



HOUNSLOW THRIVING COMMUNITIES FUND

Revenue Fund Guidance

2022 - 2023



**London Borough
of Hounslow**



HOUNSLOW
health and care

Working together for a healthier community

Thriving Communities Fund: Revenue 2022/2023

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1. Introduction: Delivering Hounslow's priorities through the Thriving Communities Fund

The Thriving Communities Fund exists to support the Council's ambitions for Hounslow, outlined in our new Corporate Plan 2022-26:

- A Greener Hounslow
- A Healthier Hounslow
- A Cleaner Hounslow
- A Thriving Hounslow
- A Safer Hounslow
- A Liveable Hounslow

Our Corporate Plan acknowledges that it is those with a real stake in the borough, including residents, charities, and community groups, who will be the ones to make a difference. Our Thriving Communities Fund allows us to invest in cross borough, community-based services which will deliver on the aspirations, priorities and needs of communities and residents.

We are committed to being preventative, insight-driven, and grounded in local communities, and we are focusing this round of the Thriving Communities Fund on those interventions and services that will help us address current gaps and needs as outlined below.

In **Round 2** we have two strands of funding:

- Thriving Communities Fund
- Borough Based Partnership

Community groups/organisation can apply for **only one** strand either Thriving Communities Fund **OR** Borough Based Partnership, not both.

We would recommend you focus on no more than two priorities.

To discuss which strand of funding you should apply for please contact the Thriving Communities Grant Managers community.development@hounslow.gov.uk

2. Priority Areas

1. A Greener Hounslow

By supporting community food projects and the circular economy

We want to create a **Greener Hounslow** supporting the development of green communities and the circular economy, widening access to food growing and sharing opportunities, and increasing the use and engagement with our open spaces. We know that the environment is something that our residents and community groups are passionate about and want to see change and improvement to support the work already happening across Hounslow.

To achieve this priority, we are looking to support the following:

- Encouraging the community to engage with or develop green assets e.g. community gardens or greening projects
- Support the development of more community food growing and sharing projects – community allotments or orchards, food growing spaces on estates, community kitchens, fridges and / or pantries that will support wider access to healthy and affordable food
- Support a circular economy in the borough, helping residents to reduce waste, recycle more and live more sustainably e.g. lending libraries, repair cafés, workshops on reusing materials.

2. A Healthier Hounslow

By strengthening social connections

We want to create **A Healthier Hounslow** by supporting our most vulnerable residents to live as independently as possible for as long as possible and promoting increased physical activity for all through building awareness and engagement with a range of health promoting activities across the Borough.

We know that many people across the borough, of all ages and from all communities, are experiencing loneliness and isolation. We appreciate that causes of loneliness and isolation can be varied and complex, ranging from personal issues such as health and life circumstances (e.g. bereavement) to societal issues like finance, accessibility of services, and community cohesion.

We also recognise that many residents with a disability need additional help to allow them to access support, avail of local services, and take part in social and other activities to support their physical and mental wellbeing.

We want to invest in tailored community responses that will support vulnerable residents to access services in their community, particularly through volunteer support schemes.

To achieve this priority, we are looking to support the following:

- Support for vulnerable and socially isolated people (older people, those with physical disabilities, sensory disabilities, learning disabilities, mental health needs) to attend appointments and take part in activities in their community.
- Support sensory impaired people with communication and administrative tasks
- Volunteer buddy schemes supporting people to access services, local activities and reengage in their community. This could include bringing someone who has been housebound out for a walk, support them to use public transport, fill in forms, do (or help them to do) their shopping, attend medical appointments, better manage their health (e.g. through taking their own blood pressure readings; take medication), or take part in local activities or support groups

3. A Thriving Hounslow

By supporting young people through employability and skills

We want to create a **Thriving Hounslow** by addressing the effects of the pandemic on young people's learning and ensure all young people and their families have access to the support, education, training or employment they need.

We want to invest in services that provide support for young people in the borough, especially those not engaged in education, training or employment (NEET). Some struggle to engage due to special education needs (SEND) or because they are experiencing mental health issues. To effectively engage with employability or skills programmes they may need additional wrap around support (e.g. intensive mentoring support).

