



# Southwark High Streets Beyond Waste Grants

Application guidance



# About the grants

Thanks to the Southwark Pioneers Fund, ReLondon are offering grants for 15-20 Southwark-based, high street businesses, to try new ideas that make better use of 'stuff' to benefit both the environment AND business health.

Eligible individual businesses can apply for £2,500 - £5,000. We also invite applications for up to £10,000 from Southwark's markets for projects that bring a group of traders together to go beyond waste.

Project ideas might include measuring and reducing food waste, making better use of waste/surplus materials and ingredients, reusable packaging and product refills, repair services, upcycled homeware, renting jewellery and clothing, sharing space, to name just a few!

We want to show how high street businesses can lead the way in making their neighbourhoods, boroughs and London as whole into a low carbon, [circular economy](#) city!

## How to apply

Applicants should complete and submit the [application form](#) on the website by Wed 24 Jul 2024 at 11:00am.

If you have any questions, email [business@relondon.gov.uk](mailto:business@relondon.gov.uk).

## Key dates

24 Jul (11:00am)	Application deadline
w/c 19 Aug	Grantees notified
w/c 2 Sep	Payment 1 (50%) and programme kick-off
Sep 2024	Grantee activities begin with support from ReLondon
Nov 2024	Progress update and payment 2 (50%)
Dec 2024	Final reporting



# How it works

## 1. You check your eligibility

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Make sure to read the business and project eligibility criteria to make sure you can apply for a grant.

Applications from ineligible businesses will not be scored and we don't want you to waste your time!

If you are unsure, please email [business@relondon.gov.uk](mailto:business@relondon.gov.uk)

## 2. You complete the application form

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Fill in the application form with as much detail as you can to describe your 'beyond waste' idea - it should focus on tackling the 'stuff' within your business.

Read on to discover what makes a good application.

## 3. We score and select successful applicants

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Once all applications have been received, the ReLondon team will screen all of them to assess their eligibility and relevance to the grants programme.

Those that pass the screening step will then be scored against the criteria detailed in this guidance.

Each high street category will be scored separately.

## 4. If selected, you receive a grant and support

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The successful grantees will be asked to sign a grant award letter to confirm that they will deliver the activities described in their application and report back on the results. In return, you'll receive support from ReLondon to help your project succeed.

# 1. Check your eligibility: High street criteria

Eligible high street business types are listed in the table below:

	<b>Food and drink - eat in</b>	<b>Food and drink - takeaway</b>	<b>Retail</b>	<b>High street services</b>	<b>Markets</b>
<b>Examples of eligible businesses</b>	<p>Businesses that carry out food/drink preparation for customers to consume on the premises</p> <ul style="list-style-type: none"> <li>• Restaurant/diner</li> <li>• Café/coffee shop</li> <li>• Pub/bar/taproom</li> </ul>	<p>Businesses that carry out food/drink preparation for customers to take away</p> <ul style="list-style-type: none"> <li>• Takeaway shop/kiosk</li> <li>• Hot food market stall/van (individual)</li> <li>• Butcher/baker/deli</li> </ul>	<p>Shops with a physical location that sell the consumer items.</p> <ul style="list-style-type: none"> <li>• Fashion</li> <li>• Homeware</li> <li>• Electricals/hardware</li> <li>• Grocer/cornershop /off licence</li> </ul>	<p>Services found on a typical high street, accessible to the general public</p> <ul style="list-style-type: none"> <li>• Hair/beauty/nail salon</li> <li>• Drycleaner/tailor</li> <li>• Pharmacy/opticians</li> <li>• Other B2C services</li> </ul>	<p>A group of at least 4 market traders with a lead applicant that meets the eligibility criteria</p> <p>Group of traders - download specific application guidance for markets from the <a href="#">website</a></p>
<b>Who CAN'T Apply?</b>	<ul style="list-style-type: none"> <li>• Businesses not open to the general public e.g. caterers/internal cafes</li> </ul>	<ul style="list-style-type: none"> <li>• Businesses selling pre-prepared/packaged food (these would be eligible under 'Retail')</li> </ul>	<ul style="list-style-type: none"> <li>• Retail businesses without their own shopfront e.g. online-only or B2B</li> </ul>	<ul style="list-style-type: none"> <li>• Office based or professional services</li> <li>• B2B services</li> </ul>	

# Additional business eligibility

## Eligible

Businesses that fit into the high street categories above must also:

