



HOUNSLOW THRIVING COMMUNITIES FUND

Revenue Fund Guidance

2025 - 26



**London Borough
of Hounslow**

Thriving Communities Fund: Revenue 2025/2026

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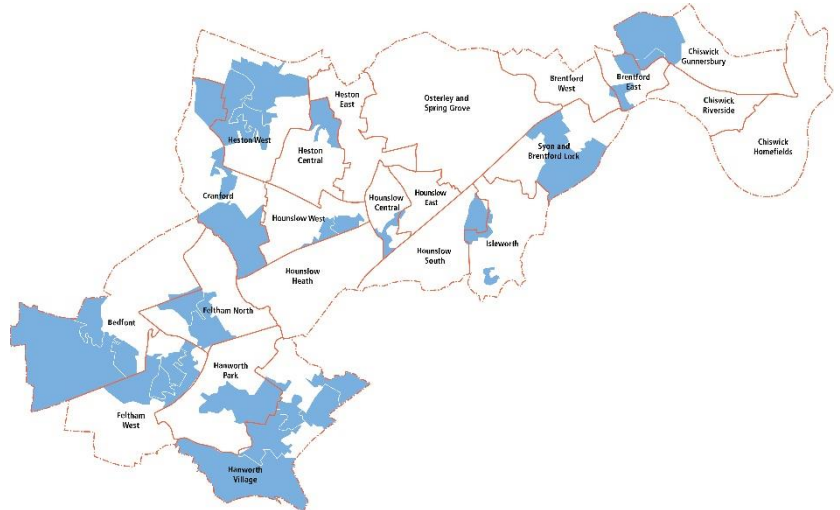
1. Grant Priorities

The TCF Revenue Grant will focus on reducing inequality in the Borough by Place and by People

Prioritising two outcomes:

1. Improving health and wellbeing - Supporting residents to live well and age well by addressing frailty, improving physical and mental wellbeing and reducing social isolation
2. Improving household resilience – This could include increasing household income, improving skills to manage financial challenges, improving access to services, providing pathways to work and skills

By Place we mean: Our [10 Equality Opportunity Clusters](#) - the areas of the Borough with the highest levels of inequality. **Forty percent of these residents live on our Council Housing estates**



By People we mean:

- Children and Young people
- Disabled Residents
- LGBT+ residents
- Older Residents
- Racially diverse residents
- Women

Principles:

- Projects should ensure they create connections for residents to other services (council and VCSE). Providing a joined-up offer to residents enabling them to become self-caring and more resilient.
- Projects or initiatives should also consider how services will target and be promoted to Hounslow Council Housing tenants.
- We are keen to invest in organisations that understand local needs, have reach into targeted communities and can demonstrate an ability to deliver the outcomes listed above. We are willing to invest in sustaining and expanding existing work or new activity.

Impact, reporting and referrals:

- We want to see project outcomes with clear metrics that demonstrate impact
- At mid-point and end of project we want to see the number of people accessing the funded project by Equality Opportunity Cluster and by demographic, including if beneficiaries are Housing tenants.
- We want to see clear referral pathways for residents to access the funded provision and related council or voluntary sector services.
- Successful projects are likely to have included how they will promote to and work with Council Housing tenants as part of their application.

2. Amount available and key dates for 2025/26

- 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.

| Open for Applications | Deadline for Applications | Decision Communicated |
|---|--|-----------------------|
| Tuesday 1 st July 2025 from 9am | Monday 15 th September 2025 at 12 noon | Late October 2025 |

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.
- 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. do you have a mix of funding / income streams in place, 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:

- 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 with an income over £300,000
- Organisations based outside the UK
- 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 x 10 = £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 women will be supported into part time paid employment within 6 months. |
| Example Outputs | |
|  | A youth project. |
|  | A drop-in session for young people aged 16-18 will run for an hour a week over 52 weeks at ABC Community Centre located in Equality Opportunity Cluster 2 |

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 require all grantees to have a page on Hounslow Connect to promote their services: <https://hounslowconnect.com>. We may 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. 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
- A copy of a bank statement or paying in slip if you've not received funding from us before

8. Application and decision process

Online Grants System

- There is an online application process for our Thriving Communities Fund grants, accessible from this web address <https://grants.hounslow.gov.uk/>. Applicants will need to sign up for an account. Any issues please contact the Thriving Communities team via community.development@hounslow.gov.uk

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 priorities 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 invite you to an assessment conversation 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 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 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

You can contact the Thriving Communities Grant Managers throughout the process to discuss your application and we encourage you to get in touch via:

- Michelle Hutchinson: michelle.hutchinson@hounslow.gov.uk t. 020 8583 2454
- Halima Hussain: halima.hussain@hounslow.gov.uk t. 020 8583 2512

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 encourage discussions about potential ideas in the early stages.**

Useful information that might help you with your application:

- Council's Corporate Plan, [Ambitious For Hounslow](#)
- [Thriving Communities Strategy \(2024-2028\)](#)
- Council's Equality, Diversity and Inclusions Strategy, [A Fairer More Equal Hounslow](#)
- [Hounslow Health and Wellbeing Strategy 2023-2026](#)
- Find local information and data on [Hounslow Data Hub](#)

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|  | <p>For support with funding searches and applications, developing your organisation, policies and procedures, or IT support, please contact the Hounslow CVS on</p> <ul style="list-style-type: none"> • 020 3096 4250 • iain@ehcvs.org.uk • https://ehcvs.org.uk <p>To receive or feature in their regular e-newsletters contact iain@ehcvs.org.uk</p> |
|  | <p>Hounslow Volunteer Centre is the official volunteer centre for the London Borough of Hounslow. They can support you with recruiting and managing volunteers. Contact them:</p> <ul style="list-style-type: none"> • https://ehcvs.org.uk • whitley@eahcvs.org.uk |
|  | <p>Evolve is the e-newsletter for the community and voluntary sector. Featuring useful information about funding, events, training, and other opportunities. You can also use it to promote your activities.</p> <ul style="list-style-type: none"> • Email 'Subscribe to Hounslow' in the email subject title to: community.development@hounslow.gov.uk <p>Follow us on Twitter / X here- https://twitter.com/EvolveHounslow</p> |
|  | <p>We require all grantees to have a page on Hounslow Connect to promote their services:</p> <ul style="list-style-type: none"> • https://hounslowconnect.com <p>Contact hounslowconnect@hounslow.gov.uk for more details</p> |