To achieve this priority, we are looking to support the following:

- Training, volunteering and employment opportunities for NEET young people based on building trusted relationships and incorporating opportunities to build confidence and self-esteem alongside other employability skills.

4. A Safer Hounslow

By keeping young people safe

We want to support **A Safer Hounslow**, protecting vulnerable residents by reaching out to those at most risk of being affected by crime and reducing violence against women and girls.

We have seen a worrying increase in child sexual exploitation and would want to see activities which raise awareness of the risks and dangers of child sexual exploitation. We want to support girls who may be vulnerable to harm in their community. Funded interventions and services should promote resilience and improve life chances and reduce the risk of sexual exploitation.

To achieve this priority, we are looking to support the following:

- Projects which support girls at risk of sexual exploitation. This could be provided to both children and/or their parents, as well as others who are working with children at risk of sexual exploitation. The activities could range from using art and discussion to more educational input in partnership with schools and/or youth providers.

5. A Liveable Hounslow

By building resilience for Hounslow Housing tenants

We want to support services that will help Council tenants alleviate the cost-of-living crisis and support our most vulnerable residents to live as independently as possible, for as long as possible.

To achieve this priority, we are looking to support the following:

- Financial education and budgeting support to help Council tenants address the rising cost of living.
- Support for Council tenants to apply for financial and other support, particularly help with form filling which we know many residents struggle with due to language, disability, digital exclusion or other vulnerabilities

We particularly want to see these projects/activities taking place on our Hounslow housing estates and/or in their nearest community centres.

We also welcome proposals which provide specific support for our Housing Tenants through activities and projects that meet one or more of the interventions outlined under the under the priorities above.

Borough Based Partnership Grant

The Hounslow Borough Based Partnership (formerly the ICP) has once again been able to make a **£50,000** available to support projects under the umbrella of the Thriving Communities Fund. We are keen to support projects that deliver our ambition to be **A Healthier Hounslow** and can demonstrate benefits to local residents and communities within the following Borough Based Partnership priority health areas:

- Dementia
- Diabetes
- Children and young people's mental health
- Falls
- Intermediate care
- Population Health Management

Funded project can either build on an existing service or address an identified service gap, however it must demonstrate how the service can be made sustainable after the one-year grant funding ends.

Maximum grant amount is: £15,000

Follow the link to our end of year report [Hounslow Borough Based Partnership: End of Year 2021 2022 | Hounslow Borough Based Partnership: End of Year 2021 2022 | London Borough of Hounslow](#) to see more detail about the priority areas (pages 19 and 20) and the areas we want to change.

If you would like more information on this grant, please contact Mark.Jarvis1@nhs.net or Manjinder.Bhatti@nhs.net

3. Amount available and key dates for 2022/23

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).

Please note that:

- Proposals are accepted from **£1,000 to £25,000 (up to £15,000 for BBP Funds)** towards revenue projects (some small capital spend can be included to support delivery).
- Delivery should take place within **12 months** and **start within three months** of the funding being awarded.
- Please allow 6 weeks after the result date for the **start date** of your project.
- Proposals are accepted according to the timetable below.

Round	Open for Applications	Deadline for Applications	Decision Communicated
2	Monday 12 th September 2022	Friday 21 st October 2022, 9AM	Mid December 2022

4. Criteria

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

- Projects must show how they meet one of the priorities set out above.
- Projects should demonstrate how they would contribute to the ambitions for Hounslow outlined in the Thriving Communities Strategy
- Whether you work in partnership with other relevant groups (VCSE or statutory) to ensure a better service for residents. This does not need to be a formal partnership
- The level of matched funding from elsewhere, with a preference to fund projects with other funding contributions, this can be gifts in kind
- Value for money
- The long term sustainability or exit plan in place
- Demonstrated commitment to quantifying and measuring beneficiaries, outcomes, and outputs
- Any duplication with existing delivery
- We will prioritise services delivered within the borough however we may fund out of borough services where you can demonstrate that there is a clear need (e.g. in the case of specialist services that cannot be delivered within the borough) and where the service is genuinely accessible to Hounslow residents.
- 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.
- Only **one** Revenue Grant can be allocated to any organisation or group of residents in any financial year

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
- Capital projects – this fund is for REVENUE only. The grant can be used to fund small items of capital expenditure (physical items) which supports the delivery of the project being applied, for example, tools for a food growing projects, small items of office equipment e.g. printer.

