Heathrow Community Trust

GRANT-MAKING POLICY

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.

- 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. [The Foundation for Social Improvement refers to small charities as those with an income of less than £1.5m. 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 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 send 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 – i.e. we have defined things we want to achieve with the funding (see the priorities listed in our Strategy), and have specific deadlines for applications, but we do not limit who can apply (other than by geographic location of beneficiaries and by reference to the specific funding criteria set out in this document). We monitor levels of applications and success rates and adjust our communications strategy accordingly to ensure maximum accessibility.

Types and amounts of Funding

- We are currently only able to offer **single-year funding.** We will keep this under review and may offer multi-year grants in future.

- **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 Capital costs (associated with building works, furniture or equipment and usually one-off costs);

    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 (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)

- **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 £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 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 cost/head.

- Amount of Grant Funding available and frequency of funding rounds:

    - **For Large Grant programmes (Environment & Sustainability Grants, Projects for Young People**) - Groups can apply for up to £7,500 for one year, for projects costing no more than £30,000 in total (i.e. HCT funding may be a contribution to the total cost of the project, provided the total cost is no more than £30,000). Awards are made in a single stage process, and there are one or two application rounds a year depending on programme.

    - **For Small Grant programmes (Communities Together and HAPi)** - Applicants can apply for up to £2,500, for projects costing no more than £10,000 (i.e. 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.

2

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.

- 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 support 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 at this time be funding school gardens under any of our other funding programmes.

- Projects must be focused 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.**

- **Location - Your project must take place in 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 bids for any UK borough under these grant stream. 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 4 months prior to the panel meeting.**

- Heathrow Community Trust will support Heathrow colleagues 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 4 months prior to the panel meeting.**

- **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, 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 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 that Trustees would prefer to fund projects designed to improve the long-term sustainability of the organisation rather than simply funding donations. Projects of this nature might include purchase and fitting of new shelving or storage, or development of a communications and marketing campaign designed to increase number of volunteers or donation.

- 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.

- 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 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.

- 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. We will not fund the same project twice in succession.**

General Principals and Criteria on which Applications are judged

- Volunteer Grant Review Panels make funding recommendations to our Board of Trustees and 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 2 months of the Grant Agreement date and complete within one calendar year. Please ensure you check the application timeline on our website, allowing sufficient time for our processes – typically grant review panel meetings take place approximately one month after the deadline for applications to allow for due diligence checking.

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

- <u>Re-submission</u> 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, <u>with a new project, but we will not consider the same project again, even if to a different Grant Programme</u>.

Key Criteria – applicable to all grant programmes

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 profit or deficit, explain why, tell us how you manage risk and safeguarding.

B. Project Beneficiaries – tell us who specifically will benefit from your project and how. 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 have identified beneficiaries.

C. Demonstrate this project will meet an identified need - Showing evidence that the project is wanted and needed is important – <u>local</u> 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.

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. 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.

F. Provide clear information about how the project's impact will be measured and relate this to the <u>specific theme(s)</u> of the grant programme to which you are applying (see specific grant programme criteria below for themes and suggested impact measures). E.g. 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 – <u>All</u> 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. ethnic or demographic issues, for example if recruiting volunteers how will you ensure they are representative of the local demographic).

H. Environmental impact considerations - <u>All</u> projects should demonstrate a consideration of environmental issues, with measure 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 – tells 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 e.g. 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 Large grant programmes (Environment & Sustainability Grants 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 £10/hour, skilled at £20/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 and HAPi) – Matched funding (either in kind or cash) is <u>not</u> 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 £10/hour, skilled at £20/hour; goods at retail price).

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.

Key programme specific themes – you must demonstrate project outcomes in <u>one</u> of the theme areas 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

Payment of Awards - all applicants should claim the first tranche of funds <u>within 2 months of receiving notification of the award,</u> and the final sum should be claimed within <u>1 year from the same date for 1-year projects.</u>

For Large Grants programme – Projects for Young People:

Single Year Projects		
Payment	**Timing**	**Evidence required for payment**
75% of total Year 1 costs	On award of funding	Completed and signed copy of Grant Agreement and evidence as stipulated on the application form
20% of total Year 1 costs	6 months	Submission of a satisfactory Interim Report including proof of expenditure.
5% end of Year 1 costs	12 months	Acceptable Final Report including proof of expenditure, evidence of publicity and images

HCT Communities Together

Key programme specific themes – you must demonstrate project outcomes in <u>one</u> of the theme areas when applying for funding. Funding of up to £2,500 for 1 year.

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:
  - number of people involved in community events and programmes bringing the community together
  - number of people with greater feeling of involvement in local community
  - increased number of people/variety of groups using community facility
  - area of land enhanced or protected for the community
  - 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

Payment of Awards - all applicants should claim the first tranche of funds <u>within 2 months of receiving notification of the award,</u> and the final sum should be claimed within <u>1 year from the same date.</u>

For Small Grants programme - Together Small:

1 Year Projects		
Amount	**Timing**	**Evidence required for payment**
95% of total grant	On award of funding	Completed and signed copy of Grant Agreement and evidence as stipulated on the application form
5% end of project	(12 months)	Acceptable Final Report including proof of expenditure, evidence of publicity and images

Submitting your application

To submit your application - Applications must be completed online and can be found in the relevant grant programme 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 email and URN number to confirm that your application has been submitted. Please contact us if you do not receive the confirmation email within a few days.

Reporting

As part of the grant agreement, the grantee is required to submit interim and/or final reports on the project which must include all expenditure evidence for the grant amount awarded, together with images/photos of the project and evidence of publicity. To evidence staff costs, payslips or timesheets are required. The awarding of the next instalment is subject to a satisfactory report. 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 improve the quality of life in local communities 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 or charities within our broader charitable objects