



HOUNSLOW THRIVING COMMUNITIES FUND

Capital Fund Guidance

2023 / 2024



London Borough
of Hounslow

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1. Overview

The Thriving Communities Capital Fund welcomes applications for projects that improve or create land and property used by local people. 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 applications for capital funding, there is a two stage application process:

1. Expression of interest
2. Full application

These should be completed via the Council's [online grants portal](#)

For council owned land or property, expressions of interest (EOI) can be submitted by anyone. For any other land or property, where an organisation has a lease for council land or property, or where an organisation would like to carry out the work, an EOI should be submitted by the organisation that would like to receive the funding and manage the project.

Please ensure that you read this guidance in full including the [FAQs](#).

2. Assessment process

When assessing your application, we will look at:

- How the project responds to or supports growth in the borough
- The level of community benefit
- How many people will benefit and who they are
- Local support and consultation results
- Whether the project meets [minimum access requirements](#)
- The outputs and outcomes of the project and how they support the outcomes and objectives of the [Thriving Communities Strategy](#) and [Corporate Plan](#)
- Project feasibility, including the status of any consents required
- The applicants ability to deliver
- Value for money
- The level of matched funding from elsewhere, with a preference to fund projects with other funding contributions, this can be gifts in kind
- Ability to provide required monitoring reports
- The plan for maintenance and sustainability
- Whether appropriate partnerships are in place
- The geographical and thematic spread of funding across the borough
- Funds previously received via the TCF Capital Fund.

Additionally, for projects on council land or property, we will assess:

- Whether there is the capacity within the council to deliver within a reasonable timeframe
- Any existing or future plans that may affect the project proposed

3. What you can apply for

You can apply for funding towards capital works that contribute to the delivery of the outcomes in the [Thriving Communities Strategy](#). These outcomes are included in Figure 1 below. *Proposals do not need to meet all outcomes.*



Figure 1: Thriving Communities Fund Strategy Outcomes

Your project should also support our corporate plan ambitions*:

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

**NB an application does not need to address all corporate plan objectives.*

You will also be asked to indicate which theme, in Figure 2 below, your project falls into.

	<p>1. Community Buildings</p> <ul style="list-style-type: none"> • Examples of projects: building refurbishment, internal fit out, kitchen replacement, furniture, window and door replacement, central heating systems replacement / installation, improvements to the outdoor areas of buildings.
	<p>2. Improving Green Infrastructure and Spaces for Recreation</p> <ul style="list-style-type: none"> • Examples of projects: habitat improvements, improvements to parks and green spaces, play equipment, outdoor gyms, skateparks, MUGAs, improving access to outdoor spaces that support improved health and wellbeing.

	<p>3. Place shaping and identity</p> <ul style="list-style-type: none"> • Examples of projects: improvements to local historical sites, installation of new seating, community art and interpretation.
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Figure 2: Project themes

What we will not fund:

- 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
- Projects that maintain rather than improve or create
- Funds to build up a reserve or surplus, whether distributable or not
- Fundraising activities
- Projects or activities that promote worship or religious views
- Projects that do not meet the minimum access requirements of being accessible to the general public for at least the equivalent of two days per week per year, or 104 days per year (exceptions may apply for improvements to council owned Housing Estates)
- Party political activities
- Projects that are not DDA compliant
- Applicants from organisations without a formal lease, with a minimum term of no less than 10 years (there is flexibility on this on council land and/or property, your TCF Manager can discuss this with you)
- Applications that are predominantly for office equipment
- Improvements to, or the creation of, car parks or car parking facilities unless it is for change of use
- Purely fabric repairs to religious buildings that do not demonstrate general community benefit
- Projects outside of the borough

Specific Guidance for Schools

Schools can apply for funding, however you must be able to meet the minimum access requirement as outlined above. Additionally, you are expected to:

- Have secured 50%- 75% match funding be considered in line with benefits to the community (this can be from your own reserves, or through fundraising).
- Ensure your bid meets strategic priorities in the Borough and clearly demonstrates community need.
- Have a fully costed community use plan or in the case of larger bids, a business plan which includes operational details of how the site will be managed. eg. If this involves staff resource, how will this be funded on an ongoing basis?

Specific Guidance for Sports Clubs

Sports clubs can apply for funding for facilities, however you must be able to meet the minimum access requirement as outlined above. Additionally, in most cases, you are expected to:

- Have secured 25% matched funding to be considered in line with benefits to the community (this can be from your own reserves, or through fundraising).
- Have considered ongoing maintenance and management in your application.
- Have consulted and gained advice from your Sport National Governing Body.
- Be able to demonstrate how your bid meets strategic priorities in the Borough AND/OR ensure your bid meets wider strategic priorities according to your National Governing Body e.g the Playing Pitch Strategy and facility compliance

- Demonstrate how the investment will benefit the wider community beyond your usual members/participants.

NB. Applications for projects which involve significant increased capacity (rather than improvements to existing facilities) for a sports club will need to demonstrate appropriate business planning (including capital and revenue and operational management).

How much you can apply for

There is no lower or upper limit for applications. However, we expect applications to range from £10,000 to £300,000. Please contact TCF Managers to discuss this further. The table below summarises the minimum tendering requirements for projects dependent on their costs.

Contract value	Minimum Tendering Requirement
Up to £5,000	Minimum of one written quotation, which represents value for money, must be obtained. Where possible a quotation from a local supplier should be sought.
£5,001 - £75,000	Minimum of three written quotations, which represent value for money, must be sought. Where possible two quotations from a local supplier should be sought.
£75,000 +	Full competitive tendering process or a compliant framework must be used.

