



# **HOUNSLOW THRIVING COMMUNITIES FUND**

**Small Grant Guidance  
2026/27**



**London Borough  
of Hounslow**

# Thriving Communities Fund: Small Grant Guidance

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# Thriving Communities Fund: Small Grant Guidance

## 1. Grant Priorities

Small Grants support locally based, small scale but impactful community projects which benefit Hounslow residents by:

- ❖ Improving physical and mental wellbeing
- ❖ Addressing social isolation and loneliness
- ❖ Building social connection and community cohesion

The grant can also support testing new ideas, running pilot projects, or helping your organisation become more sustainable.

We will prioritise projects that take place in our [Equality Opportunity Areas](#).

## 2. Grant Amounts Available

Amount available	Project Type
Up to £200	One-off community events, whether small scale street parties or larger events
Up to £1500	Activities for residents that will be delivered over a period of several months to a year

## 3. Grant Dates

We have £32,000 available to allocate through small grants across three funding rounds. Applications need to be submitted within the application windows outlined below.

Small Grant Round	Open	Close – submit by	Decision Date
One	Tuesday 26 <sup>th</sup> May 2026	9am on Monday 29 <sup>th</sup> June 2026	Late July 2026
Two	Monday 6 <sup>th</sup> July 2026	9am on Monday 14 <sup>th</sup> September 2026	Early October 2026
Three	Monday 28 <sup>th</sup> September 2026	9am Monday 18 <sup>th</sup> January 2027	Mid February 2027

## 4. Criteria

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

1. Projects must show how they meet the small grant priorities
2. We will prioritise projects located within our [Equality Opportunity Areas](#)
3. We will aim to ensure that there is a geographical spread of funding allocated across the borough
4. Applicants must clearly outline:
  - What will be delivered
  - How Hounslow residents will benefit
  - 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

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### 5. When and where the project will take place:

- The project must take place in the London Borough of Hounslow and start within four months and be completed within 12 months of the funding being awarded

### Who 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.
  - A named individual to take responsibility for the grant and receive funds

### 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/informal groups which have already received a Small Grant within the same financial year

### 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

### 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

## 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.
- Small capital items (e.g. tools, equipment) can be included where they support delivery.

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### 6. Application and decision process

- Applications are submitted via the online [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 and you will receive an email alert four weeks before this is due.
- Reports must provide evidence of delivery such as photos or publicity material. 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 (these should be retained for six years).

### 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.

### 9. Food Safety

- For projects that involve providing food, organisations must meet the following requirements:
  - Be registered with their local council for food safety
  - Hold a Food Hygiene Rating of 3, 4, or 5
- If your organisation is not registered and operates within the London Borough of Hounslow, please contact the Food Safety team for advice and support by emailing [foodsafety@hounslow.gov.uk](mailto:foodsafety@hounslow.gov.uk).

### 10. Frequently Asked Questions (FAQs)

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

Yes. Informal or un-constituted groups, such as a group of neighbours, are eligible to apply. To support your application, you must provide the names, addresses, and signatures of six unrelated residents who do not live in the same household. Please note that if your application is successful, one resident will be responsible for managing the grant, and the funding will need to be paid into that person's 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

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- **How long does it take to receive the funding?**

Funding applications are considered three times each year, see Grant Dates on page 3. Decisions can take up to four weeks from the date the application window closes.

Once you have your confirmation email, please respond as soon as you can with:

- Signed Grant Agreement
- Your organisations' bank details and a recent copy of your bank statement

It can take up to two weeks to get you set up on the finance system, if you have not previously been set up.

- **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.

### 11. 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. Email [community.development@hounslow.gov.uk](mailto:community.development@hounslow.gov.uk) or call 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

 <p><b>Ealing and Hounslow</b> 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"><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><b>Volunteer Centre</b> Ealing &amp; Hounslow</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"><li>• <a href="https://ehcvs.org.uk">https://ehcvs.org.uk</a></li><li>• <a href="mailto:whitley@ehcvs.org.uk">whitley@ehcvs.org.uk</a></li></ul>

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	<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 '<i>Subscribe to Hounslow</i>' in the email subject title to: <a href="mailto:community.development@hounslow.gov.uk">community.development@hounslow.gov.uk</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>• Use this <a href="#">link</a> to register</li><li>• Contact <a href="mailto:hounslowconnect@hounslow.gov.uk">hounslowconnect@hounslow.gov.uk</a> for support</li></ul>