- ✓ Be a small or medium sized enterprise (SME):
  - ✓ Fewer than 250 employees
  - ✓ Turnover less than €50m
  - ✓ Not a subsidiary of a larger business (25% ownership)
- ✓ Have a physical trading address in the borough of Southwark
- ✓ Be a B2C business that is accessible to the general public
- ✓ Be an established business:
  - ✓ Registered on Companies House
  - ✓ Turnover of at least £10,000 in the last financial year

## Not eligible

The following businesses are not eligible\*:

- x Businesses that do not fit into one of the high street categories described above
- x Businesses without a physical address e.g. online-only
- x Office-based or B2B businesses not accessible to the general public
- x Volunteer-led organisations or those not carrying out an economic activity (this programme is aimed at commercial enterprises)

\*This list is not exhaustive. If you are unsure whether your business is eligible, please email [business@relondon.gov.uk](mailto:business@relondon.gov.uk)

# Project eligibility

## Eligible

To be eligible, activities must:

- ✓ Have a focus on tackling the ‘stuff’ that you or your customers buy, use, make and eventually throw away. You can read about different ways we can tackle ‘stuff’ through what we call ‘circular economy business models’ [here](#).
- ✓ Be a new activity/activities for the business

## Not eligible

The following activities are not eligible\*:

- Activities not focussed on ‘stuff’ such as those related to other sustainability actions like water or energy efficiency.
- Activities that expand an existing circular economy business model such as refill or repair.

\*This list is not exhaustive. If you are unsure whether your idea is eligible, please email [business@relondon.gov.uk](mailto:business@relondon.gov.uk)

# What can the grant be used for?

You can use the grant to cover costs that are directly related to your 'beyond waste' activities in the following categories:

- Salaries of staff or contractors directly working on the project  
*e.g. a staff member spending 1 day per week repairing items*
- Running costs linked to the project  
*e.g. subscription to a food redistribution service*
- Equipment/materials and technology  
*e.g. a new piece of refill equipment*
- Goods/services/works  
*e.g. contents for refill equipment, PAT testing electricals, reusable packaging*
- Legal, accounting or insurance support  
*e.g. to develop a new leasing contract*
- Marketing and publicity costs (no more than 50% of the total grant)  
*e.g. website costs, graphic design, printing, promotional events*

## 2. Completing the application form

The application form is your chance to describe your idea in detail - make sure to include enough information so the person scoring your application, and looking at it for the first time, understands what you hope to do and the impact it might have.

We've outlined what kind of information you should include below.

### About the business/ eligibility

The form asks for some basic details about the business such as registration number, size, location etc. Make sure to fill this in as accurately as possible - we'll use this to check your business's eligibility for a grant.

### Project details: What will you do with the grant?

The form asks you to describe what you would do with a grant and why. You should describe what you plan to do as clearly as you can. Include all the activities you think you will do e.g. purchasing new equipment, creating a new product or service, sourcing new materials/ingredients, staff training, marketing etc. If you attended a 'Business beyond waste' workshop, this is where your action plan will come in handy!

We are looking for applications that make it clear how the idea tackles 'stuff' within the business and creates a business benefit within a 4-month period.



**Project impact:  
What impact will  
your activities have  
on stuff?**

**Description:** Here you should describe how your idea will have an impact on the 'stuff' you or your customers buy, use, make or throw away. Make sure to say what type of stuff you will be tackling e.g. food, packaging, products, clothes, and what kind of improvement will be made. For example:

- My business will buy less [stuff] by...
- My business or customers will throw away less [stuff] because...
- My customers will use the [stuff] they buy for longer because...
- My business will make better use of what we own by...

**Measure:** You should choose at least one way to measure the impact on 'stuff' that you could easily track if you get a grant. You will be expected to do this over the 4-month programme, so make sure to choose something realistic.

Examples might be the number of rubbish bags you put out to collect every week, the number of items you repair, number of pieces of packaging you replace with reusable options etc.

**Project impact:  
How will this  
activity help the  
health of your  
business?**

**Description:** Here you should describe how your idea will help your business perform better. For example:

- My business will spend less on waste disposal by...
- My business will generate new revenue from a new product by...
- My business will attract new customers by...
- My customers will come back more often because...

**Measure:** You should choose at least one way to measure the impact on business health, that you could easily track if you receive a grant. You will be expected to do this over the 4-month programme so make sure to choose something realistic.

