



# **HOUNSLOW THRIVING COMMUNITIES FUND**

## Capital Fund Guidance

2026/27



London Borough  
of Hounslow

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## 1. Grant Priorities

The Thriving Communities Fund (TCF) programme supports not for profit organisations and resident groups to improve the lives of Hounslow residents and make Hounslow a more equal, greener, safer and vibrant place to live.

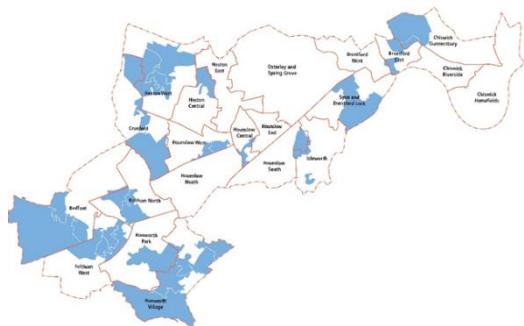
The TCF Capital Grant invests in local capital projects that create a lasting benefit for local communities. We aim to support initiatives that help communities adapt to and benefit from new development, strengthen community infrastructure, and advance our corporate ambitions for a greener, cleaner, healthier, thriving, liveable and safer borough.

For this round of funding, we are inviting applications focused on the following four priorities areas:

	<p><b>A. Upgrade and Enhance Community Facilities</b></p> <p>Capital investment in the physical infrastructure of community spaces to ensure they are safe, accessible, and equipped to support a diverse range of local organisations and activities.</p>
	<p><b>B. Improve Green Spaces</b></p> <p>Funding for the enhancement and restoration of shared outdoor areas—including our parks—that promote health, wellbeing, and environmental sustainability.</p>
	<p><b>C. Support Place-Shaping and Community Ownership</b></p> <p>Investment in physical improvements to public spaces that foster a sense of identity and belonging, enabling residents to co-design and take pride in their local environment.</p>
	<p><b>D. Enhance Community Safety</b></p> <p>Installation or upgrade of physical safety infrastructure that supports safer movement and pedestrian-friendly design</p>

## People and Placed Based Approach

We want to make Hounslow a fairer, more equal and inclusive place to live, work and study. In [A Fairer More Equal Hounslow](#), our equality, diversity and inclusion strategy, we have committed to address place based inequality and focus help to those living in our most disadvantaged neighbourhoods.



We welcome applications across the borough **but are particularly keen to see projects located in and/or supporting residents in our [10 Equality Opportunity Clusters](#)** - the areas of the Borough with the highest levels of inequality.

Alongside this place-based approach, we aim to support groups that are working to improve equality, diversity and inclusion for people who identify with one of the equality groups of disability, age, ethnicity, gender, sexuality and faith.

## Match Funding

Organisations are expected to seek additional funding or gift in kind from other sources including other grant funders, and/or via community fundraising or business sponsorship. This strengthens your application and ensures shared investment. For support, contact [Ealing and Hounslow CVS](#).

## Energy Efficiency and Carbon Reduction

If your project is to support community-based carbon reduction and energy efficiency projects, please visit [Hounslow Council's Community Energy Fund](#) which aims to support community-led decarbonisation projects which benefit the wider community.

## 2. Assessment process

When reviewing your application in addition to the priorities above, we will consider the following:

a) Contribution to Borough Growth	We want to understand how your project supports or address the impact of growth and development in Hounslow. This could include creating new spaces for community use, improving existing facilities to meet increased demand, or addressing gaps in provision caused by population growth or new housing developments.
b) Building Usage and Accessibility	Community buildings and spaces should be well-used and accessible to all residents. We will review user numbers and demographics (age, ethnicity, disability, LGBT+ representation). Physical accessibility (e.g., step-free access, accessible toilets, hearing loops). Affordability and availability for community hire—spaces should be reasonably priced and open at times that meet community needs. We will assess whether your building is inclusive and welcoming for all.
c) Local Support and Consultation	Projects should reflect community priorities. Provide evidence of consultation, such as surveys, focus groups, or letters of support from local organisations and residents. Strong community backing demonstrates that your project meets real needs.
d) Project Sustainability	We will assess whether your project is ready to proceed and can be maintained long-term. This includes planning permissions and consents, clear timelines and milestones, strong stakeholder partnerships, organisational capacity to deliver (team skills, experience, and governance), and a plan for ongoing maintenance and financial viability, which may require a business plan with projected costs.
e) Organisational Sustainability	We will assess whether the applicant organisation has the capability to deliver a capital project. This should include details of the team's skills, experience, and governance arrangements.
f) Previous Hounslow Council Investment	We will review past investment in your space and local area to ensure funding is distributed fairly across the borough. If you have received TCF funding before, we will review what was delivered and how this new application adds value or addresses new needs.
g) Additional Considerations for Projects on Council Land or Property	Delivery Capacity: Whether the council has the resources to deliver within a reasonable timeframe. Future Plans: Any existing or planned developments that may affect your project

### 3. Where does the funding come from?

The Thriving Communities Fund Capital Grant is funded through the Neighbourhood Community Infrastructure Levy (NCIL).

