



HOUNSLOW THRIVING COMMUNITIES FUND

Revenue Fund Guidance

2024 - 25



**London Borough
of Hounslow**

Thriving Communities Fund: Revenue 2024/2025

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1. Introduction

The Thriving Communities Fund exists to support and deliver the Council's ambitions, outlined in our key Council strategies. For this round of funding we are inviting applications focused on the following four priorities taken from the Council's Corporate Plan, [Ambitious For Hounslow](#):

- ✓ **A Greener Hounslow**- *Supporting environmental projects and green opportunities*
- ✓ **A Healthier Hounslow**- *Strengthening social connections and improving health and wellbeing*
- ✓ **A Thriving Hounslow**- *Providing accessible arts and cultural opportunities*
- ✓ **A Safer Hounslow**- *Keeping young people safe and building confidence*

The Council's [Thriving Communities Strategy \(2024-2028\)](#) sets out the borough-wide, cross sector approach to supporting civil society and social action. These are based around the following three pillars:



We want to make Hounslow a fairer, more equal and inclusive place to live, work and study. In [A Fairer More Equal Hounslow](#), our new equality, diversity and inclusion strategy, we have committed to address place based inequality and focus help to those living in our most disadvantaged neighbourhoods.

The strategy has identified [30 Equality Opportunity Areas](#) which we will target to reduce inequality. For this round of funding, we welcome applications across the borough **but are particularly keen to see projects located in and / or supporting residents of the 30 Equality Opportunity Areas.**

Alongside this place-based approach, we aim to support groups that are working to improve equality, diversity and inclusion for people who identify with one of the equality groups of disability, age, ethnicity, gender, sexuality and faith.

2. Priority Areas

1. A Greener Hounslow – *Supporting environmental projects and green opportunities*

Outcomes:

- Reduce levels of food insecurity
- Improve health and wellbeing
- Increase use of green spaces
- Reduce waste and increase levels of reuse and recycling at a community level.

As a Council we have committed to a programme to help us achieve [Net Zero Carbon](#) by 2030, encouraging sustainability and a circular economy. We know that the environment is something that our residents and community groups are also passionate about. As such, we want to empower people to reduce waste, increase reuse and recycling, make better use of community green spaces and increase access to community-based food projects.

Applicants are invited to submit proposals that will help achieve the outcomes listed above. All proposed projects should consider how they can increase resilience, build skills, offer volunteering opportunities and / or support pathways to employment.

2. A Healthier Hounslow - *Strengthening social connections and improving health and wellbeing*

Outcomes:

- Increase levels of social connection between residents
- Improve health and wellbeing
- Reduce levels of isolation and loneliness
- Reduce barriers to accessing services

We want to create A Healthier Hounslow by supporting our residents to be more socially connected, reducing isolation and improving all aspects of their health and wellbeing. We would like to support projects and services that will increase residents' access to and engagement in activities and services by building confidence, increasing awareness, and ensuring the availability of locally accessible services in their community.

3. A Thriving Hounslow - *Providing accessible arts and cultural opportunities*

Outcomes:

- Creating community cohesion through cultural intervention
- Improving skills and experiences of residents, particularly young people through creative programmes
- Celebrating the borough's diverse communities through active participation events
- Partnership projects which show how culture integrates with health and wellbeing

Culture can make a significant contribution in creating liveable, thriving places, when it is accessible to all and reflects the diversity of our people. We know people connect through arts, heritage and culture and we want cultural projects that entice people across invisible borders to meet, participate, see new things, learn and inspire ideas.

With our borough's transient and diverse population we want culture to give definition to Hounslow, enhancing and animating shared spaces and creating a sense of place and belonging. We know it's good for the person and for society and want to support more projects which provide skills and experience through the culture sector to our young people. In our rich diverse borough, we are looking for projects that celebrate particular communities whilst being accessible for all to participate and foster understanding. We are keen to see projects that show the impact that culture can have on social, mental and physical wellbeing.

