

Heathrow Community Trust

Grant-Making Policy 2025

About us

Heathrow Community Trust (HCT) is an independent grant-making charity. Our mission is to enable communities to thrive, by having a positive impact on the lives of people in the communities surrounding Heathrow Airport. We want to enable as many initiatives and projects as possible, we care about our community and are beneficiary driven. A breakdown of the measures we use to evaluate the outcomes of our grant-making is provided at the end of this policy.

Identifying and supporting funding recipients

- All applicants can contact our team (hct@groundwork.org.uk or 01895 839 916) **before** applying so that we can understand your organisation and work, discuss your application and advise where and how best to apply.
- We will **prioritise funding for local, smaller organisations**. Larger, national organisations must demonstrate a local delivery capability in our target area, or partnership with local organisations, or a specific skill or capability not otherwise accessible to the local community. Small Charity Week (delivered by NCVO and Lloyds Bank Foundation refers to small charities as those with an income of less than £1m. The NCVO defines micro charities as those with an income under £10,000 and small charities as those with an income under £100,000).
- For micro-organisations (see above definition) we may be able to provide specific volunteer skills-based support from Heathrow colleagues to develop your project proposal if required – this is called the HCT Advocate scheme. HCT Advocates work alongside applicants who require additional support during the application process in order to give them the best chance of a successful funding bid and ensure a level playing field for all applicants in the review process.
- Our priority is to learn alongside groups we support. We ask grantees to provide feedback. This enables us to understand evolving needs and issues in the areas that we support; we also carry out an annual survey of needs.
- We operate targeted, open calls for funding. This means we have defined things we want to achieve with the funding (see the priorities listed in the grant programmes below) and have specific deadlines for applications. We accept applications from new and previous applicants. Please see below for our eligibility criteria and geographical boundaries. We monitor levels of applications and success rates and adjust our communications accordingly to try to ensure maximum accessibility. We receive a high number of applications and are not able to fund all the projects that apply.
- Heathrow Community Trust 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.

- We work to connect groups to networks, other community organisations, other funding sources and non-financial support such as business volunteers.

Types and amounts of funding

- For 2025, we are pleased to be able to offer **funding for up to two years** for projects applying for £5,000 per year and over. Organisations may still apply for single-year funding for any amount up to our maximum grant value for one year and **applications for £4,999 or less must be for one year only.**
- **We are committed to funding a proportion of core costs to ensure groups** have the resources and capacity to support local communities and to contribute to the stability of the voluntary sector. Our programmes offer project funding, with up to 15% of the grant awarded covering core activities of the organisation such as CEO, finance, publicity, fundraising and central overheads.
- We provide **Restricted project-based funding** of **any** or **all** of the following:
 - Capital costs (associated with building works, furniture or equipment and one-off costs);
 - Direct project costs (relate directly to delivery of project and can include materials needed for the project and salary costs for workers delivering the project) these are often referred to as Revenue costs;
 - Up to a maximum 15% of grant awarded may cover Overhead costs (e.g. core staff such as CEO or administrators, rent and utility costs)
- **Labour and staff time** - An hourly or day rate for staff is required where funds for labour/staff costs are applied for (unskilled labour should be costed at £13.15/hour (London Living Wage), skilled at £25/hour; goods costed at retail price). Any request for rates of greater than £350 per day for skilled staff must be fully justified in the application. Please be clear whether you are including Employers National Insurance contributions and pension contributions in your pay rates. These costs can be included in your budget. If detailing day rates, please provide the average number of hours per day for the role. Projects to support SEND young people into employment or training tend to have a higher per head cost, but it is important that applicants clarify what type of SEND they are addressing and what level of support would be required in order to justify these costs.
- Amount of grant funding available and frequency of funding rounds:
 - **For Large Grant programmes (Environment & Sustainability Grants, Projects for Young People and Communities Together Large)** - Groups can apply for up to £15,000 per year for up to two years, for projects costing no more than £60,000 per year in total. HCT funding may be a contribution to the total cost of the project, provided the total cost is no more than £60,000 per year. The total grant applied for must be no more than £30,000 over two years for projects costing a maximum of £120,000 over two years. Awards are made in a single stage process, please check our [website](#) for details of the application rounds.

