

## Overall Guidance

These awards have been set up to help groups in the areas around Heathrow to run projects focussed on **bringing communities together – with a particular focus on organisations working with adults aged 25+**.

**Applicants can apply for up to £25,000 for projects costing no more than £100,000 in total and lasting up to 12 months.**

**Follow the guidance** – you **MUST** read through this document thoroughly as well as the full ‘Grant-making Policy’, our ‘Tips on Applying’ document and the application form **BEFORE** you start. Ensure your project fully meets the essential criteria and consider how you’ll explain this in your application – it won’t be obvious to someone unfamiliar with your organisation.

Awards are made over a two-stage process, and there is a single funding round in 2019. Projects should be focused on the main theme and meet all the criteria overleaf.

Applications can be for PROGRAMME or CAPITAL funding or a mixture of the two. We define capital costs as those associated with one-off expenditure on the acquisition, construction or enhancement of significant fixed assets including land, buildings and equipment that will be of use or benefit for more than one year. As with capital projects for buildings or outdoor spaces, any applications for funding for vehicles need to clearly demonstrate their value in terms of outcomes for the intended beneficiaries (e.g. members of the community) and should in particular consider the environmental impact of the vehicle.

The scheme is open to local authorities, schools, charities, community groups and not for profit companies only. Community groups could be a youth club, residents association, charity, or even a group of like-minded neighbours. Groups should have a constitution and a bank account in the name of their organisation. For new or less formal groups, you may need to work in partnership with another organisation that could hold the funds for you and provide other guidance and support.

Heathrow Community Fund won’t award a grant where alternative sources of funding are available, for general running costs, appeals in support of a sole person (whether health or education related), commercial sponsorship, private companies, third party advertising or political campaigning. While there’s no limit to the number of submissions you can make in a round, we will only grant one award to an organisation in each round. If you are currently receiving a grant from Heathrow Community Fund you must complete the ongoing project before making a new application.

*For further advice on this or any other grant streams, please contact us on 01895 839916 or [community\\_fund@heathrow.com](mailto:community_fund@heathrow.com).*

## Judging your application

Representatives from Heathrow Community Fund, local authorities, voluntary sector organisations, Heathrow Airport and Groundwork South look at every application and mark it according to set criteria, outlined overleaf. Any information not on the form will not be seen by the judges. If you feel supporting images are crucial to understanding the bid, please paste them into or attach them to the form.

## To submit your application

Applications must be completed on the dedicated on-line form available on our website <https://www.heathrowcommunityfund.com/need-funding./for-community-projects>.

If you would like to discuss your project or have us review the wording of all or some aspect of your application, then the on-line form will allow you to save and resume the application. There is a ‘save & resume’ button at the bottom of each page, click on the button to save and get a URL link. You can copy the link and also email it to an address of your choice to continue at a later date. This link can be emailed to us,

so that we are able to review the application before submission. We would advise that you have that link emailed every time you save, as old links do not save any new changes. This link is only valid for 30 days . Please consider the time you'll need to complete the online form before the deadline, and allow us a week to review your draft. Late entries and old application forms will not be accepted.

**If any of the information is inaccurate your application could be deemed ineligible.**

Once you have submitted your application you will receive an automated email with a copy of your application. Please keep this safe and contact us if you do not receive this confirmation email within a few days. We will send an acknowledgment email with a URN (unique reference number), which needs to be quoted in all communications.

### Payment of the award

Successful applicants will receive our 'How to invoice' document for more information on payment of the award. All payments are subject to the receipt of required supporting documents and required reporting on the project. All applicants should claim funds within 2 months of receiving notification of the award, and the final sum should be claimed within 1 year from the same.

Payment is in three stages:

1 Year Projects		
Payment	Timing	Evidence required for payment
50% of total costs	On award of funding	completed and signed copy of Grant Agreement and evidence as stipulated on the application form
45% of total costs	6 months	Submission of a satisfactory Interim Report including proof of expenditure for the 50%
5% of total costs	12 months	Acceptable Final Report including proof of expenditure, evidence of publicity and images

### The HAPi Option

If your organisation has a volunteer who is a staff member at Heathrow Airport, encourage them to apply on your behalf via the HAPi grant stream instead. HAPi applicants can apply for grants up to £2,500 for projects costing no more than £10,000. The scheme is open to Heathrow Airport Ltd staff who are regular volunteers with schools and community groups wherever they are based in the UK. Contact [community\\_fund@heathrow.com](mailto:community_fund@heathrow.com) for more information.

