meeting if requested, to report back on the success of the project.
9. The grant shall be specifically acknowledged within your annual accounts for the year in which it was received.
10. The grant and Lewisham Council will be acknowledged in all printed materials that the organisation produces about your project and acknowledged appropriately elsewhere.
11. The Council may use your name in any publicity material.
12. The grant cannot be made as "match" funding against any other Lewisham Council funded initiatives
13. The Project shall comply with any legal obligations that may be relevant in order to carry out the scheme, such as planning, licensing, employment, health and safety, insurance and equal opportunities legislation.
14. Receiving a grant from Lewisham Council does not constitute the grant of planning permission, or any other permission, and in no way prejudices future decisions of Lewisham Council or the Local Planning Authority. You must obtain all relevant permissions.
15. Lewisham Council reserves the right to share the information you have provided with relevant parties (e.g. Charity Commission) where appropriate.
16. Any Value Added Tax (VAT) payable by your organisation is your responsibility and Lewisham Council shall not be obliged to pay any additional amount.

17. Lewisham Council requires all organisations signing for an award to hold the following documentation. By signing this form you hold the relevant documents for the project the Council are pledging against, and your organisation agrees to provide these to Lewisham Council if it is deemed necessary.

DECLARATION

*I the undersigned confirm the information given in this application is correct. The organisation is neither established for profit nor is conducted for profit. We will inform the relevant officer of Lewisham Council of any changes in the organisation's contact details or circumstances that would affect this application or the use of any grant relating to it. **This declaration can be typed and sent in electronically***

Signed:
on behalf of the organisation

Name in block capitals:

Position in the organisation: -

Date:

Supporting documents

Please provide electronic copies of the following documents along with your application form.

Governance Document	Given or attached (Yes / No)	If not attached, please explain why you are unable to provide this.
Company number		
Accounts for the past 12 months		

Optional EDI questions

Age	
Gender	
Disability	
Ethnicity	
Sexual orientation	
Nationality	