For example, this could be how much you spend on an item each month, how much you make by selling a new product or service, or the number of customers each month.

## Project details: Your plan

**Timeline and resources:** You should show that you have thought about how you will put your plan into action and who will deliver it. Your timeline should be a realistic list of the activities you plan to do with an estimate of when they will happen. If you are working with external suppliers, list them here.

**Reminder:** You will need to start your activities in Sep 2024 and be able to show good progress and report back on the impact (from your measures described above) by Dec 2024.

## Project details: Funding required

You should ask for the amount of funding you need to deliver the activities described in your plan. You can ask for between £2,500-£5,000. Use the table to provide a breakdown of how you will spend this amount - the items in the table should add up to the amount you have asked for.

**Note:** Marketing costs should not be more than 50% of the total grant.

## Bank details

You should provide the details for the account you would like the grant to be paid into if you are successful. We request a copy of your latest bank statement to check the bank details are correct.

## Subsidy control

Because the grants are funded by a public body, they count as a 'subsidy'. Your business can receive up to £350,000 in subsidies from public sources (e.g. Southwark Council) over a 3-year period. You can tick the box if receiving a grant will NOT take you over this amount. Contact [business@relondon.gov.uk](mailto:business@relondon.gov.uk) if you are unsure.

## Diversity monitoring

By completing this section you'll help us make sure we're making our support available to everyone. However, you can choose to select 'prefer not to say'.

# 3. How to score well

Those applications that pass the screening stage will be scored against the criteria below. Here's what we're looking for:

## Tackling 'stuff'

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You have clearly described how the activities will tackle the 'stuff' that you or your customers buy, use, make and throw away.

You have suggested a realistic way(s) to measure whether your activities make a difference by the end of the project.

## Commercial benefit

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You have clearly described how the activities will help the health of your business.

You have suggested a realistic way(s) to measure whether your activities make a difference by the end of the project.

## Planning

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You have clearly described what you plan to do and who will do it.

You have made a plan with a realistic timeline that fits with the Sep-Dec 2024 programme.

The amount you have asked for makes sense for your activities and you have provided a breakdown.

## Overall match with grant aims

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Your activities will show how high street businesses can lead the way beyond waste and inspire other businesses to do the same.

