



HOUNSLOW THRIVING COMMUNITIES FUND

**Small Grant Guidance
2025/26**



**London Borough
of Hounslow**

Thriving Communities Fund: Small Grant Guidance

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1. Grant Priorities

Small Grants are for informal and incorporated organisations that can deliver locally based, small scale, impactful **community** projects promoting **social cohesion, civic pride and volunteering**. The grant can also support **testing ideas and running pilots** springboarding an idea and organisation to becoming more sustainable.

We are keen to support projects that promote and improve:

- 1. Health and Wellbeing** **2. Community Cohesion and Social Action** **3. The Environment**

We particularly keen to support projects that take place in our [Equality Opportunity Areas](#) and support our Council Housing tenants.

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

- Activities supporting mental and physical wellbeing
- Activities that help address social isolation and loneliness
- Social action projects that address local issues
- Environmental projects
- Local events that will bring people together
- Small scale gardening or food growing projects
- Supporting the development of new community groups

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.

2. Grant Amounts Available

Amount available	Project Type
Up to £1000	Activities for residents over a period of several months to a year
Up to £500	One-off large community event that attracts residents from across the borough
Up to £250	One-off small scale event such as a street party

3. Grant Dates

Proposals are accepted on a rolling basis until **Friday 30th January 2026 at 12pm**. For 25/26 there is a £30,000 funding pot, which will be allocated at three grant review meetings across the year:

Submit application by	Decision Date
Friday 6 th June 2025	Late June 2025
For projects that take place in the summer period	
Friday 19 th September 2025	Late September 2025
For projects that take place in the late autumn/winter period	
Friday 30 th January 2026	Late February 2026
For projects that take place up to the end of May 2026	

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4. Criteria

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

1. Projects must show how they meet the small grant outcomes set out in our grant priorities on page 3 of this document.
2. To be allocated funding you will need to clearly outline:
 - What you will be delivering
 - How Hounslow residents 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
 - When and where the project will take place. The project must take place in the London Borough of Hounslow and take place within **12 months** and **start within four months** of the funding being awarded.

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

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, such as a groups of residents or neighbours you would need:
 - The names, addresses and signatures of six unrelated supporting residents.
 - For one resident to take ownership of the grant and for it to be paid into your bank account

Who we can't fund:

- Individuals
- Organisations that do not have a minimum of three unrelated trustees or directors
- Organisations with significant unrestricted or unallocated reserves
- Organisations with an annual turnover of more than £50,000.
- 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

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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
- Organisations which have received funding over consecutive years

5. Project costs

- Please clearly outline how much the project / service will cost, outlining the key elements and cost per element e.g. hall hire, equipment, staff costs etc.
- Costs can include small capital items that support your project for example garden tools, equipment and so on

6. Application and decision process

- Applications are assessed in a one-stage process, requiring the submission of an application through our [grants portal](#).
- 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.

7. 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. This will be submitted via the grants portal.
- 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.

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.

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9. Frequently Asked Questions (FAQs)

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

Yes – if you are an un-constituted group/informal group, such as a group of neighbours, you can apply for funding but you must provide the names, addresses and signatures of six unrelated supporting residents, who do not live in the same household. If you are an un-constituted group/informal group, you would need to take ownership of the grant and for it to be paid into your bank account

- **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?**

Funding applications are considered three times each year, see Grant Dates on page 3. Depending on when you submit your application, it may take up to four months to receive a decision. **Please be aware of the funding submission and decision dates when deciding when to submit a bid.**

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.

- **What is a Council Housing tenant?**

A council housing tenant is a resident who lives on a housing estate, street property or sheltered scheme that is owned by the council. Please contact the team if you would like more information.

- **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.