### The Young People Option

If your organisation works with young people up to age 25 (0-24) you will not be eligible for this funding stream, but may apply for up to £25,000.00 funds under our Grants for Projects for Young People grant scheme – details available on our website.

## Criteria

Below are the criteria the judging panel use to assess your application. We're looking for applications that demonstrate a thorough consideration of the Guidance and Criteria and provide full and detailed responses.

**Support the main theme of the Communities Together Large grant stream – *All applications should clearly show how they meet this theme:***

**A1 Bringing communities together** – Projects must demonstrate how they bring together members of the community who would not normally mix, or how they reach particularly isolated or disadvantaged community members - this could include purchasing a vehicle to allow elderly residents to be taken on trips; improving a community hall to enable you to produce regular hot meals for elderly community members; or providing disabled access to a community facility. The project would need to be sustainable and allow access for all members of the community. How would the project build on community spirit and increase pride in the local area?

- A. Demonstrate that you are a responsibly managed organisation** – tell us about your financial situation and what training you provide to Trustees or management committee on governance issues such as risk and financial management. If your accounts show a clear profit or deficit, explain why.
- B. Project Beneficiaries** – tell us who specifically will benefit from your project and how. Involve the target community in all stages of the project planning. How have your beneficiaries been involved in developing the project? What skills and help could they provide? How will people be encouraged to value the end result? Projects taking place in public access sites must not exclude any section of the community. Clearly indicate either that you have already identified your beneficiaries, or that you are partnering with organisations that have identified beneficiaries. Have the beneficiaries been involved in developing the project?
- C. Demonstrate this project will meet an identified need** - Showing evidence that the project is wanted and needed is important – local research, pilot projects, or consultation with potential beneficiaries are a good idea, as are letters of support from other partners e.g. health professionals who will be involved in helping you to reach beneficiaries.
- D. Consider and plan how your project will give lasting benefits** - What plans do you have to maintain and build upon the achievements of this project once our funding has finished? Is it part of a wider scheme? How will you make sure funds aren't wasted? How will you measure the lasting benefits to your beneficiaries?
- E. Demonstrate sustainability of the project** – what will happen after HCF funding ceases? It's very important to ensure your project is lasting and sustainable and has been fully thought through.
- F. Provide clear information about how the project's impact will be measured and relate this to the specific theme of the grant programme to which you are applying** E.g. how will you measure the benefits of increased community engagement, or reduced isolation in elderly people, or increased understanding between different groups in the community?
- G. Community cohesion considerations** – All applications should clearly show how the project will contribute to greater community cohesion by demonstrating an understanding of any particular issues relevant to the local community (e.g. ethnic or demographic issues, for example if recruiting volunteers how will you ensure they are representative of the local demographic).
- H. Environmental impact considerations** - All projects should demonstrate a consideration of environmental issues, with measures in place throughout your project to minimise waste through reuse and recycling wherever possible.
- I. New or tried and tested?** If new, is this an innovative project? If it is work you have not done before, what expertise do you have to deliver the project? How do you know the new service or project is what

is needed? If an existing project what information do you have on its impact on beneficiaries to date? Explain how you have adapted your project from lessons learned during delivery to date.

- J. Experience and Capacity to deliver** – tells us about your track record of delivering this sort of project, or working with this type of beneficiary. How well do you know the geographical area? How well are you connected to local organisations that could help you deliver the project?
- K. How will you reach the beneficiaries?** Tell us how you will make sure that you will reach those who will most benefit from the project. Will you be taking referrals from statutory bodies? Or do you already have a waiting list? How will you ensure that you do not exclude potential beneficiaries?
- L. Explain why this funding is not currently available elsewhere** e.g. in the case of energy advice why is this not funded by energy companies, or in the case of activities in schools why is your project not part of the core curriculum, etc.
- M. Match funding –**

**For Large grant programmes (Environment & Sustainability Grants, Projects for Young People, and Communities Together Large Grants) - You** should have already secured at least 10% of the total project costs when you apply either in cash or funding in kind. Demonstrate that you have explored all funding options. Voluntary labour, donated goods or services may be counted as matched funding in kind (unskilled labour costed at £10/hour, skilled at £20/hour; goods costed at retail price).

**For small grant programmes (Development, Communities Together Small and HAPi) – Match funding** (either in kind or cash) is not required, however you should demonstrate that you have explored all funding options. All costs should be listed in your budget, including voluntary labour, donated goods or services (unskilled labour at £10/hour, skilled at £20/hour; goods at retail price).

In addition to the above, Heathrow Community Fund sees great value in organisations working in support of each other, either through formal or informal collaboration and partnership – this could include sharing information, contacts, resources or learning and experience.