



HOUNSLOW THRIVING COMMUNITIES FUND

Revenue Fund Guidance

2023 - 2024



**London Borough
of Hounslow**

Thriving Communities Fund: Revenue 2023/2024

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We have a new online application process for our Thriving Communities Fund grants. [Click here](#) to visit the grants portal and sign up for an account.

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

The funding for this round of Revenue Grant comes primarily from Housing Revenue Account budgets, therefore we are inviting applications for projects/activities that will meet the needs of Hounslow Council tenants (including those living in sheltered housing), and **which will take place either on our housing estates and/or in nearby and easily accessible locations**. We want to support A fairer, more equal Hounslow please read our new [equality, diversity and inclusion strategy](#). We encourage applicants to consider the following council housing estates located within the Equality Opportunity Areas when developing your proposals.

Cranford and Heston West

- Redwood estate
- Brabazon estate
- Harlech estate
- Northfield estate
- Armytage estate

Feltham West

- Waterloo estate
- Frank Towell estate
- Allied estate

Bedfont

- Watermead estate
- South Bedfont estate

Hanworth Village

- Ridge Way and Winslow Way estate
- Oriel estate
- The Hollands estate

This list of housing estates is not exclusive, and we will consider other housing areas.

1. Priority Areas

The Thriving Communities Fund exists to support the Council's ambitions for Hounslow, outlined in *Ambitious for Hounslow*, [our Corporate Plan for 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 voluntary sector led, community-based services and initiatives which will deliver on the aspirations, priorities and needs of communities and residents. It is also a key tool to supporting wider council programmes including delivery of a cross sector, system wide approach to supporting Independent Living and delivering on our Locality Approach.

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.

Applicants will need to clearly demonstrate how you will provide specific support to our Housing Tenants through activities and projects that meet one or more of the interventions outlined under the priority areas below. We recommend you focus on no more than two priorities.

To discuss your project please contact the Thriving Communities Grant Managers on community.development@hounslow.gov.uk

1. A Greener Hounslow

By supporting environmental projects and green opportunities

We want to create a **Greener Hounslow** by empowering people through reducing waste, better use of green spaces and community food growing projects. We know that the environment is something that our tenants and community groups are passionate about.

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

- Projects that support existing or new community gardens and or community food growing on or close to Council housing estates
- Projects supporting reusing, upcycling, and recycling, helping residents to minimise waste, save money and develop new skills.

Opportunities for projects that involve young people or that are intergenerational, and which include opportunities to learn new skills or volunteer will be welcomed.

2. A Healthier Hounslow

By strengthening social connections and improving health and well being

We want to create **A Healthier Hounslow** by supporting our tenants to be socially connected, reduce isolation, and improve all aspects of their health and wellbeing.

We know that many of our tenants, 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 issues like finance, accessibility of services, and community cohesion.

We would like to invest in projects that will increase tenant access to and engagement in activities and services by building confidence, increasing awareness, and ensuring locally accessible services in their community.

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

- Activities to help build or strengthen social connections:
 - Locally based activities supporting Council tenants to improve their health and wellbeing, reduce isolation and strengthen connections with their local community.
 - Support sheltered housing tenants to connect with each other and take part in social or wellbeing activities within their scheme or in the wider community.
 - Befriending or buddying services which would support tenants to access local activities and becoming socially connected – this could include a travel buddy scheme to help build confidence in travelling around their local area and/or on public transport, or access to car shares.
- Creative arts projects for either adults and / or young people that:
 - Improve mental and physical health and wellbeing.

- Celebrate the diversity of the borough and provide cultural opportunities for residents to mix and meet diverse communities (e.g., Black History Month, South Asian Heritage Month, LGBTQ+)
- Interpret local heritage to strengthen community pride.

Opportunities for residents to learn new skills or volunteer as part of the above projects will be welcomed.

3. A Safer Hounslow

By keeping young people safe and building confidence

We want to support A Safer Hounslow, by reaching our young tenants who may be most at risk of being affected by crime or vulnerable to harm in their community and provide them with positive opportunities.

We want to invest in services that will support meaningful activities for our young people aged 18 – 25 years old and for children aged 10 – 15 years old who live on our housing estates. Projects should promote resilience, healthy relationships, develop community cohesion and reduce the likelihood of exploitation, involvement in serious youth violence, criminality, gang activity and anti-social behaviour. To achieve this priority, we are looking to support the following:

- Targeted interventions that support 18 – 25 years old at risk from exploitation, serious youth violence, criminality, gang activity and anti-social behaviour. This should include support with positive activities that will help them get back into employment, education and training and build skills on healthy relationships and life choices. All activities should have a clear referral pathway.
- Projects which support children aged 10 – 15 years old with meaningful activities that will lead to a reduction of anti-social behaviour and to include confidence building and understanding healthy relationships. The activities could be provided for both children and/or their parents and can also be gender specific. We want to see hyper local activities that will be based on a housing estate or extremely close to an estate and have a clear referral pathway.

4. A Liveable Hounslow

By building resilience

We want to support services that will help tenants better manage the impact of the cost-of-living crisis on their lives, improve their financial education and budgeting skills.

To achieve this priority, we wish to fund:

- **Financial education** and **budgeting support** for Council tenants, helping them to address the impact of the rising cost of living on their lives and their ability to pay their rent and other essential household costs. Services should be targeted specifically at Council tenants with referral routes and accessibility considered.
- Early intervention for Council tenants, with a focus on those who have newly taken up a tenancy. Projects to support with how to budget when moving into a new home, dealing with bills and debt.

Services should be targeted specifically at Council tenants with referral routes and accessibility considered.

2. Amount available and key dates for 2023/24

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 £30,000 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	20 September 2023	31 October 2023, 10AM	Mid December 2023

3. 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 must show how they will engage and reach Hounslow housing tenants
- 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, including gifts in kind
- Value for money
- The long-term sustainability or exit plan in place e.g. does your project train volunteers to deliver, or are you testing an approach with plans to secure further funding
- 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.

We cannot provide funding for:

- Organisations who have already received a Revenue Grant in the same financial year
- 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. We would not normally consider capital spend over 20% of the project costs.

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)
- 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.



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.
 - For staff costs – break-down into roles and costs per hour/cost for duration of project
 - 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.



6. 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.

7. Grant Conditions and Payments

All funded organisations will need to sign up to our grant agreement. You will be able to access a copy through our [online grants portal](#). This is where you'll need to submit the required documentation. 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
- A copy of a bank statement or paying in slip if you've not received funding from us before

8. 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. The link to the new online application form can be found [here](#).

• **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.

9. Safeguarding and Governance

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

10. 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. We welcome discussions about potential ideas in the early stages.

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.

