



NB this list is to help you gather the information required to enable you to complete our online form. APPLICATIONS must be completed ONLINE, we do not accept paper applications.

Which grant programme are you applying for?	<ul style="list-style-type: none"> <input type="radio"/> Environment & Sustainability <input type="radio"/> Projects for Young People <input type="radio"/> Communities Together Small <input type="radio"/> Communities Together Large
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A – ORGANISATION DETAILS

A1 - Organisation on whose behalf you are applying	
A2 - Organisation street address	
Town	
County	
Post code	
A3 - Type of organisation	<ul style="list-style-type: none"> <input type="radio"/> Registered charity <input type="radio"/> Community Interest Company <input type="radio"/> Community or volunteer group or club <input type="radio"/> Residents Association <input type="radio"/> Education Establishment <input type="radio"/> Local Authority <input type="radio"/> Other
A4 - If applicable please supply registered charity number	
A5 - Organisation website	

B – CONTACT DETAILS

FIRST CONTACT - B1(a) - Title	
B2(a) - First name	
B3(a) - Last name	
B4(a) - Job title/Role	
B5(a) - Telephone	
B6(a) - Email	
SECOND CONTACT - B1(b) - Title	
B2(b) - First name	
B3(b) - Last name	
B4(b) - Job title/Role	
B5(b) - Telephone	
B6(b) - Email	

C – ORGANISATION SUMMARY

C1 - What are your organisation's main aims and objectives? (max. 700 characters)	
C2 - Does your organisation have a constitution?	Yes/No
C3 - Does your organisation have a bank account in its own name?	Yes/No
C4 - Does your organisation have public liability insurance which will be held/renewed for the period of the project?	Yes/No
C5 - From your most recent accounts what is your organisation's annual income?	
C6 - From your most recent accounts what is your organisation's annual expenditure	
Income minus Expenditure	
C7 - How many months of reserves/operating costs does your organisation currently hold?	<input type="radio"/> Less than 3 months <input type="radio"/> 3 - 6 months <input type="radio"/> 6 - 12 months <input type="radio"/> 12 - 24 months <input type="radio"/> Above 24 months
<i>If your organisation has less than three months or more than 12 months reserves, you will be asked to give reasons for this. If your organisation has very high or low reserves without good reason, your project is unlikely to be funded.</i>	
Number of PAID staff and UNPAID volunteers in your organisation:	
C8 - Full time	
C9 - Part time	
C10 - Volunteers	
C11 - In relation to good governance, what training or other development opportunities have your staff/trustees had in the last 2 years? (max. 2000 characters)	
C12 - Does your organisation work with children and young people or vulnerable adults?	Yes/No
C13 - Do you have a Safeguarding Policy in place that conforms to Charity Commission guidance?	Yes/No
Please tell us about how you manage safeguarding, including your policies and if you have an officer in charge of safeguarding (max. 1500 characters)	
C14 - Please tell us how you manage risk in your organisation and in relation to this project. (max. 1200 characters)	
C15 - Has your organisation previously received funding or an award from Heathrow Community Trust, Hillingdon Community Trust, Heathrow Airport or Heathrow Community Fund?	Yes/No

D – PROJECT SUMMARY

D1 - Project name (20 words max)	
D2 - Please provide a summary of your project, including a brief workplan/ timetable (max. 1400 characters)	
D3 - Amount requested up to £15,000 (£5,000 for CT Small)	£
D4 - Total cost of project (including amount requested) up to £60,000 (£20,000 for CT Small)	£
D5 - What matched funding has been secured so far? (This should be at least the minimum shown in the Grant Making Guidelines. Evidence of matched funding will be required if your application is successful.	£
D6 - Proposed Project Start Date (This must be after the decision date for this funding round)	DD/MM/YY
D7 - Proposed Project Completion Date	DD/MM/YY
<p>D8 - Which themes does your project meet?</p> <p><i>These will be listed for the Grant Programme you selected on the first page of the form.</i></p> <p><i>You do not need to meet every theme for your chosen grant stream, but your project must meet at least one relevant theme.</i></p> <p><i>If D8 is missing, please go back to the first page of the form and choose which grant programme you are applying for.</i></p>	<p><u>Environment & Sustainability</u></p> <ul style="list-style-type: none"> ○ Supporting the community by supporting sustainable development ○ Protecting and enhancing our natural environment ○ Promoting Reduce, Reuse, Recycle <p><u>Projects for Young People</u></p> <ul style="list-style-type: none"> ○ Supporting the local community by creating opportunities for young people up to age 24 to make a positive change to their behaviour about their future (e.g. raised aspirations, improved attitude to learning, increased knowledge of progression opportunities) ○ Supporting the local community by creating opportunities for young people up to age 24 to break down barriers to employment through skills development. ○ Supporting the local community by creating opportunities for young people up to age 24 to improve their quality of life (e.g. increased resilience, improved mental health). <p><u>Communities Together Small</u></p> <ul style="list-style-type: none"> ○ Protecting and enhancing our local environment ○ Bringing communities together and increasing community cohesion ○ Improving quality of life through increasing social inclusion ○ Improving community facilities for all <p><u>Communities Together Large</u></p> <ul style="list-style-type: none"> ○ 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

D9 - Please explain how your project meets the theme(s) selected. (max. 700 characters)	
D10 - How many people in total will benefit from your project?	
This number should include direct and indirect beneficiaries	
D11 - What age groups will benefit from this project?	<ul style="list-style-type: none"> ○ Children (0-12) ○ Young people (13-24) ○ Adults (21+) ○ Older people (60+)
D12 - Postcode of main location where project takes place.	
D13 - Which eligible borough(s) and ward(s) does your project take place in?	A list of the nine boroughs is shown here, please tick one or more of them as relevant for your project.
For the borough/s selected, please select the relevant ward/s from the list/s given.	

