



Overall Guidance

The advice below is for Heathrow Airport Ltd (HAL) colleagues who are regular volunteers for a local community organisation and wish to apply for HAPi funding.

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 Trust, part of the independent grant making charity LHR Airport Communities Trust, and Heathrow Airport.

Before you start

Before you start filling in an online application form **Contact us** for an informal discussion about your project, in particular what sorts of things we fund; we may be able to give you some useful pointers and help iron out any immediate queries. Having a chat to us at this point can help you understand the processes and allows us to give you the best support we can. Send us an email at community_fund@heathrow.com or give us a call on 01895 839916.

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 or the project you intend to support.

Grant information

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.

What we can't fund

Heathrow Community Trust cannot 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.

How does it work?

1. Complete the online application form by the deadline. You will get an automatic acknowledgement email when you have submitted your application – if you don't receive an email, please contact us.
2. Check on the website to see when the panel meet – you will get a judgement on your application within 5 days of the panel meeting.
3. If you are successful you will receive 95% of funding up front, you will then need to write a short online report on your project – telling us how many people benefitted and how, and providing evidence of the money that you spent (receipts, etc.). Once that has been submitted ok, you will receive the remaining 5%. 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

How to complete the application form:

Go to <https://www.heathrowcommunityfund.com/need-funding./for-heathrow-employees>

Click on ‘**Apply for HAPi Grant**’ – before you start the process, read through the guidance below to make sure that you have all the information that you need.

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.**

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.

1. Which HAPi theme does your project meet? **Pick one theme and be clear how your project meets the theme do not pick multiple themes!**

Themes are:

- **H1 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?
 - **H2 Providing an opportunity to connect more Heathrow employees with their community** – you could provide the opportunity for other 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?
 - **H3 Supporting the local community to improve quality of life** – 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 that wouldn’t otherwise be available. How will your project benefit local people? Are you reaching everyone that you can?
2. **Tell us about the organisation and what you do for it** – how long have you volunteered? What activities do you do and how often? What does the organisation do? **Note We can only fund organisations operating in the UK and benefitting UK beneficiaries.**
 3. **You will need to get some background information about the organisation in order to complete the application** – we need to know Annual income/expenditure and numbers of staff (full and part-time) and volunteers.
 4. **Tell us about the project** – what would you like to do with the funding that you are asking for? Be specific – how many people will benefit? If the project is for young people will it benefit both boys and girls? How will you know your project has been successful?
 5. **Tell us who will benefit** - Tell us how you will measure the benefit – remember you will have to write a short report at the end so think about how you are going to measure the benefit – will you conduct a short survey, or a show of hands? Think about what data you will be including in your grant report.
 6. **Why is the project needed?** - Is there a waiting list? Or are you unable to carry out activities because you don’t have the equipment?
 7. **Project’s lasting impact and long-term plan** – think about how you will make best use of the resources that our funding will support e.g. will you re-use football kit for the following year’s team? Will your camping equipment get used for several years’ trips?
 8. **Community Cohesion** – think about whether there are specific issues that you need to address as part of the project e.g. this is a diverse community and we want to reach out to ensure all members of the community can take part.
 9. **Environmental issues** – think about how your project can minimise its environmental impact e.g. we will be avoiding the use of plastic bottles at our community festival; we are providing our football team with re-usable water bottles to minimise plastic waste, etc.

10. **Experience and Capacity to deliver** – tell us about the organisation you work with (not you!) – what experience has the organisation got delivering this sort of project?
11. **How will you recruit the proposed beneficiaries** – it's all very well coming up with a good project to reach homeless people (for example), but how will you find homeless people to work with? Maybe your organisation already has a waiting list of homeless people waiting for help? Maybe you are planning to set up a new football club for under 7-year olds – how will you advertise it to ensure that you get enough people signed up to make it work?
12. **Breakdown of costs** – provide a detailed list of what you want to spend the funds on, include numbers of items (e.g. 11 football kits, 2 goals, 4 2-man tents, 5 gas stoves, etc.).
13. **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

After submission

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.

Judging your application

Representatives from Heathrow Airport, Heathrow Community Trust 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.

Re-submitting an application

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.

