

Overall Guidance

Funding for these awards comes from Heathrow Community Fund, part of the independent grant making charity LHR Airport Communities Trust, and from Heathrow Airport Ltd. These awards are designed to help Heathrow colleagues raise money to support charities, voluntary groups or clubs in the areas around Heathrow, in communities where they live, or national or international charities.

The Heathrow Communities Trust will support colleagues 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. You can apply for funds under the scheme up to three times a year, whether as an applicant or as part of a group. We recommend that you submit your application after you have completed your fundraising.

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.

Where applying as a group, please make clear on your application how many people total are participating. We will accept a maximum of 4 colleagues’ funding applications for any one event.

We will only consider applications where the form is complete.

Please note that if you are taking part in Ride London or the London Marathon as part of the Heathrow Community Fund team, 50% of the funds you raise will be coming to Heathrow Community Fund. We can therefore only match fund the sum that is not coming to us.

Examples of fundraising activities we’ve supported include taking part in sponsored marathons, long distance cycling events, supporting jumble sales for local scout groups or schools and charity cake sales.

To apply you must be an employee of Heathrow Airport. If you’re actively involved in volunteering for a charity, community group or club and need funding for a particular project, we would encourage you to apply for funding under the **HAPi** funding stream, which awards grants up to £2,500. Heathrow Community Fund will not award funding for appeals in support of a sole person, whether health or education related, commercial sponsorship, third party advertising or political campaigning.

To submit your application

The application form is available online and can be found in the same section as the HAPi application. There are four rounds each year, and applications are reviewed by a panel which also assess HAPi applications at the same meeting. Application closing dates for each round are the same as the HAPi closing dates, which can be found at <https://www.heathrowcommunityfund.com/need-funding./for-heathrow-employees>. The panel meetings are also published on the Hub. For further advice on completing your application, please do not hesitate to contact us on 01895 839916 or email us on hcf@groundwork.org.uk.

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 five days after the deadline date on 01895 839916 or hcf@groundwork.org.uk.

Please do note that funding is awarded at the discretion of the panel.

Other types of funding available from Heathrow Communities Trust

HAPi – grants up to £2,500 for Heathrow Airport Ltd colleagues who are regular volunteers with schools and community groups. **Communities Together** - grants up to £2,500 for a wider range of smaller community focussed projects. **Communities for Youth** - grants up to £25,000 to support young people develop in education and skills. **Communities for Tomorrow** - grants up to £25,000 for projects that help protect the environment or encourage sustainable development and eco education. Please contact Groundwork South for further information.

Payment of the award

Successful applicants will need to provide evidence of funds raised once the event has taken place. This could be via a link to your online fundraising page, a copy of your sponsorship form, a letter of receipt from the organisation or newspaper coverage. Recipients of funding are also encouraged to send us copies of any press coverage, and provide a photograph for use on the Hub to celebrate and publicise the Matched Fund scheme.