E – PROJECT DETAILS

E1 - Where will your project take place? (Give address/s where possible, if covering a less specified area, please give as much detail as possible) (max. 3450 characters)	
E2 - If needed, have you got permission from the landowners and/or planning permission?	Yes/No/not applicable
E3 - What is your proposed activity? If this is an existing project, please provide details of its success (max. 1400 characters)	
E4 - Please explain how your project is meeting an unmet need, who will benefit, and how. Please demonstrate your local and specific knowledge, and any more general data/information which may be useful. (max. 700 characters)	
E5 - What do you expect the project's lasting impact to be and how do you plan to maintain the project in future beyond the term of the grant? (max. 1400 characters)	
E6 - Why is your organisation best placed to deliver this project? (max. 350 characters)	
E7 - Who will lead the project and how many people will be involved in delivering the project? Please explain the split between paid workers and volunteers (max. 1400 characters)	
E8 - Please provide details of any other partners in this project and their contribution including freelance practitioners and in-kind contributions. If you are working with schools or other community settings, these partners should be secured and named in your application. (max. 1400 characters)	
E9 - How are you going to recruit target participants or beneficiaries to your project? (max. 700 characters)	

Activity Descriptions		<i>Please describe your project activities here, cost breakdown is in the next section.</i>
Activity - 1		
Activity - 2		
Activity - 3		
Activity - 4		
Activity - 5		

F – PROJECT: BREAKDOWN of COSTS

A - Item/activity	B - HCT requested amount	C - Other source amount
1	£	£
2	£	£
3	£	£
4	£	£
5	£	£
Total	£	£
A - HCT requested amount total		
B - Other source amount total		
Please ensure the totals given here match the amounts entered in D3 and D4.		
F1 - Is your application for a capital project or project running costs?	<input type="radio"/> Capital Project <input type="radio"/> Project Running Costs	
These questions relating to capital projects will only appear if relevant to your F1 answer		
If Capital Project: As your application is for a capital investment or building project, have three quotes been secured and a preferred supplier chosen?	Yes/No	
As your application is for a capital investment or building project, please provide details of the energy reduction percentage or other savings provided in the quotations. An energy survey must be completed for any building where energy reduction or energy generation activities are requested for funding.		
If your application is to support solar panel installation, please confirm that a roof survey has been completed which indicates the roof is suitable for panel installation or that the companies being used for installation are ensuring the building is structurally sound prior to work commencing.	Yes/No	
F2 - What will you do if your application to Heathrow Community Trust is unsuccessful, or any of the unsecured funding listed above is not secured?		

G – PROJECT COST SUMMARY

This section is prepopulated from your answers given earlier in the form. If a discrepancy is shown, please check your answers in sections D and F, and amend as necessary.	
G1 - Total amount requested and stated in D3	£
G3 - Total Project Cost as stated in D4	£
G2 - Total amount requested and stated in Section F	£
G4 - Total Project Cost as stated in Section F	£
Discrepancy	£
Discrepancy	£

H – COMMUNICATIONS

<p>H1 - Where did you hear about Heathrow Community Trust</p>	<ul style="list-style-type: none"> ○ Applied before ○ Newsletter ○ Press ○ Website ○ Word of mouth ○ Other
<p>H2 - Did you contact Heathrow Community Trust with any questions before submitting this application?</p>	<p>Yes/No</p>
<p>H3 - Do you give consent for HCT to share information on any volunteering opportunities you tell us about to Heathrow staff and other local companies and groups/individuals?</p>	<p>Yes/No</p>
<p>H4 - Do you give consent for HCT to use any photos provided as part of your application or project monitoring to promote the fund to other potential applicants, donors or fundraisers?</p>	<p>Yes/No</p>

I – AGREEMENT

<p>I1 - I have read the Grantmaking Guidelines for this grant stream.</p>	<p><input type="checkbox"/> Yes</p>
<p>I2 - I have watched the Webinar provided by Groundwork to support applicant to this funding stream.</p>	<p><input type="checkbox"/> Yes</p>
<p>I3 - All the information I have provided in the application is accurate and complete to the best of my knowledge, and I will notify Heathrow Community Trust of any changes.</p>	<p><input type="checkbox"/> Yes</p>
<p>I4 - I agree to abide by the conditions of the grant scheme.</p>	<p><input type="checkbox"/> Yes</p>
<p>I5 - I understand that Heathrow Community Trust will use any personal information I provided for the purposes described under its Privacy Notice.</p>	<p><input type="checkbox"/> Yes</p>
<p>I6 - I have been authorised by the governing body of my organisation (board or committee that runs your organisation) to submit this application and accept the Terms and Conditions on their behalf.</p>	<p><input type="checkbox"/> Yes</p>

If you have not finished your application, please use the ‘**save and resume later**’ button that can be found at the bottom of each page. This will send you a link by email to get back into your application later, so please ensure you enter your email address correctly.

If you go back into your form to add more details and again have not completed it, please use the ‘**save and resume later**’ button again to receive a new link, otherwise your changes won’t be saved.

When you click ‘**submit**’ at the end of section I, if there are any required questions which are not complete, a list will be shown at the top of the page, indicating which information you still need to fill in. You will not be able to submit your application until all the required questions have been answered.

Please don’t submit your application before a round opens or after it closes, as it will not be eligible.

Links to application forms and Grantmaking Guidelines can be found on our website:
<https://www.heathrowcommunitytrust.org/need-funding>

If you have any questions, please contact our grant administration team, by telephone on 01895 839916 or by email to HCT@groundwork.org.uk