NCIL stands for Neighbourhood Community Infrastructure Levy. It's a portion of money collected from developers when new buildings (like homes, shops, or offices) are built in Hounslow. This money is used to improve local areas affected by development.

In Hounslow, 15% of the total CIL collected is set aside for neighbourhood projects. These funds are managed by the Community Partnerships Unit and distributed through the Thriving Communities Fund.

### 4. How to apply

For applications to the Thriving Communities Fund, Capital Grant there is a two-stage application process:

1. Expression of interest
2. Full application

Applications should be completed via this link- [TCF Capital Grant Expression of Interest Form](#)

#### What do I need to submit an Expression of Interest (EOI) Application?

- An idea that improves land or property for community use
- To know who owns the land or property and if they are supportive
- 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)
- Planning Consents: 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.
- Building usage numbers, broken down by demographic
- Confirmation of a final budget including any associated project management costs
- Business and maintenance plan for the site
- Support of relevant council service areas if the project is on council property / land
- Pictures and plans, relevant to the scope and scale of your project
- Minimum Tendering requirements:

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.

## 5. Amount available and key dates

We will accept applications up to £100,000, however we expect the majority of awards will range from £15,000 to £50,000.

Expression of Interest Opens	15 <sup>th</sup> December 2025
Express of Interest Deadline	28 <sup>th</sup> February 2026
Invitation to full application	Mid-April 2026
Full Application Deadline	End of July 2026
Full Application Decisions	October 2026

\*All timescales are subject to change

## 6. Who can submit an application

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 or group of residents submitting an EOI this can be accepted with clear plans of who will deliver the project, such as a Council Team or relevant organisation
- For council owned land or property, expressions of interest (EOI) can be submitted by anyone.

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).
- 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.
- If you are an un-constituted group or group of residents submitting an EOI this can be accepted with clear plans of who will deliver the project, such as a Council Team or relevant organisation

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, resources or expertise to deliver the project.

## What we will not fund:

- 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
- Fundraising activities
- Projects or activities that promote worship or religious views
- Party political activities
- 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)
- Purely fabric repairs to religious buildings that do not demonstrate general community benefit
- Projects outside of the borough

## Specific Guidance for Sports Clubs

Sports clubs can apply for funding for facilities; however you must be able to provide access to a range of users and organisations as set out in section 2- Assessment criteria. 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.
- 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).

## 7. Supporting Documentation required

Where relevant to the organisation 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. 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.

## 9. Frequently Asked Questions (FAQS)

### a) 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.

### b) 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.

### c) 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.

### d) 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.

### e) 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.

### f) 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.

**g) What lease do I need to have in place?**

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

## 10. Further information and support

You can contact the Thriving Communities Grant Managers throughout the process to discuss your application:

[Halima.Hussain@hounslow.gov.uk](mailto:Halima.Hussain@hounslow.gov.uk)  
020 8583 2512

[Michelle.Hutchinson@hounslow.gov.uk](mailto:Michelle.Hutchinson@hounslow.gov.uk)  
020 8583 2454

**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

 <b>Ealing and Hounslow</b> Community Voluntary Service	<p>For support with funding searches and applications, developing your organisation, policies and procedures, or IT support, please contact the Ealing and Hounslow CVS on</p> <ul style="list-style-type: none"><li>• 020 3096 4250</li><li>• <a href="mailto:iain@ehcvs.org.uk">iain@ehcvs.org.uk</a></li><li>• <a href="https://ehcvs.org.uk">https://ehcvs.org.uk</a></li></ul> <p>To receive or feature in their regular e-newsletters contact <a href="mailto:iain@ehcvs.org.uk">iain@ehcvs.org.uk</a></p>
	<p>Ealing and 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"><li>• <a href="https://ehcvs.org.uk">https://ehcvs.org.uk</a></li><li>• <a href="mailto:whitley@eahcvs.org.uk">whitley@eahcvs.org.uk</a></li></ul>
 Voluntary and community news from Hounslow's Community Partnership Unit	<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"><li>• Email 'Subscribe to Hounslow' in the email subject title to: <a href="mailto:community.development@hounslow.gov.uk">community.development@hounslow.gov.uk</a></li><li>• Follow us on Twitter / X here- <a href="https://twitter.com/evolvehounslow">https://twitter.com/evolvehounslow</a></li></ul>
	<p>We require all grantees to have a page on Hounslow Connect to promote their services:</p> <ul style="list-style-type: none"><li>• <a href="https://hounslowconnect.com">https://hounslowconnect.com</a></li><li>• Contact <a href="mailto:hounslowconnect@hounslow.gov.uk">hounslowconnect@hounslow.gov.uk</a> for more details</li></ul>