



## Pre-Application Guidance

We have produced this guidance to try to help you understand our processes, and what is required, before you apply for funding from Heathrow Community Trust (HCT). We also provide guidance and criteria on completing the application form in our **Grant-Making Policy** document, and **Application Tips** document, both of which can be found on the Heathrow Community Trust website: [www.heathrowcommunitytrust.org/need-funding](http://www.heathrowcommunitytrust.org/need-funding). You **MUST** read these documents before you apply for funding. Reading these will help you to understand the specific grant themes for each grant programme, ensuring your project fits the criteria and themes.

### Application stage:

**All grants awarded by HCT are through our application process.** The application forms for our grants are **online** and can be found on the relevant 'Need Funding' page on the HCT website. You don't have to complete the application form in one go but can use the Save and Resume link option on the form to come back to it within 30 days. Once the application form has been completed and submitted, you will receive an automatic email acknowledgement to confirm satisfactory submission, and a copy of the application form (please keep this safe). The application will then be processed by the HCT team, and an email confirmation will be sent, providing you with a URN number (Unique Reference Number) specific for this project, and, if needed, a request for any additional information / clarification from you. Please note HCT cannot access any information or forms prior to submission, so please ensure you save the link correctly and return to it within 30 days or your work will be lost.

Please make sure you check the website for the application deadlines as **no applications will be accepted after the submission deadline**. The programme timescales are detailed on the relevant page of the funding programme on the website. We really recommend you don't leave applying to the last minute - please allow plenty of time for the application form to be completed and processed before the submission deadline, to allow for any glitches in submission or changes you want to make to the application form.

If you have any questions when completing the application form, please contact the HCT team ([hct@groundwork.org.uk](mailto:hct@groundwork.org.uk) or 01895 839916). For small organisations we may be able to provide specific volunteer skills-based support from Heathrow employees 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 to try to give them the best chance of a successful funding bid and ensure a level playing field for all applicants in the review process.

All the applications are then collated in preparation for the **Grant Review Panel** to review. Each grant programme has a Grant Review Panel who review all the applications and make recommendations to the Board of Trustees on whether to award a grant. Each Grant Review Panel is chaired by a Trustee and consists of volunteers from Heathrow Airport Ltd, independent members of the community and industry experts. The Trustees and Grant Review Panel members live and work locally and are supported by the CEO and a team at Groundwork South, who draw on their local knowledge and experience.

### Post-Decision stage:

Following the Grant Review Panel meeting, applicants will be notified by email whether the project has been awarded funding or not. In some instances, part-funding is awarded, and we will work with you to agree what is achievable within the funds awarded. In some instances, the Grant Review Panel will ring-fence an award pending further information or clarification on the project before the award is confirmed.



**Once a project is funded:**

Upon award confirmation, you will receive an email containing grant documents as attachments. We will need you to sign and return the **Grant Agreement**; a legal document detailing the terms and conditions of the grant, including timescales of payments, activities to be achieved and budget breakdown of what HCT have approved funding for. It will also specify when your **project reports** will be due. Most projects will need to provide an **interim report** and a **final report** at the end of the project. Project reports may be for example, 6-monthly during the term of your grant. These will enable you to share how the project is going, let us know any issues, and share your budgeted costs to date. You will need to **keep all your project expenditure**; receipts, invoices, timesheets (we will provide you with a timesheet template) /salary information etc to complete these reports as the project progresses. Your project should start within 3 months of the award email confirmation, and complete within 1 or 2 years (depending on the grant programme), from the date of the Grant Agreement.

On award, grant recipients will be asked how many times in the last five years you have had cause to report 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, and to provide details of the number of reports to each agency. This is part of our Safeguarding process.

Within the Grant Agreement, it states that 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. Please ensure you notify HCT of any such situation as required.

We will ask you to confirm you have completed a project **Risk Assessment**. HCT can provide a template if you do not have one. A risk assessment details the level of risk of the activities, what the risk is, how the risk will be mitigated and by whom. Risk assessments reduce the chances of incidents occurring and demonstrate that the necessary steps have been taken to protect beneficiaries from harm and comply with legislation.

We will ask you to confirm the organisation will hold **Public Liability Insurance** for the period of the project. You will need to provide a copy of a recent **bank statement** (transactions can be blanked out) or paying in slip for your organisation, showing the bank account details, in order to confirm the account details for HCT to pay in your grant. A copy of your most recent **Annual Accounts Summary** or alternative evidence annual income is also required. A **photo permission** form is provided, to confirm permission for Heathrow Community Trust to use submitted photos for publicity and promotion.

Where relevant, you may also be asked to provide evidence of **partner organisations** that have been consulted (such as letters of support), any **matched funding**, permission from the **landowner** or any **planning permission** required for your project. We may also ask for evidence of **consultation** to establish need and demand for the project (if referenced in your application). If working with young people (under 18), vulnerable people or people with disabilities, you will need to show you have the relevant **policies** in place, such as safeguarding policies and procedures.



Once all the documentation is received and reviewed, we will ask you to provide an **invoice** for your first payment. The payment schedule is detailed on the Grant Agreement. Please note, no payment can be made until all the requested documentation has been received.

We ask that you **publicise the grant** award, and we provide information on acknowledging our grant, together with copies of our logos in jpeg format, eps format can also be provided. There may be opportunities to help you get **volunteers**, so a volunteering opportunity form is provided.

Please be assured, we are here to be as helpful and supportive to you as possible, so please do get in touch. We look forward to hearing about your project proposals and how the projects we fund progress. You can contact the Heathrow Community Trust team via email on [hct@groundwork.org.uk](mailto:hct@groundwork.org.uk) or phone on 01895 839916.