Who we cannot 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
- Sole traders
- Profit-making groups.

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

- Have already received funding through the capital fund for the current financial year
- 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
- 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.

4. 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 be happier with their local area
	150 people will report, using our outcome measure, that they feel happier with their local area within 12 months of our project starting
Example Outputs	

	New play equipment
	A new slide and swing will be installed at Hounslow Street Play Area in March 2022 benefitting 250 current users aged between five and eleven

Funded organisations will be required to provide regular updates and one 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. You will need to keep evidence of any expenditure in case of audit.

5. Environmental sustainability

We want to encourage projects to be environmentally sustainable and to demonstrate alignment to the Council's Greener Borough Framework 2020-30 which seeks to provide a high-level framework to deliver on the Council's ambition and aspirations for the borough through enhancing our environment and reducing our use of resources. The framework can be found [here](#) and a summary is included below.

Objective	Tackling climate emergency and cleaning our air		Greening the borough – Enhancing our green spaces, greening urban areas and enhancing biodiversity		Creating a green economy and using less	
Headline	Achieve net zero emissions by 2030	Achieve compliance with EU limit values for clean air as soon as possible	To plant one carbon capture specimen for every child born in the borough	All nature conservation sites (SINCs) are being actively managed. Enhanced management trialled at five key sites	To build awareness of the green economy and develop economic growth in the borough	Achieve 65% recycling rate by 2030 through creating the circular economy

Figure 1: Green Framework Summary

6. Key dates and documentation

What are the deadlines?

You can submit an expression of interest at any time. Full applications should be submitted within six months of the expression of interest being approved and as agreed with your Thriving Communities Fund Manager.

The fund launched in March 2021 and will be reviewed annually in line with the financial year.

When will I get a decision?

We aim to decide whether to progress an expression of interest to a full application within two months.

A full application may take up to six months to develop and review. This will depend on the complexity of the project and the review stage at the time. Your Thriving Communities Fund Manager can advise you on likely timescales when your application is progressed.

What do I need in place to submit an expression of interest?

To submit an EOI you will need:

- An idea that improves or creates land or property for community use
- To know who owns the land or property
- To demonstrate local support (this does not need to be full consultation at this stage)
- If you are submitting an EOI on behalf of an organisation, please check our [lease requirements](#).

What do I need in place to submit a full application?

- An approved Expression of Interest (EOI)
- Consultation results (relevant to the scope and scale of the project)
- All required consents should be in place
 - If you are applying for a capital grant for a project involving land and buildings, and planning permission, listed building consent or conservation area consent is required, we usually will expect you to have obtained these consents before we can make you a grant offer.
- Confirmation that minimum access requirements will be met
- Minimum tendering requirements
- Confirmation of a final budget including any associated project management costs
- Support of relevant council staff if the project is on council property / land
- Pictures and plans, relevant to the scope and scale of your project.

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](#). Funding will be paid in **instalments**, depending on the work schedule that you submit and on receipt of required 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

7. Safeguarding and Governance

Who we can fund:

- You can apply if you are a UK based constituted not-for-profit organisation e.g. a registered charity, company limited by guarantee, unincorporated association or club, Community Interest Company, Charitable Incorporated Organisation
- Partnerships are welcome to apply if the lead applicant is an organisation as specified above, or if the application is in partnership with the council
- Individuals can submit an expression of interest, but a full application needs to be submitted either:
 - In partnership with the council, or
 - By an organisation that meets the criteria above.

In order to submit a full application, 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).

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 or building society account in your organisation's name with at least two unrelated signatories
- 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.

8. FAQs

1. Do I need to have all required consents in place? e.g. planning permission.

Not for the expression of interest but generally for the final assessment. Your TCF Manager can advise you on this.

2. How quickly does my project need to start?

We expect projects to start within six months of a grant being awarded. There is some flexibility on this which can be discussed with your TCF Manager.

3. When does my project need to be complete by?

The expected completion date will depend on your project and will be agreed as part of the full application.

4. Can my application include revenue costs?

Yes, you can include revenue costs if they support the delivery of the capital projects. We expect applications to be for at least 70% capital costs. For revenue only projects please [check our web pages](#) for current open funds.

5. What community consultation is expected?

Consulting with the people that are affected by, who use or will use the project you are requesting funding for helps to demonstrate that relevant people have had their say and support your proposal. For example, for improvements to an existing park, what do the current users think? What do other people that live nearby but do not currently use the park think? You can collect people's views in a range of ways. If invited to complete a full application your TCF Manager can offer advice on this if needed. If you are a resident completing the resident expression of interest community consultation is not essential at this stage but, if you do have feedback or support from others, it is helpful to include and will be required for a full application.

6. Why is there a two stage process?

We have introduced an Expression of Interest (EOI) to enable an initial assessment of proposals avoiding applicants spending time on a full bid that is unlikely to be successful and also to allow applicants to work with the Thriving Communities Managers, and other council staff, to develop applications in partnership where appropriate.

7. Where is this funding from?

Funding is a mix of Local Community Infrastructure Levy funding and funding from the Housing Revenue Account. Therefore, projects should support or help address the impact of growth in the borough and/or tenants and residents living in London Borough of Hounslow Council properties.

8. What lease do I need to have in place?

Applicants from organisations need to have a formal lease, with a minimum term of no less than 10 years in place.

9. What are the minimum access requirements?

Projects should meet minimum access requirements of being accessible to the general public for at least the equivalent of two days per week per year, or 104 days per year

9. 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

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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](#)