- **For Communities Together Small** - Applicants can apply for up to £5,000, for projects costing no more than £20,000 per year (i.e. HCT funding may be a contribution to the total cost of the project, provided the total cost is no more than £20,000 per year). Awards are made over a single-stage process, please check our [website](#) for details of the application rounds. Grants of £4,999 or less are available for one year only. Grants of £5,000 per year for up to two years are available through this programme.
- **For Heathrow Active People initiative (HAPi)** - Applicants can apply for up to £2,500, for one-year projects costing no more than £10,000. HCT funding may be a contribution to the total cost of the project, provided the total cost is no more than £10,000. Awards are made over a single-stage process, please check our [website](#) for details of the application rounds.
- Applications for £5,000 and over can be made for multi-year funding. Applications for £4,999 or less will be eligible for single-year funding only.

Who can apply

- **The application process is open to** local authorities, schools, charities, community groups, social enterprises and not for profit companies subject to the specific eligibility criteria below. 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.
- **We won't fund projects in schools or colleges to deliver core curriculum or statutory requirements** but will consider projects which provide a facility or service to benefit the wider non-school community, or where the work is clearly outside of the curriculum/statutory requirements. **The school/college must additionally be contributing a minimum of 10% of the total cost of the project.**
- We will consider projects run by **local authorities only** where they are **working in partnership with local voluntary and community organisations**, as long as it is activity outside that which they are statutorily required to provide, and which would not otherwise be possible. Matched funding must be demonstrated. Local authorities should also show clearly how they're engaging the local community and community or voluntary groups with relevant expertise.
- If applying on behalf of a **Food Bank, Baby Bank or other similar organisation**, please note we seek to fund projects designed to improve the long-term sustainability of the organisation rather than simply funding donations. Projects of this nature might include the purchase and fitting of new shelving or storage, or development of a communications and marketing campaign designed to increase the number of volunteers or donations.
- We will consider non-religious projects run by faith groups **only** if they are **accessible to all religions and benefit the wider community** or clearly show how they'll increase community cohesion.
- We will consider projects run by particular ethnic community groups **only** if they are **accessible to all ethnic groups and benefit the wider community** or clearly show how they'll increase community cohesion.
- Heathrow Community Trust will support Heathrow employees 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. **We will only accept Matched Funding applications for events that have taken place no more than 7 months prior to the closing date of the grant round.**

What we provide funding for

- **Location - Your project must take place in and benefit residents from one (or more) of the following local boroughs** - Ealing, Hillingdon, Hounslow, Richmond, Runnymede, Spelthorne, Slough, South Bucks, Royal Borough of Windsor and Maidenhead.
 - **Exception – Heathrow Active People Initiative (HAPi) and Matched Funding schemes** - While our other grant streams focus on the local boroughs, we will accept applications for projects in any UK borough under these grant streams. Both schemes are **only open for application to Heathrow Airport employees. We will only accept Matched Funding applications for events that have taken place no more than 7 months prior to the closing date of the grant round.**
- **Start date** – Your project **must not start before the Board decision announced date** for the grant round as detailed on our website and must start within **3 months** of that decision date.
- Heathrow Community Trust **won't award a grant** for general running costs; however, applicants can include overheads totaling up to 15% of the grant value.
- We are **not able** to fund appeals in support of an individual person (whether health or education related), commercial sponsorship, private for-profit companies, third party advertising or political campaigning.
- Heathrow Community Trust generally **do not fund residential trips for young people** since such trips do not represent value for money in terms of effecting a long-term impact on young people in terms of increased resilience, improved employability or raised aspirations. However, Heathrow Community Trust would consider supporting such costs if they formed part of a clear programme which involved interventions before and after the trip to embed impact.
- **School Gardens** - If it is intended to allow access to the school garden by the wider local community as part of a project addressing environmental education (e.g. growing food, or educating about sustainable energy for example), then such projects could apply to our Environment & Sustainability Grant Programme for funding. We will not fund school gardens under any of our other funding programmes.
- Projects must **demonstrate a fit on at least one of the themes** of the individual grant programme to which you are applying (see below). **It is not necessary to cover all of the criteria for a grant programme in a single application and it may be better to focus on a single theme which you can demonstrate well.**
- 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. young people or members of the community).
- Heathrow Community Trust will support travel costs, including for volunteers and/or beneficiaries where needed. Travel costs should be appropriate for those travelling and ensure value for money.

