



Thriving Communities Fund: One Hounslow, Your Neighbourhood Grant 2021/2022

Contents

1. Overview	2
2. Amount available and key dates	2
3. Criteria	2
4. Who can submit a proposal?	3
5. What you need to tell us in your application	3
6. Grant conditions and payments	4
7. Application and decision process	4
8. Safeguarding and governance	4
9. Further information and support	5

1. Overview

The One Hounslow, Your Neighbourhood Grant has been developed to support engagement across Hounslow, which is Ward Councillor lead. Funding is available for Ward Members to identify a need in their local community through their community engagement activities and by working in partnership with Hounslow residents.

Proposals would need to support the key outcomes of the [Thriving Communities Strategy](#)

- There is an active and sustainable voluntary and community sector in Hounslow that meets the needs of our residents
- All residents and communities can play a role in shaping the place they live and the services they receive
- Our residents have the opportunity to lead independent, healthy lives with the skills, confidence and resources to support each other
- Hounslow is a borough where all communities get on well together, people know their neighbours and they feel safe

We are keen to support these priority areas, but we do welcome requests addressing other areas:

- Green and environmental
- Addressing community need
- Health and Wellbeing
- Community engagement and interaction

We encourage all Councillors to contact the Thriving Communities Fund Managers to discuss their ideas community.development@hounslow.gov.uk

Application forms are available by emailing: community.development@hounslow.gov.uk

2. Amount available and key dates

- Proposals are accepted for up to **£1,000** towards capital and / or revenue projects from a pot of **£3,000** per ward.
- Delivery should take place within **12 months** and **start within three months** of the funding being awarded.
- Please allow 4 weeks after the result date for the **start date** of your project.
- Proposals are accepted on a rolling basis until **Tuesday 1 March 2022 9am** or until there is no funding left

Open for Applications on a rolling basis	Deadline for Applications	Decision Communicated
Monday 6 September 2021	Tuesday 1 March 2022 9am	Within 4 weeks of receiving applications

3. Criteria

When assessing your proposal, we will consider the following points:

1. Projects must show how they meet the priority areas or other local need
2. Applications must come from a Ward Councillor and/or an organisation or group of residents that has worked closely with their Ward Councillor(s) to develop the project proposal
3. Applicants must demonstrate how the residents have been engaged and support the idea.
4. In order to be allocated funding you will need to clearly outline
 - What you will be delivering
 - How residents / participants will benefit from the project / activity
 - How the grant will be spent (a breakdown of the costs)
 - Evidence that your proposal is supported by other local residents
5. The grant can be used to fund capital and revenue items. Capital works can be delivered either by the appropriate LBH team or a relevant community organisation

6. Please make sure that you have all the necessary permissions, insurance and safeguards in place to ensure that the project is well run, and participants are safe. This may include DBS (Disclosure Barring Service) checks for staff or volunteers working with young people and / or vulnerable adults. We are happy to support you with this.

7. £3,000 will be allocated per Ward – once this has been spent applicants will be redirected to another fund, subject to availability.

We cannot provide funding for:

- Activities, events or services which have already taken place, including staff development time in planning services or preparing funding bids
- Any costs which someone else is paying for, whether in cash or in kind
- Items that only benefit an individual or are not needed to deliver the project outcomes
- Funds to build up a reserve or surplus, whether distributable or not
- Activities that promote worship or religious views
- Party political activities
- Fundraising activities

4. Who can submit a proposal?

Applications will be accepted from:

- Constituted not-for-profit organisations (e.g. a registered charity, company limited by guarantee, unincorporated association or club, Community Interest Company, Charitable Incorporated Organisation)
- Un-constituted groups or groups of neighbours or residents
 - If you are an un-constituted group, e.g. a Mutual Aid group, informal group such as residents/neighbours you would need six unrelated signatures in support of the project
- All applicants should have worked alongside their Ward Councillor(s) to develop the proposal and show evidence of resident support

Who we can't fund:

- Individuals
- Organisations with significant unrestricted or unallocated reserves (please see the [Charity Commission Guidance on Reserves](#) for best practice guidelines)
- Organisations based outside the UK
- Services that are the responsibility of statutory providers
- Organisations that have not complied with the monitoring requirements for any grant previously received from the Council

In addition, we will not normally make grants to organisations that:

- Are applying on behalf of other organisations
- Are in poor financial health (e.g. operating at a loss)
- Have not met their legal obligations in making on-time returns to the Charity Commission or Companies House, if applicable
- Do not appear to have the necessary skills, expertise and experience to deliver the project.

