



**HOUNSLOW THRIVING
COMMUNITIES FUND**

**Small Grant Guidance
2023/24**



**London Borough
of Hounslow**

Thriving Communities Fund: Small Grant Guidance

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Thriving Communities Fund: Small Grant Guidance

1. Overview

Funding is available for Community and Voluntary Sector organisations, resident groups including informal groups such as neighbours for activities or services that help to deliver 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 can 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 do welcome others:

- Green and environmental
- Wellbeing
- Community engagement and interaction
- King's Coronation events

The following are some examples of the types of activities and projects that may be funded through this grant. We welcome other ideas too.

- Local events and activities that will bring people together, helping neighbours get to know one another e.g. street parties, intergenerational activities bringing older and younger people together
- Small scale gardening or food growing projects
- Activities promoting healthy lifestyles
- Social action projects that address local issues
- Environmental projects e.g. community clean ups
- Activities or outings that help address social isolation and loneliness
- Supporting the development of new community groups
- Training for community champions, trustees, or volunteers
- Supporting work of existing residents' associations, community groups, etc

This list is not exhaustive, and we welcome proposals from residents and organisations that are providing projects that identify a relevant response to a community need.

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

2. Amount available and key dates

Funding for the Thriving Communities Fund is provided through the Local Community Infrastructure Levy (CIL), the Community Partnerships Unit (CPU) and the Housing Revenue Account (HRA).

For small grant applications:

- Applications are accepted for up to **£1,000** towards capital or revenue projects.
- Applications are accepted for up to **£500** for one off events including celebrations for the King's Coronation
- Delivery should take place within **12 months** and **start within three months** of the funding being awarded.
- Please allow at least 4 weeks after the result date for the **start date** of your project.
- Proposals are accepted on a rolling basis until **Friday 1 March 2024 9AM**.
- Please note that any applications received before 1 April 2023 will be assessed and decisions will be communicated but **payments will not be made until 1 April**.
- **You can only apply for one small grant in any one financial year.**

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3. Criteria

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

1. Projects must show how they meet one of the Thriving Communities outcomes set out above.
2. We welcome applications from informal groups of residents or neighbours to run local community events and activities as well as from formally-constituted groups. If you are an informal group/group of residents, you would need to provide six unrelated supporting residents
3. 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 residents or the people that will benefit from the project. This may be through evidence of local consultation and / or having a minimum of six different, unrelated households in the area sign the application.

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
- Funding for alcohol

4. Who can submit a proposal?

We can fund:

- 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.

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
- Organisations / informal groups which have already received a Small Grant within the same financial year.
- Applications for over £500 for one event are unlikely to be approved.

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

- Are applying on behalf of other organisations
- Have not met their legal obligations in making on-time returns to the Charity Commission or Companies House, if applicable
- Have received grants from us in the past but not successfully managed or reported on them
- Do not appear to have the necessary skills, expertise, and experience to deliver the project
- Are representing an organisation with an annual turnover of more than £200,000.

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5. Project costs

- Please clearly outline how much the project / service will cost, outlining the key elements and cost per element e.g. staff, activity costs, etc.
- Please remember to cost your project accurately and we encourage you to apply full cost recovery principles to your application. This is where you ensure that broader overhead costs are covered (e.g. percentage of office and management staff costs).
- Costs applied for (including staffing and core costs) should not already be funded from other sources or have been incurred before your grant is approved.

6. Grant Conditions and Payments

- If you are a constituted group, you must include your constitution or other governing documents with your application.
- If you are successful, we will send you simple terms and condition of grant that you will need to sign up to.

7. Application and decision process

Applications are assessed in a one-stage process, requiring the submission of an application 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

We may call you during the assessment stage to clarify details and ensure we have a correct understanding of your application and organisation. Please ensure that contact details are provided for a representative from your organisation who is available between the submission and results dates.

8. Reporting back on what you have done

All funded groups will be required to submit a simple self-monitoring report within four weeks of completing your project. A template form will be provided.

Reports must be accompanied by proof that you did what you said you would with the grant money (e.g. examples of publicity material, photographs). Further information may be requested.

Please let us know about any key dates / events linked to the grant as council staff or Councillors may like to attend.

You are required to keep all receipts / invoices related to the project as we may request evidence of expenditure.

9. 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.

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10. FAQ

- **We are a group of neighbours – can we still apply?**

Yes – if you are information group, such as neighbours, you can apply for funding but must gain six supporting signatures who are unrelated and do not live in the same house hold, for support of the project/activity.

- **If I don't have other funding, will I be denied funding?**

No – as long as you can show a need for the project/activity and it is value for money then it will be considered

- **How long does it take to receive the funding?**

Applications can take up to four weeks to process. Once you have your confirmation letter please respond as soon as you can with:

- Signed agreement
- Signed undertaking
- Copy of your bank statement and or paying in slip

It can take up to two weeks to get you set up on the finance system. **Please note that applications received prior to April 1 2023 will not receive their payment until after this date.**

- **I work for a school – can I apply for funding?**

We can only fund schools where the activities are of benefit to the wider community, beyond the children, staff and parents/carers who are connected to the school.

- **I want to do something for the King's Coronation – what support can I get?**

If you are considering holding a **one-off event** such as:

- **Street Party** you can apply for **up to £500** and we will put you in contact with relevant teams for Road Closures, Licencing and the Events Team.

If you are holding **more than one event** and/or activity you can apply for funding for up to **£1,000**. For example, you might wish to hold events which tie in with the following:

- **The Coronation Big Lunch**, to encourage communities to come together, celebrate their connections and get to know each other better. It will bring the Coronation festivities into the heart of every community on 7 May <https://www.edenprojectcommunities.com/the-big-lunch>
- **The Big Help Out** an opportunity to reflect on the legacy of His Majesty's service and showcase the impact of **volunteering** within communities on 8 May <https://thebighelpout.org.uk/>

Applications for the King's Coronation **must be received by Monday 17th April** – to ensure that if successful, you will get the funding in time.

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11. Further information and support

For further information or for queries on completing a proposal please the Thriving Communities Fund Managers via community.development@hounslow.gov.uk

Please be aware that if you contact us within a week of a 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

To receive or feature in the CVS's regular e-newsletters contact iain@ehcvs.org.uk

EVOLVE

Voluntary and community news from
Hounslow's Community Partnership Unit

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



Hounslow Connect

To promote your service and project please add your details to the new Hounslow Connect website.

Contact community.development@hounslow.gov.uk for more 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 information and data on [Hounslow Insight](#)