While there's no limit to the number of submissions you can make in a round, **we will only award one grant to any organisation in each grant programme. If you are already in receipt of a grant from Heathrow Community Trust, you must complete your current project before applying for a new grant and we will not accept a new application. We will not fund the same project twice in succession.**

General Principles and Criteria on how applications are judged

- Volunteer Grant Review Panels make funding recommendations to our Board of Trustees. Our panels are made up of trustees, representatives from Heathrow Airport Ltd and independent members of the local community. Panels review every application and make recommendations according to the key funding criteria.
- All applications from previous recipients of grants or from previously unsuccessful applicants will be considered by the panel on their own merits. However, adherence to grant agreements during previously funded projects will be taken into account when considering applications.
- **Complete on time** - Your project **must start within 3 months of the Board decision date and complete within one or two calendar years**, depending on whether it is a single or multi-year project. Please ensure you check the application timeline on our website, allowing sufficient time for our processes – typically Board decisions will be shared two months after the deadline for applications to allow for due diligence checking and grant panel review.
- Please complete all questions on the application form. Any information not on the application form will not be seen by the Grant Review Panel Members or Trustees.
- Re-submission If your application has been rejected with an invitation 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 will not consider the same project again for two years, even if submitted to a different grant programme.

Key Criteria – applicable to all grant programmes

Below are the key criteria each application is assessed against. The questions within our application forms are designed to help you consider our criteria when completing your application.

- 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 surplus or deficit, explain why. You must also tell us how you manage risk and safeguarding.

Please note: Grant recipients are required to notify HCT if a situation has arisen **during the course of the project** which requires reporting to any of the following: Charity Commission, the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations), Ofsted, the local Safeguarding team or Local Authority Dedicated Safeguarding Officer (LADO) or other relevant external body.

- B. 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. schools or health professionals who will be involved in helping you to reach beneficiaries. Be clear how **your project** addresses the need you have identified.

- C. Project Beneficiaries** – tell us who will benefit from your project and how. How many will benefit? 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. If your project is for young people, how have they been involved in developing the project? Clearly indicate either that you have already identified your beneficiaries, or that you are partnering with organisations that are working with identified beneficiaries.
- D. Consider and plan how your project will give lasting benefits to the beneficiaries** - How will you measure the lasting benefits to your beneficiaries? Do you have plans 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?
- E. Demonstrate sustainability of the project** – What will happen after HCT funding ceases? Consider how you can plan to diversify your income during the life of the project so that you can ensure it will continue beyond the life of this grant. It's very important to ensure your project is lasting and sustainable and has been fully thought through. Will your beneficiaries move on to other projects within your organisation, continue on the same project or move on to work with other organisations? If beneficiaries move on, do you plan to run the project again with a new group? Also consider any organisations you may wish to signpost your beneficiaries to after your project ends.
- F. Provide clear information about how the project's outcomes will be measured and relate this to the specific theme(s) of the grant programme to which you are applying (see specific grant programme criteria below for themes and suggested measures).** For example, if you are applying for funding for a project to increase resilience of young people then how will you measure that increased resilience?
- 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. 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** – Tell 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** - For example, 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. Matched Funding for grants –

For Large grant programmes (Environment & Sustainability Grants, Communities Together Large and Projects for Young People) – You do not need to have secured matched funding for these grant streams, however it is beneficial as it is a clear indication of support for your project. It is recommended you secure 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 £13.15/hour (London Living Wage), skilled at £25/hour; goods costed at retail price). We will accept Matched Funding as benefit in kind, provided it is specific to the project in question, rather than general support for the organisation.