Application Examples

Some examples of good project summary descriptions from actual applications:

1. The project aims to restore the schools nature reserve as a functioning outdoor classroom and out of school club. This will involve general clearance of scrub, restoration of a wildlife pond, footpaths and a sensory garden, and the creation of several new features, such as bird hide, entrance gateways, nature trail, wildflower border, orchard etc.
2. An annual funday for the families of children living with diabetes. A way for families to enjoy themselves and connect with others the same as themselves. Normal tendency is for young people living with diabetes not to share experiences and talk to others. This event encourages social connections through entertainment, games, food & guest speakers.
3. Refurbishment of our school library to include:
 - Repainting walls
 - Repairing and replacing book storage
 - Replacing carpet / mat areas
 - Creating a storytelling corner
 - Purchasing fiction and non-fiction quality books

Some examples of good 'Proposed activity' descriptions from actual applications:

1. To purchase new football kit and fund new roll on/off goals for any teams playing 11v11 matches. This project significantly supports the health and well-being of over 300 boys/girls plus coaches in what is a

regular outdoor sporting activity. It allows me to volunteer on a regular basis and it involves many children and parents from across the wider community

2. 195 Staines Army Cadets and ADHD Surrey UK will be jointly running a family fund day at Clarendon Primary School Ashford for up to 100 children with Autism and ADHD and their families from the Spelthorne area.
3. The Ham Riverside Project is an initiative to revitalize the baseball backstop currently on the Ham Riverside Playing fields and set up a second location with backstop and equipment storage.

Who will benefit and how – some good examples

1. All boys/girls in the club (300+), coaches and volunteers will benefit from the new equipment. The new kit can be recycled through the age groups each season, and the goals will be used by the children, as they move up the club into matches where they are playing 11 players. The purchase of the equipment will have significant positive impact on everyone involved in the organisation
2. Qualitative feedback is received from all attendees and their carers. The benefit to the young people can be seen through their enjoyment during and after the camp, and they wish to return in future years. The benefit of the equipment can be seen through each young person having the diet that they require and that good H&S and food storage standards are maintained in the kitchen.
3. 220 children will have access to our library Mon-Fri which will provide high quality literature both fiction and non-fiction. Families of our children to have weekly access. Local elderly residents to have access monthly for coffee mornings and storytelling.
4. Reading attainment at the end of early Years and KS1
Greater engagement in our library by families at our school
Great engagement in our library by our local community

Why project needed – some good examples

1. The kit and equipment is needed as the current U13 teams haven't had new kit since they were in the U10's. The kit is getting very small and falling apart (see attached picture). Similarly, the old 11x11 goals desperately need replacing
2. The school library is looking very tired and needs a restock of high quality literature. Language acquisition amongst young children in our area is lower than expected. Storytelling and story enjoyment is proven to have high impact in developing children's language
3. The under 14 team have outgrown their current kit and equipment and the kits have been handed down are in their 5th year so are not in good condition. Being such a successful team, we would like a new pristine kit for the boys for the upcoming season

Breakdown of costs – examples

▼ Project - Breakdown of Costs - Year 1

1-1 Item/activity	Football kits x 15 Training kits x 15 Outerwear x 15 Matchday tracksuits x 15 Printing & embroidery
1-1 HCF Requested Amount	£1,000.00
1-1 Other Source Amount	£100.00
1-1 Secured?	Yes
1-2 Item/activity	Footballs Training equipment
1-2 HCF Requested Amount	£500.00
1-2 Other Source Amount	£100.00
1-2 Secured?	Yes
1-3 Item/activity	Rucksacks x 15 Boot bags x 15 Training bags x 15 Water bottles x 15
1-3 HCF Requested Amount	£500.00
1-3 Other Source Amount	£0.00
1-3 Secured?	

▼ Project - Breakdown of Costs - Year 1

1-1 Item/activity	10 x Vango Contour 60+10 Rucksack (Funded by: Unit grant from MOD & Cadet subscription)
1-1 HCF Requested Amount	£0.00
1-1 Other Source Amount	£755.00
1-1 Secured?	Yes
1-2 Item/activity	2 x Vango Contour 60+10 Rucksack
1-2 HCF Requested Amount	£151.00
1-2 Other Source Amount	£0.00
1-2 Secured?	No
1-3 Item/activity	8 x Force Ten F10 Xenon UL 2+ Backpacking Tent
1-3 HCF Requested Amount	£2,319.92
1-3 Other Source Amount	£0.00
1-3 Secured?	No

▼ Project - Breakdown of Costs - Year 1

1-1 Item/activity	Purchase a trailer with storage box
1-1 HCF Requested Amount	£1,925.00
1-1 Other Source Amount	£0.00
1-1 Secured?	No
1-2 Item/activity	Purchase a lock for the trailer
1-2 HCF Requested Amount	£15.99
1-2 Other Source Amount	£0.00
1-2 Secured?	No
1-3 Item/activity	Purchase 8 tents
1-3 HCF Requested Amount	£319.92
1-3 Other Source Amount	£0.00
1-3 Secured?	No
1-4 Item/activity	Purchase racking to store the tents
1-4 HCF Requested Amount	£239.98
1-4 Other Source Amount	£0.00
1-4 Secured?	No