Heathrow Community Trust and National Lottery Community Fund Hillingdon COVID-19 Response Fund

Aim of the Scheme

The Scheme is funded from the National Lottery Community Fund's COVID-19 Response Programme and is administered by Heathrow Community Trust.

The aim of the Programme is to support organisations to continue to deliver vital services to people and communities affected by COVID-19. In particular, the Programme will:

• **Fund activities supporting people and communities affected by COVID-19; and**
• **Help organisations overcome any acute financial difficulties they're facing as a result of the crisis.**

Specific local funding priorities have been identified as:
- Young People
- Domestic Violence
- Digital inequality
- BAME communities
- Those hardest hit by the pandemic

Identifying and supporting funding recipients

- All applicants are encouraged to contact our officers (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.

- This funding is mainly aimed at **local, small grass-roots organisations, you can apply if you are a larger national organisation but you will need to tells us about your work with beneficiaries in the London Borough of Hillingdon specifically.** Community groups could be a youth club, resident's 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 apply on your behalf and hold the funds for you and provide other guidance and support.

- Eligible organisations:
    - Charitable Incorporated Organisation (CIO)

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- o Charitable Trust
- o Co-operative Societies (Must have a not for profit/asset lock clause(s) in their Society Rules AND be registered with the Financial Conduct Authority)
- o Community Benefit Societies
- o Community Interest Companies limited by guarantee
- o Community Interest Companies limited by shares
- o Company limited by guarantee (Must be a registered charity OR have a not for profit/asset lock clause(s) in their Articles of Association)
- o Unincorporated Association/Organisation

- Application will be via an online application form. For organisations who are unsure about completing the application form we will 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.

- **This funding is only for organisations operating in the London Borough of Hillingdon** – National Lottery Community Fund have provided the funding to support small Voluntary and Community Sector groups in areas that they historically have funded less, The London Borough of Hillingdon being one of those. Organisations that are operating in other areas can still apply to them directly through either Awards for All or Reaching Communities: [The National Lottery Community Fund: National Lottery Awards for All England - Funding for All](#)

Types and amounts of Funding

- **Amount of Grant Funding available and frequency of funding rounds**: Applicants can apply for a grant of up to £10,000. There is a total funding pot of £95,000 and there will be two funding rounds in 2021 which will be open during April and June 2021.

- Funding awarded under the Hillingdon COVID-19 Response Fund **must be utilised not later than 7 months from the grant start date (and by no later than 28 January 2022)**.

- **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 10% of project costs 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:

  - o Revenue costs (items such as salaries or running costs where they are related to the projects we are supporting, or where they are included in the 10% overhead charge)

- o Direct project costs for materials, supplies, expenses (relate directly to delivery of project, but also support other projects and can include salary costs)

- o Up to a maximum 10% of grant awarded may cover Overhead costs (e.g. core staff such as CEO or administrators, rent and utility costs)

- Funding awarded under the Hillingdon COVID-19 Response Fund **must not** be used for Capital expenditure (associated with building works, furniture or equipment and usually one-off costs). The upper limit for Capital items is £10,000.00 – so this funding could certainly cover equipment items such as sports equipment, camping equipment, etc.

- **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 a minimum of £10/hour, skilled at £20/hour; goods costed at retail price). Any request for rates of greater than £300 per day for skilled staff must be fully justified in the application. Projects to support young people with Special Educational Needs or Disabilities 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 cost/head.

What and who we will fund

- Heathrow Community Trust **won't award a grant** for general running costs, appeals in support of an individual person (whether health or education related), commercial sponsorship, private for-profit companies, third party advertising or political campaigning.

- The Hillingdon COVID-19 Response fund **will not support Education establishments or local authorities.**

- Projects must be focused on at least one of the following themes. **It is not necessary to cover all of the themes and it is preferable to focus on a single theme which you can demonstrate well.** The Programme will focus on:

  - o Organisations supporting people and communities who experience disproportionate challenge and difficulty as a result of the COVID-19 crisis;
  - o Organisations providing services and support for vulnerable people, for which there will be increased demand as a result of the COVID-19 crisis; or
  - o Organisations which connect communities and support communities to work together to respond to the COVID-19 crisis.

- Location - **Your project must take place in the London Borough of Hillingdon, your organisation does not have to be located in the Borough.**

- 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 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.

- There is no limit to the number of submissions you can make in a round, therefore if you have two different projects requiring funding you can apply for both, although funding is limited so we are unlikely to be able to fund all the applications that we receive.

General Principals and Criteria on which Applications are judged

- The volunteer Grant Review Panel will review applications and make funding recommendations to our Board of Trustees, panels are made up of representatives from Heathrow Airport Ltd and community organisations from the surrounding area. Panels look at every application and judge it according to the key funding criteria.

- All applications from previous recipients of grants or from previously unsuccessful applicants will be considered by the Trustees 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 1 month of the Grant Agreement date and complete within 6 calendar months or **by 28 January 2022 at the latest**.

- Any information not on the application form will not be seen by the Grant Review Panel Members or Trustees.

Payment of Grants

Payment of Awards - all applicants should claim the first tranche of funds <u>within 1 month of receiving notification of the award,</u> and the final sum should be claimed <u>within 6 months from the same date.</u>

Amount	Timing	Evidence required for payment
95% of total funding awarded	Within 1 month of notification of award	Completed and signed copy of Grant Agreement and evidence as stipulated on the application form
5% end of 1 Year project	6 months	Acceptable Final Report including proof of expenditure, evidence of publicity and images where available.

Key Criteria –

A. Demonstrate that you are a responsibly managed organisation – tell us about your financial situation and your Trustee/management committee, tell us how you manage risk and safeguarding.

B. Project Beneficiaries – tell us how many people will benefit from your project and how. Tell us if any of your beneficiaries will be in our priority groups (Young People; Domestic Violence; Digital inequality; BAME communities; Those hardest hit by the pandemic).

C. Demonstrate this project will meet an identified need – tell us about how the pandemic has impacted your beneficiaries and your organisation.

D. Consider and plan how your project will give lasting benefits - What plans do you have 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? How will you measure the lasting benefits to your beneficiaries?

E. Experience and Capacity to deliver – tell us about your organisation and 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?

F. Explain why this funding is needed at this time and not currently available elsewhere.

Submitting your application

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

https://www.heathrowcommunitytrust.org/need-funding/Covid19

If any of the information is inaccurate your application could be deemed ineligible.

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.

Once you have submitted your application you will receive an email and **Unique Reference Number (URN)** to confirm that your application has been submitted. Please contact us if you do not receive the confirmation email within a few days.

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

Reporting on grant-funding

After 6 months you will be required to submit a short report on your project along with the invoice for the final 5% of funding. The report must include evidence of expenditure including receipts, invoices, payslips, etc.

Our priority is to learn alongside groups we support. We ask grantees to send feedback on the application process in their final reports. This enables us to understand evolving needs and issues in the areas that we support; we also carry out an annual survey of needs.