For Small grant programmes (Communities Together Small and HAPi) – Matched 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 £13.15/hour (London Living Wage), skilled at £25/hour; goods at retail price).

Payment of Awards

All applicants should claim the first tranche of funds within 2 months of receiving notification of the award, and the final sum should be claimed within 1 year from the same date for 1-year projects or within 2 years from the same date for 2-year projects.

Applications for £5,000 and over can be made for multi-year funding. **Applications for £4,999 or less will be eligible for single-year funding only.**

Value of grant and number of reports/payments

Length of grant	Total value of grant	Number of payments	Number of reports	Payment percentages
Up to 12 months	Up to £5K	2	1 – Final	Payment 1 – 90% Payment 2 – 10%
Up to 12 months	£5,001 to £15K	3	2 – Interim and Final	Payment 1 – 70% Payment 2 – 20% Payment 3 – 10%
Up to 24 months	£5,001 to £19,999	3	2 – Interim and Final	Payment 1 – 70% Payment 2 – 20% Payment 3 – 10%
Up to 24 months	£20K £30K	4	3 – 2 x Interim and Final	Payment 1 – 50% Payment 2 – 20% Payment 3 – 25% Payment 4 – 5%

Value of grant and timeline of payments

Length of grant	Total Value of grant	Number of payments	Payment percentages	Timeline of payment
Up to 12 months	Up to £5K	2	Payment 1 – 90% Payment 2 – 10%	Payment 1 – on receipt of all required grant documentation Payment 2 – once final report has been completed after project has ended
Up to 12 months	£5,001 to £15K	3	Payment 1 – 70% Payment 2 – 20% Payment 3 – 10%	Payment 1 – on receipt of all required grant documentation Payment 2 – approx. halfway through project, once interim report has been reviewed Payment 3 – once final report has been completed after project has ended
Up to 24 months	£5,000 to £19,999	3	Payment 1 – 70% Payment 2 – 20% Payment 3 – 10%	Payment 1 – on receipt of all required grant documentation Payment 2 – approx. halfway through project, once interim report has been reviewed Payment 3 – once final report has been completed after project has ended

Up to 24 months	£20K to £30K	4	Payment 1 – 50% Payment 2 – 20% Payment 3 – 25% Payment 4 – 5%	Payment 1 – on receipt of all required grant documentation Payment 2 – approx. halfway through project, once interim report has been reviewed Payment 3 – approx. three quarters of the way through the project, once interim report has been reviewed Payment 4 – once final report has been completed after project has ended
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HCT Grants for Projects for Young People

These awards are designed to help groups across the Heathrow area run projects linked to education and economic regeneration. They provide funding of up to £15,000 a year for up to 2 years.

Key programme specific themes – you must demonstrate project outcomes in one of the theme areas detailed below, when applying for funding.

Y1 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)

Y2 Supporting the local community by creating opportunities for young people up to age 24 to break down barriers to employment through skills development.

Y3 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).

- We define young people as aged between 0-24 years
- When drafting your application please consider carefully the way(s) in which you will measure the impact of the project. Possible impact measures for projects include, but are not limited to:
 - Number of young people with raised aspirations
 - Number of young people re-engaging with education or training
 - Number of young people gaining a specific qualification
 - Number of people learning new skills such as time management or teamwork
 - Number of young people showing improvement in specific quality of life measurement e.g. self-confidence.
- Please also refer to our 'Tips' document for further advice on completing your application

HCT Communities Together Small

Key programme specific themes – you must demonstrate project outcomes in one of the theme areas detailed below when applying for funding. These awards provide funding of up to £5,000 for 1 year or £5,000 per year for 2 years.