10. Further information and support

You can contact the Thriving Communities team throughout the process to discuss your application and get support to use the online application system at community.development@hounslow.gov.uk or by calling 020 8583 2454 / 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 welcome 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](#)
- Council's [Health and Wellbeing Strategy](#)
- Use the [Hounslow Data Hub](#) to support your application with data on local needs and issues

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 <p>Ealing and Hounslow Community Voluntary Service</p>	<p>For support with funding searches and applications, developing your organisation, policies and procedures, please contact the Ealing and 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>Ealing and Hounslow Volunteer Centre is also 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>Voluntary and community news from Hounslow's Community Partnership Unit</p>	<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 • Follow us on Twitter / X here- https://twitter.com/EvolveHounslow
	<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 • Contact hounslowconnect@hounslow.gov.uk for more details

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11. Application Questions

There is a new online application process for our Thriving Communities Fund grants, accessible from this web address <https://grants.hounslow.gov.uk/>. We have included below a full list of the application questions. However, applications will only be accepted via the online application system.

1. About you

1.1. Applicant information

- Name
- Address
- Email address
- Telephone number

1.2. If you are representing a group of residents, are a non-constituted group or a group of neighbours, please provide their contact information here

- Name
- Address
- Telephone Number
- Email Address

2. About your organisation

2.1. Organisations should be able to answer yes to all statements below.

- Our organisation has an adopted governing document (e.g., a constitution).
- Our organisation has a Management Committee or Board of Trustees with at least three unrelated members, and which meets regularly (at least three times each year).
- Our organisation has a UK based bank account in the name of our organisation as shown on our governing document with cheques, internet banking and other withdrawals for our organisation are signed or authorised by at least two people who are not related to each other and/or do not live at the same address.

2.2. Please upload a copy of your governing document

3. Outline proposal

3.1. Please provide details about your proposal

- Project Name
- Brief Project Description (You may enter up to 250 characters)
- Project address
- Start date- Tell us when this funding will first be used. This should be within 3 months of the funding being awarded.
- End date- Tell us when the funding will last until. This should be within 12 months of the project start.
- Is your project targeted at a particular marginalised group?

3.2. Priority Area

- Please tell us which priority area your proposal addresses

4. Further details

4.1. Please describe your project in more detail below

- What are you applying for funding for? (You may enter up to 1500 characters)
- Why is your project / service needed? (You may enter up to 1500 characters)
- Who will benefit and how? (You may enter up to 1500 characters)

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- Does your project benefit Hounslow Housing Tenants e.g., council tenants?
- If it does, please tell us what estates or supported housing schemes beneficiaries will come from.

5. Who will benefit?

5.1. Please provide the numbers of each beneficiary you expect to benefit (up to 30 words per description)

- Beneficiary e.g., young people, housing tenants, LGBT+ people, older residents, etc.
- Numbers to benefit
- How will they benefit?

5.2. Total amount of beneficiaries who are Housing tenants.

- Number of residents in London Borough of Hounslow Council properties?
- Total numbers to benefit.
- The percentage of beneficiaries who are Housing tenants.

5.3. Where in the borough will most beneficiaries live? Please select up to three areas.

- Borough wide
- Bedfont
- Brentford and Isleworth
- Chiswick
- Central Hounslow
- Feltham
- Hanworth
- Heston and Cranford

6. Outputs

6.1. Please provide details of any measurable outputs relevant to your project that you expect to deliver as a result of this funding. Include as many as you wish.

- Measurable Output (You may enter up to 200 characters)
- Timescales for delivery (You may enter up to 200 characters)

7. Outcomes

7.1. Please provide at least three measurable outcomes relevant to your project that you expect to deliver as a result of this funding.

- Measurable Outcome (You may enter up to 200 characters)
- Timescales for delivery (You may enter up to 200 characters)

8. Projects Costs

8.1. Please enter a summary of your project costs.

- Item/Activity
- Total Cost
- Total Requested from LBH
- Source of additional funding including membership fees

9. Feedback

9.1. Do you wish to provide feedback on the application process?

- How would you rate this application?
- Do you have any comments or feedback on the application process?