5. What you need to tell us in your application

- **What will be delivered?** Explain what you'll be delivering, when and where it's happening and who will be managing the project.
- **How will the local community benefit?** Describe your main participants and the difference you hope your project will make to them and / or the wider community. You'll be asked to outline the outputs and outcomes you plan to achieve.
- **What the project will cost?** Outline the key elements and cost per element eg. staff, activity costs, etc.
- **How much is requested from the fund?** Costs applied for should not already be funded from other sources of have been incurred before your grant is approved.

Please note funded organisations will be required to provide regular updates and one monitoring report within one month of the end of the grant spend. You will be asked to set out how you have spent the grant funding. Please keep evidence of any expenditure in case of audit.

6. Grant conditions and payments

All funded organisations will need to sign up to our grant agreement. A copy will be sent to successful organisations. Grant funding will be paid in one payment. To release the grant payment, you will need to provide:

- A signed grant agreement
- All policies, permissions and insurances relevant to your project

All successful applicants will be expected to complete a self-monitoring form to be submitted by the funded group within one month of a project's completion.

7. Application and decision process

• **Proposal**

A one-stage process, requiring the submission of a proposal which will enable you to tell us about the need for your project, what difference it will make and how much funding you need. Application forms can be requested from community.development@hounslow.gov.uk

• **Support**

Ealing and Hounslow CVS is available to provide support with funding applications, to advise on additional funding opportunities and volunteer recruitment. Please see the end of this document for contact details.

You can contact the Thriving Communities Fund Managers throughout the process to discuss your application via:

- Michelle Hutchinson: e. michelle.hutchinson@hounslow.gov.uk t. 0208 583 2454
- Kate Wilson: e. kate.wilson@hounslow.gov.uk t. 020 8583 2512

• **Assessment**

Proposals will be assessed by the Thriving Communities Grants Managers, in consultation with relevant LBH teams and Ward Councillors.

We may call you during the assessment stage in order to clarify details and ensure we have a correct understanding of your application and organisation.

8. Safeguarding and Governance

Please make sure that you have all the necessary permissions, insurance and safeguards in place to ensure that the project is well run, and participants are safe. This may include DBS (Disclosure Barring Service) checks for staff or volunteers working with young people and / or vulnerable adults. We are happy to support you with this.

We reserve the right to request further information of applicants regarding their financial standing or capacity to deliver.

9. Further information and support



For further information or for queries on completing a proposal please contact the Thriving Communities Fund Managers:

Michelle Hutchinson: e. michelle.hutchinson@hounslow.gov.uk t. 0208 583 2454

Kate Wilson: e. kate.wilson@hounslow.gov.uk t. 020 8583 2512

Please be aware that if you contact us within a week of the fund deadline, we may not be able to respond in time so please contact us as early in the process as possible



For support with funding searches and applications, developing your organisation, policies and procedures, or IT support, please contact the Ealing and Hounslow CVS - **020 3096 4250** / iain@ehcvs.org.uk / <http://www.hounslowhub.org.uk/>



Ealing and Hounslow Volunteer Centre is also the official volunteer centre for the borough of Hounslow info@ehcvs.org.uk



E-newsletter for the community and voluntary sector. To feature, please email information to community.development@hounslow.gov.uk



connect

[Hounslow's main information and guidance hub connecting residents to local services and support.](#)



[Hounslow CarePlace](#)



[Hounslow Family Services Directory](#)



Regular e-newsletters contact iain@ehcvs.org.uk with details

Useful information that might help you with your application:



- [Thriving Communities Strategy](#)
- [London Borough of Hounslow Recovery Plan](#)
- [London Borough of Hounslow Corporate Plan](#)
- Find local and data [Hounslow Insight](#)