S1 Protecting and enhancing our local environment - the protection and promotion of the physical and natural environment for the purpose of improving community wellbeing, including but not limited to, the conservation and protection of wildlife, the provision of community green spaces such as allotments or gardens, and programmes to raise community awareness of such issues.

E.g. you could improve a local pond, woodland or communal garden; run a native flower or tree planting scheme in your street; or even run a bird box building project. Your project may need to consider conserving local habitats and increasing people's awareness of them. You may also need advice and support from other organisations in the area concerned with nature and wildlife conservation.

S2 Bringing communities together and increasing community cohesion – projects to enable different groups within the community to come together, or to increase understanding between different members of the community.

E.g. this could include running an arts festival; running a club to promote health and exercise; promoting a healthy walk scheme; performing a show; running a lunch club for the elderly; holding a summer fete or projects which specifically facilitate understanding and friendship between different groups in the community. The project would need to be sustainable and allow access for all members of the community. How will the project build on community spirit and increase pride in the local area?

S3 Improving quality of life through increasing social inclusion – projects to reach specific isolated or under-represented groups in the community and provide them with additional support.

E.g. This could include projects that address the causes of financial hardship and disadvantage; projects that support upskilling adults; projects that bring together currently isolated members of the community; running English language classes; or programmes advising about debt management.

S4 Improving community facilities for all – your project will enable more people to make use of local facilities. This could include providing disabled access to a community facility; installing a disabled toilet or wet room; installing new kitchen equipment to enable food to be served; or installing new flooring to enable a community hall to be used by more groups.

- When drafting your application please carefully consider the way(s) in which you will measure the impact of the project, possible impact measures for projects include:
 - o number of people involved in community events and programmes bringing the community together
 - o number of people with greater feeling of involvement in local community
 - o increased number of people/variety of groups using community facility
 - o area of land enhanced or protected for the community
 - o number of people showing an improvement in a specific aspect of quality of life

(e.g. more self-confidence, greater participation in exercise, wider social interaction, specific skill acquisition)

- Please also refer to our 'Tips' document for further advice on completing your application

HCT Communities Together Large

These awards are designed to help groups across the Heathrow area run projects focused on bringing communities together – with a particular focus on organisations working with adults aged 25+. They provide funding of up to £15,000 a year for up to 2 years.

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?

- Please also refer to our 'Tips' document for further advice on completing your application

HCT Environment and Sustainability Grants for the Community

These awards are designed to help groups across the Heathrow area run projects linked to climate change and the environment. They provide funding of up to £15,000 a year for up to 2 years.

Key programme specific themes – you must demonstrate project outcomes in one of the theme areas detailed below, when applying for funding.

T1 Supporting the community by supporting sustainable development – projects supporting sustainable development¹, the sustainable use of resources (particularly in community facilities such as buildings) or programmes to raise community awareness of sustainable development.

T2 Protecting and enhancing our natural environment - the protection and promotion of the physical and natural environment for the purpose of improving community wellbeing, including but not limited to, the conservation and protection of wildlife, the promotion of biological diversity, the support of climate change mitigation initiatives and programmes to raise community awareness of such issues.

T3 Promoting Reduce, Reuse, Recycle - projects with a focus on reducing waste through reusing items or recycling them for a new purpose.

¹ For these purposes sustainable development means “development which meets the needs of the present without compromising the ability of future generations to meet their own needs”.

