



Southwark High Streets Beyond Waste: Grants

Application guidance for markets



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.

Southwark's markets can apply for £10,000 for projects that bring a group of traders together to go 'beyond waste'. Alternatively, eligible, individual businesses can apply for £2,500 - £5,000.

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 streets 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.

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

Grants for markets

We invite applications from groups of traders who have identified the opportunity to work together on a 'beyond waste' activity.

We hope that joint projects within markets will multiply the impact of a high streets beyond waste grant and support more businesses to improve their environmental impact.

Please note, market traders that meet the eligibility criteria for individual businesses are eligible to apply for their own grant under one of the other high street categories, should they wish. Please refer to the [guidance for individual businesses](#) for more information.

How it works for markets:

- You can apply for up to £10,000 per project.
- Your project must bring together at least 4 traders from a regular (at least weekly) market.
- You must select one lead applicant* to complete the application form and manage the grant.
- The lead applicant* must meet the eligibility criteria of the grants programme outlined in this guidance.

*we would expect the lead applicant to be the market operator but are open to other arrangements assuming the eligibility criteria is met

How it works

1. You check your eligibility

Make sure to read the lead applicant 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

2. You complete the application form

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 trader businesses and the market as a whole.

Read on to discover what makes a good application.

3. We score and select successful applicants

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

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.

Market eligibility criteria

Eligible

The lead applicant must meet the following criteria:

- ✓ 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)
- ✓ Be an established, trading enterprise:
 - ✓ Registered on Companies House
 - ✓ Turnover of at least £10,000 in the last financial year
- ✓ Have a trading address in London
- ✓ Represent a market within the borough of Southwark that operates on at least a weekly basis
- ✓ Represent at least 4 traders and be able to evidence buy-in from those traders

Not eligible

Lead applicants/markets that would not be eligible:

- x Market operators that do not meet the eligibility criteria in the green box
- x Applicants representing markets outside of the borough of Southwark
- x Markets that are not currently operational or operate on a less than weekly basis
- x Market operators that have not engaged with market traders to secure buy-in before applying
 - 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

Project eligibility criteria

Eligible

To be eligible, activities must:

- ✓ Involve at least 4 market traders with proof of engagement
- ✓ 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 market and/or market traders

Not eligible

The following activities are not eligible*:

- x Activities that do not actively involve the market traders
- x Activities not focussed on 'stuff' such as those related to other sustainability actions like water or energy efficiency
- x 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

What can the grant be used for?

You can use a 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

For market projects, the grant will be awarded to one lead applicant who must meet the eligibility criteria and should complete the 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

This section should be completed for the lead applicant organisation. The form asks for some basic details about the lead applicant's 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 eligibility to receive a grant.

Market details

Enter the details of the market and the list of traders who will be involved in the project. You should include at least 4 traders but projects that create impact for more than this may score more highly.

We have asked for evidence of buy-in from traders because we want to make sure projects involve the traders from the start. Evidence could be (but is not limited to) email confirmations from individual traders, a sign-up sheet, or minutes from a trader meeting.

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' and creates a business benefit for the market and traders 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:

- The traders will be able to buy less [stuff] because...
- The traders or their customers will throw away less [stuff] because...
- Market customers will use the [stuff] they buy for longer because...
- The traders will make better use of what they own by...

Measure: You should choose at least one way to measure the impact on 'stuff' that could be easily tracked 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 put out to collect every week, the number of items repaired, number of pieces of packaging replaced with reusable options etc.

**Project impact:
How will this
activity help the
health of your
businesses/market?**

Description: Here you should describe how your idea will help the market and traders' businesses to perform better. For example:

The traders will spend less on waste disposal by...

The traders will create new revenue from a new product by...

The traders will attract new customers by...

Market customers will come back more often because...

Measure: You should choose at least one way to measure the impact on business health, for the traders or whole market, 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 they spend on an item each month, how much they 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 but no need to repeat the list of traders/partners completed earlier.

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.

**Application 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-£10,000. Use the table to provide a detailed breakdown of how you will spend this amount, including any payments to individual traders - 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 lead applicant's account. The grant will be paid here to be managed by the lead applicant. 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 if you are unsure.

**Diversity monitoring
(for lead applicant)**

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

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

Tackling 'stuff'

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.

Business benefit

You have clearly described how the activities will help the health of the trader businesses and the market as a whole.

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

Planning

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

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

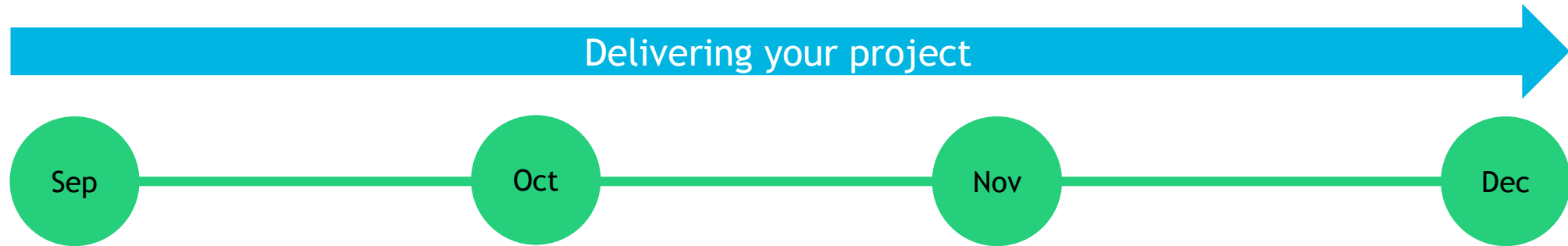
4. Receiving a grant and support

If you are selected for a grant, the lead applicant 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 of 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 :



Get started

- Receive the first 50% of your grant
- Record your starting point for your environmental and business impact measures
- Get started on your project activity

Check-ins

- Check in with ReLondon to help with your activities
- Meet other grant winners at group events

Progress update

- Update us on progress and receive the second 50% of your grant

Final survey

- Report back on your environmental and business impact measures
- Join us for an end of project event

FAQ

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.

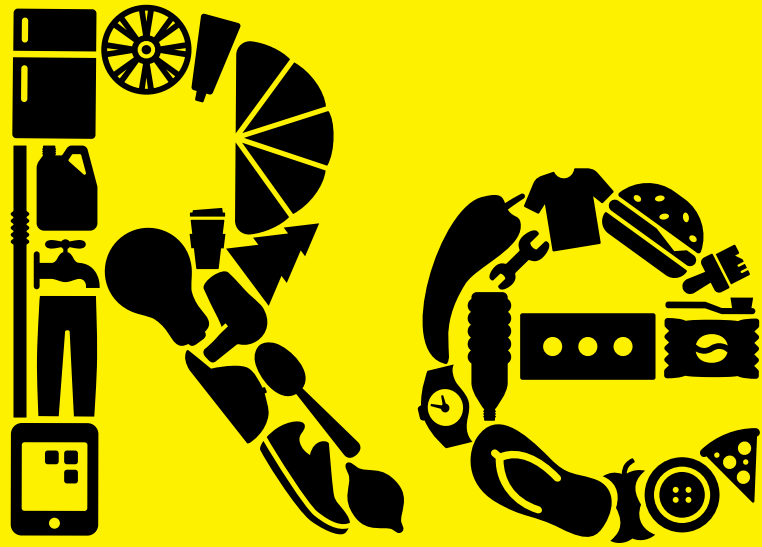


Does my proposed project need to be finished in December 2024?

You must start your project in Sep 2024 and be able to show good progress and share the impact measurements you outline 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

relondon.gov.uk/business