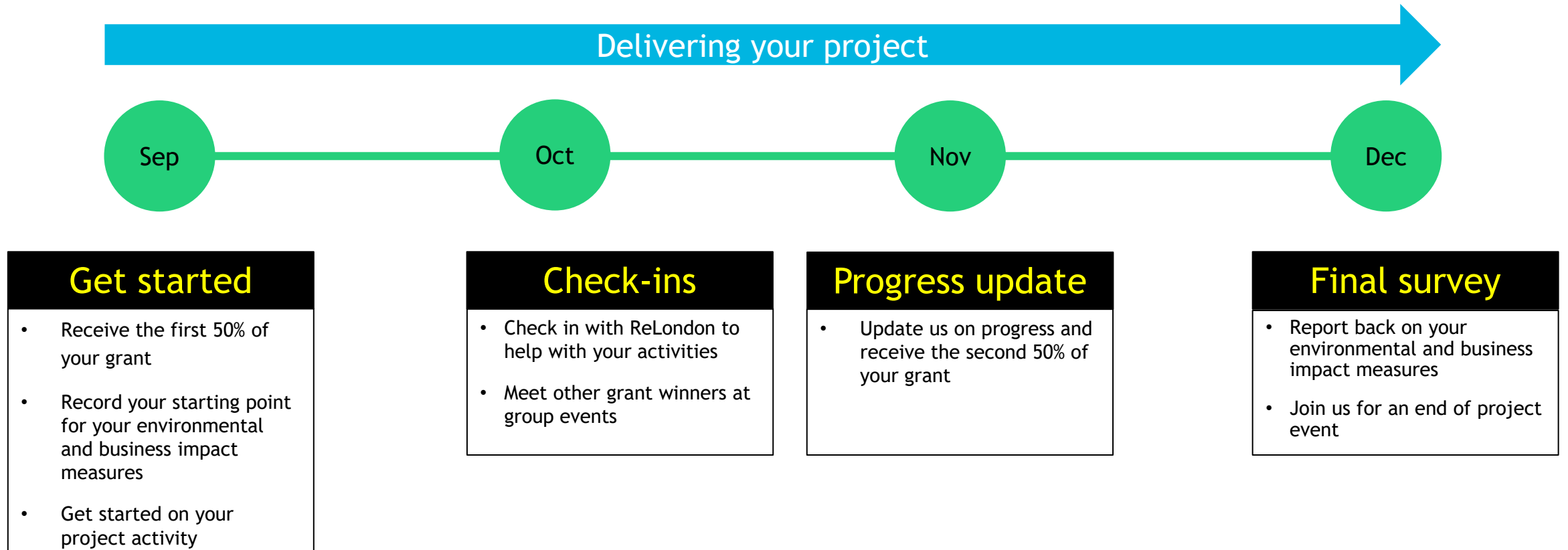
## 4. Receiving a grant and support

If you are selected for a grant, you will be asked to sign a grant award letter to confirm that:

- You agree to spend your grant as you have outlined in your application.
- You will keep a record of how you spend your grant and hold onto receipts, just in case we are asked to check by our funders.
- You will take part in the additional support provided by ReLondon's business advisors throughout the programme, designed to help you make the most from your grant.
- You will report back on the results of your activities at the end of the programme (ReLondon will help you to do this).

# Programme timeline

If you are selected for a grant, this is the estimated timeline for the programme :





# FAQ

## My business fits into more than one category - what should I do?

You can only select one category per application - you should select the one that fits with the majority of your business activity e.g. do you sell more food to takeaway than eat in?

The category you select will determine the types of businesses your application will be compared to in the scoring process.

If, based on the description you provide about your business, we think it better fits in a different category, we reserve the right to reallocate it.



## My business/organisation is not registered on Companies House - can I still apply?

Unfortunately, only businesses registered on Companies House can apply for funding which may exclude sole traderships, charities and other community organisations.

You may wish to consider collaborating with another business that does meet all the eligibility criteria. For example, a community kitchen may wish to partner with a local food business.

Market traders who do not meet the eligibility criteria individually may wish to create a joint project. See the application guidance for markets on the [website](#).





## Can a group of businesses apply for a grant together?

We would be very happy to see businesses collaborating on a 'beyond waste' project.

To apply as a group, the application should be submitted by one lead applicant that meets all of the eligibility criteria.

You should then tick 'Yes' in answer to the question 'Are you planning to work with other businesses as suppliers or partners?' and list the other delivery partners there.

The amount you can apply for is the same as for a single businesses - £2,500-£5,000. The exception to this is for markets. See the application guidance for markets on the [website](#).

If you are selected for a grant, we will discuss how best to allocate the funding at the point of formalising the award.





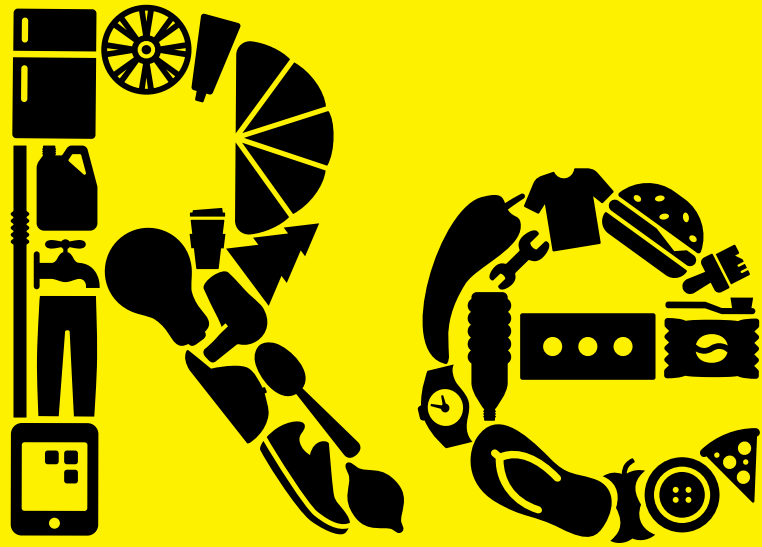
## Does my proposed project need to be finished in December 2024?

You must start your project in Sep 2024 and be able to show good progress and share the impact measurements you outlined in the application by Dec 2024. However, your project does not need to be fully completed by then.

In your application, please be realistic about the timeline of your project and describe what you think the environmental and business impact (as described in your application form) will be by Dec 2024.







**ReLondon**

**Get in touch  
with your  
questions.**

✉ [business@relondon.gov.uk](mailto:business@relondon.gov.uk)

[relondon.gov.uk/business](https://relondon.gov.uk/business)