- When drafting your application please consider carefully the way in which you will measure the **impact** of the project, possible impact measures for projects include, but are not limited to:
 - Energy saving as a result of implementation of new technology (E.g.: installing energy saving measures in a community building could be measured in energy cost savings)
 - increased awareness of sustainability by participants (E.g. a project to teach young people about plastic waste could measure impact in increased awareness of the young people about the impact of waste, or even measure changes in the amount of plastic recycled by the young people after taking part)
 - area of land improved/maintained/ number trees planted
 - Number of people/person hours volunteering to improve the environment
 - weight of material recycled/reused
- Projects with a focus on **supporting sustainable development and the sustainable use of natural resources** must have advice and best practice from relevant experts or qualified bodies. The impact of the project should be clearly demonstrated
- Projects with a focus on **protecting and enhancing our natural environment** must seek advice and support from expert organisations. Local communities must be consulted on work to improve public access to sites. (Example: undertaking conservation work; running eco action days, projects that encourage engagement,

awareness or protection of the environment and natural world)

- Please note that the Trust will not fund projects involving any species eradication as part of environmental control
- Projects with a focus on **reducing waste through reusing items or recycling** them for a new purpose should be rooted in the community to complement existing services and have a lasting impact. (Example: Running an environmental festival to inform your local community; developing a play space using sustainable materials; community schemes for repair and reuse or recycling)
- Please also refer to our 'Tips' document for further advice on completing your application

Submitting your application

To submit your application - Applications must be completed online and can be found at:

<https://www.heathrowcommunitytrust.org/need-funding>

If any of the information is inaccurate your application could be deemed ineligible. If you want us to fully assess your application and give you the opportunity to make any adjustments, please aim to get your application to us at least 2 weeks prior to the deadline.

BEFORE YOU SUBMIT YOUR APPLICATION, CHECK:

- 1) You have completed all sections of the form
- 2) The project meets all our key criteria and one of the themes
- 3) The figures in your breakdown of costs total the correct amount.
- 4) Any supporting evidence is included with the application.

Once you have submitted your application you will receive an automated confirmation email to confirm that your application has been submitted. A further acknowledgement email with a URN number will be provided once the application has been processed. Please contact us if you do not receive the confirmation email within a few days. **Applications received after the deadline will not be accepted.**

Reporting

As part of the grant agreement, the grantee is required to submit interim and/or final reports on the project which **must include expenditure evidence for the grant amount awarded**, together with images/photos of the project and evidence of publicity. To evidence staff costs, payslips / timesheets / payroll summaries, alongside a signed letter from a senior person in the organisation are required. The awarding of the next instalment is subject to the report being reviewed. Please ensure you keep all records of invoices and receipts for the duration of the project.

If you need any further assistance or guidance with the application at any stage, please contact us on 01895 839916 or email on hct@groundwork.org.uk.

Further Information:

Heathrow Community Trust - Funding to enable local communities to thrive by:

- Increasing sustainable development, sustainable use of resources or community awareness of sustainability in the region [measure – increased awareness of sustainability by participants, increased energy efficiency in community buildings].
- Increasing availability and accessibility of community green spaces, wooded areas, areas of natural beauty or biological importance [measure - area of land improved/ maintained/ number trees planted].
- Reducing amount of waste or increasing amount of materials reused or recycled in the area [measure weight of material recycled/reused].
- Raising aspirations, improving employability, and improving resilience in young people up to 24 years [measure – number of young people with raised aspirations, increased employability or increased resilience].
- Improving quality of life by bringing communities together, reducing isolation and increasing community cohesion [measure – number of people involved in community events and programmes bringing the community together; number of people with greater feeling of involvement in local community].
- Improving quality of life through increasing social inclusion – additional support for specific isolated or under-represented groups in the community [measure – number of people supported by such projects]
- providing support to the employees of Heathrow Airport Ltd in their charitable work and volunteering initiatives across the United Kingdom [measure: number of employees receiving matched funding or HAPi funding; number of beneficiaries of HAPi project (and age ranges); amount of funding awarded via employee programmes; number of charity/community group beneficiaries; [for HAPi geographic location of beneficiaries].
- Heathrow Community Trust will monitor and publish annual achievements against these objectives.

The Charity may, in exceptional circumstances, make grants to charities for projects within our broader charitable objects.