



Overall Guidance

These awards aim to encourage Heathrow people to get actively involved with voluntary groups local to them. The Trust's focus is the 9 boroughs around Heathrow. Given how many staff live further afield, for this award we will also look at applications in other areas, providing they would benefit communities in areas where Heathrow staff live. Funding for these grants comes from Heathrow Community Fund, part of the independent grant making charity LHR Airport Communities Trust, and Heathrow Airport.

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.

Applicants can apply for up to £2,500 for projects costing no more than £10,000. There are four rounds each year. The scheme is open to Heathrow Airport staff, who are regular volunteers with non-profit organisations, such as a school, community group, club, residents association, charity, not for profit company 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, it may be helpful to work in partnership with another organisation that can hold the funds for you as well as providing other support as you develop your project.

Heathrow Community Fund won't award a grant where alternative funding is 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.

Other types of funding available from Heathrow Communities Trust

Staff Matched Funding – supporting staff participating in a sponsored fundraising event or other fundraising activity with a matched fund donation of 50% of the funds raised by the individual, to a total value of £250.

Communities Together – grants of up to £2,500 for a wider range of smaller community focussed projects.

Projects for Young people – grants of up to £25,000 to support young people in education and skills development.

Environment and Sustainability – grants of up to £25,000 for projects to protect the environment or encourage sustainable development and eco- education. Please contact Groundwork South for further information.

Judging your application

Representatives from Heathrow Airport, Heathrow Community Fund 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 online and can be found at <http://www.heathrowcommunityfund.com/need-funding>. If you would like to discuss your project please contact us on 01895 839916 or email us on community_fund@heathrow.com with your questions. Please consider the time you'll need to complete the online form before the deadline. **If any of the information is inaccurate your application could be deemed ineligible.**

Once you have submitted your application you will receive an email with a copy of your application. Please keep this safe. After the closing date deadline you will receive an email notifying you of your URN number to confirm that your application has been submitted for that round. Please contact us if you do not receive the confirmation email within a few days after the deadline date on 01895 839916 or HCF@Groundwork.org.uk.

Payment of the award

Successful applicants can invoice for the first 50% of the grant as soon as they have submitted a signed copy of the Conditions of Grant. The final 50% will be paid on receipt of a full project report, which includes proof of expenditure for the full amount of the award, and a second and final invoice. All applicants should claim funds within 3 months of receiving notification of the award, and the final sum should be claimed no later than one year from the same date.

Re-submission

If your application has been rejected with advice to work on the bid and re-submit, this can be at any time. In all other cases, you can return at any time, with a new project, but we are unlikely to consider the same project again.

An organisation that has received a grant can apply again after one year (so the same round the following year). We are unlikely to fund the same project twice, particularly not in consecutive years.

Criteria

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

A. Support the themes of the HAPi grant stream – *all applications should clearly show how they meet H1. In addition, your bid should also link to one or more of H2, H3, or H4.*

H1 Demonstrate your active involvement with the group that should be local to your home or work – What do you do for the group? How often do you volunteer? How long you've been doing this?

H2 Promoting health and wellbeing – you could support a group you are involved with by helping provide new equipment or facilities, or set up a new group you plan to be a part of. Your project could promote awareness of the opportunities that already exist, making it easier for people to get involved. How would the project improve the health and wellbeing of your local community? How would you be actively involved in this? If you are applying for funds for an existing sports club, with existing members, then kits will not be funded. If your application is for a new event to increase membership/ involvement or offers opportunity for Heathrow Staff to volunteer, then funding for kit will be considered.

H3 Connecting Heathrow employees with their community – you could provide the opportunity for colleagues to help in your project, or run events with your group to allow Heathrow colleagues to get involved. How will your colleagues find out about the project?

H4 Supporting the local community – you could involve people who don't normally have the opportunity, such as to the elderly or unemployed, or create a group that offers something new to the community. How will your project benefit local people? Are you reaching everyone that you can?

B. Involve the community in all stages of the project - How have local people been involved so far? What skills and help could they offer? How will you encourage people to value the end result? How will you include people who could easily be missed out (young/old, ethnic minorities, people with disabilities)? The projects most likely to receive funding are those that indicate good community support and include ways of increasing involvement.

C. Consider and plan how your project will give lasting benefits - What plans do you have to maintain and build upon the project? Is this project part of a wider scheme? How will you make sure funds are not wasted? It's important to show your project is lasting, sustainable and has been fully thought through.

D. Use "best practice" or innovation - Is your project based on a successful one elsewhere? Is it building on something you have trialled? Is your project creative or taking a fresh approach (maybe to an old problem)? The more innovative the project, the more likely it is to receive funding.

E. While our other grant streams focus on the local boroughs, we will accept bids for any UK borough under this grant stream.

F. Environmental Considerations - Projects should demonstrate a consideration of environmental issues, with measures in place throughout your project to minimise waste through reuse and recycling wherever possible.

G. Labour and staff time - We will only fund costs specific to this project. An hourly or day rate for staff is required where funds for this are applied for. The guide for voluntary contributions below (J) may be a useful starting point. Any request for overheads should be to an absolute maximum of 10% of the total project cost and be clearly linked to supporting the project.

H. Complete on time – Your project must start within 2 months of the Conditions of Grant date and complete within one calendar year. Please ensure you check the dates on our website, allowing sufficient time for our processes.

I. Maximise publicity – Please demonstrate in your bid how you will ensure colleagues, press and local people know about your great project and the support from Heathrow Community Fund.

J. Match funding – Demonstrate 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.