5. 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)
- If you are an un-constituted group, e.g. a Mutual Aid group, that is interested in submitting a proposal, please contact us to discuss your options.

To apply you must:

- Have an adopted constitution or other governing documents in place.
- Have a bank account in the organisation's name that requires two unrelated people to sign cheques or withdraw funds.
- Have a Management Committee or Board of Trustees with at least three unrelated members and which meets regularly (at least three times each year).

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.
- Applicants who have already received TCF Revenue Grant for the financial year. Please note we are also unlikely to fund organisations who have received funding in the previous financial year.
- Services that are the responsibility of statutory providers.
- Hounslow Council teams or Councillors

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.
- Are applying for funding for a service or project that we have funded in the previous financial year.
- 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.





6. 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.
 - **Table 1a** for staff costs – break down into roles and costs per hour/cost for duration of project
 - **Table 1b** for item/activity/resources – break down what is needed for the project i.e. 10 bags of soil (£15 per bag x10 = £150)
- Please reflect any fees or charges that members pay to your budget i.e. members pay £10 per year x 20 members = £200 and this goes towards running costs
- Please cost your project accurately, ensuring you take into consideration any overhead costs associated with the project (e.g. percentage of office and management staff costs). Please tell us how you calculated any overhead costs.
- Costs applied for (including staffing and overhead costs) should not already be funded from other sources or have been incurred before your grant is approved.
- We prefer to fund projects that have other funding contributions towards delivery. This can include gifts in kind, including volunteer time.

7. Outputs and outcomes

Outcomes are the difference you hope your project will make to participants and / or the wider community. In your application you are asked to outline the outputs and outcomes you plan to achieve.

Please ensure any outputs and outcomes included are "specific," "measurable," "attainable," "relevant," and "time-bound" and that they link to your proposed delivery.

Example outcomes	
	People will find work.
	45 people will be supported into part time paid employment within 6 months.
Example Outputs	
	A youth project.
	A drop in for young people will run for an hour a week over 52 weeks at ABC Community Centre.

Funded organisations will be required to provide a mid-way monitoring report and an end of project 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.

Funded organisations will also be required to use the Hounslow Council logo and share promotional material for the project. We will ask for quotes and case studies so that we can promote the fund and your service/project.

8. 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 two payments, first within four weeks of the grant agreement being received and the second at the midway point on receipt of your midway monitoring. To release the first grant payment, you will need to provide:

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

9. 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 advice on 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 Grant Managers throughout the process to discuss your application via:

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

• Assessment

Proposals will be assessed by a panel of council officers. Funding will be awarded based on the extent to which your response meets the set criteria in this guidance document and need at the time of submission. Please be aware that we usually receive more applications than we can support.

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.

10. Safeguarding and Governance

We require all groups to have the following in place (and these should be submitted with your application)

- Constitution or set of written rules which sets out your / your organisations aims and objectives.

- A bank account in your organisation's name with at least two unrelated signatories – only to be submitted is successful
- Annual accounts (independently examined where required) *or* for new groups (those operating for 15 months or less) a 6-month cash flow statement showing expected income and expenditure and the last three months bank account statements.

Where relevant to the project or service you will also need to provide the following:

- Public Liability Insurance
- Equal Opportunities Policy
- Employers Liability Insurance
- Safeguarding Vulnerable Children policy (if working with children and young people)
- A Safeguarding Vulnerable Adult's policy (if working with older vulnerable adults)
- Evidence of your process for ensuring Disclosure and Barring Service (DBS) checks are completed for those working directly with children and young people or vulnerable adults (this includes where organisations subcontract work to other individuals / organisations)
- We reserve the right to request further information of applicants regarding their financial standing or capacity to deliver.

11. Further information and support

For further information or for queries on completing a proposal please the Thriving Communities Grant 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.

Useful information that might help you with your application:

- [Thriving Communities Strategy](#)
- [London Borough of Hounslow Recovery plan](#)
- Find local information and data on [Hounslow Insight](#)



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 their regular e-newsletters contact iain@ehcvs.org.uk



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



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

Contact hounslowconnect@hounslow.gov.uk for more details.