4. A Safer Hounslow - *Keeping young people safe and building confidence*

Outcomes:

- Increase levels of resilience
- Improve health and wellbeing
- Reduce risk of exploitation and involvement in gang activity
- Reduce levels of anti-social behaviour

We want to support A Safer Hounslow by reaching young people who may be most at risk of being affected by crime or who are most susceptible to harm in their community and provide them with positive opportunities.

We want to invest in services that will support meaningful and preventative activities for our young people. Projects should promote resilience, healthy relationships, community cohesion and reduce the likelihood of exploitation, as well as lessen the risk of involvement in serious youth violence, criminality,

gang activity and anti-social behaviour. All proposed services should have clear referral pathways (ensuring that Council teams, partners and parents can refer to / access support as and when required).

We are keen to see projects focusing on young people aged 10 to 16 years in Bedfont, Feltham, Hanworth, Brentford and Heston areas, including on our Housing Estates.

3. Amount available and key dates for 2024/25

- Proposals are accepted from **£1,000 to £30,000 towards** revenue projects (some small capital spend can be included to support delivery).
- Delivery should take place within **12 months** and **start within three months** of the funding being awarded.
- Please allow 6 weeks after the result date for the **start date** of your project.
- Proposals are accepted according to the timetable below.

Round	Open for Applications	Deadline for Applications	Decision Communicated
1	Friday 17 May 2024	Monday 1 July 2024	Mid September 2024

4. Criteria

When assessing your proposal, we will consider the following points:

- Projects must show how they meet one of the priorities set out above.
- Whether you work in partnership with other relevant groups (VCSE or statutory) to ensure a better service for residents. This does not need to be a formal partnership
- Whether you collaborate with residents and service users in the design of your project
- The level of matched funding from elsewhere, with a preference to fund projects with other funding contributions, including gifts in-kind
- Value for money
- The long-term sustainability or exit plan in place e.g. does your project train volunteers to deliver, or are you testing an approach with plans to secure further funding
- Demonstrated commitment to quantifying and measuring beneficiaries, outcomes, and outputs
- Any duplication with existing delivery
- We will prioritise services delivered within the borough however we may fund out-of-borough services where you can demonstrate that there is a clear need (e.g. in the case of specialist services that cannot be delivered within the borough) and where the service is genuinely accessible to Hounslow residents.
- That you have all the necessary permissions, insurance, and safeguards in place to ensure that the project is well run, and participants are safe. This may include DBS (Disclosure Barring Service) checks for staff or volunteers working with young people and / or vulnerable adults. We are happy to support you with this.

We cannot provide funding for:

- Activities, events, or services which have already taken place, including staff development time in planning services or preparing funding bids
- Any costs which someone else is paying for, whether in cash or in-kind
- Items that only benefit an individual or are not needed to deliver the project outcomes
- Funds to build up a reserve or surplus, whether distributable or not
- Activities that promote worship or religious views
- Party political activities
- Fundraising activities

- Capital projects – this fund is for REVENUE only. The grant can be used to fund small items of capital expenditure (physical items) which supports the delivery of the project being applied, for example, tools for a food growing projects, small items of office equipment e.g. printer. We would not normally consider capital spend over 20% of the project costs.

5. Who can submit a proposal?

We can fund:

- Constituted not-for-profit organisations (e.g. a registered charity, company limited by guarantee, unincorporated association or club, Community Interest Company, Charitable Incorporated Organisation)
- If you are an un-constituted group, e.g. a Mutual Aid group, that is interested in submitting a proposal, please contact us to discuss your options.

To apply you must:

- Have an adopted constitution or other governing documents in place.
- Have a bank account in the organisation's name that requires two unrelated people to sign cheques or withdraw funds.
- Have a Management Committee or Board of Trustees with at least three unrelated members and which meets regularly (at least three times each year).

Who we can't fund:

- Individuals.
- Organisations with significant unrestricted or unallocated reserves (please see the [Charity Commission Guidance on Reserves](#) for best practice guidelines)
- Organisations based outside the UK.
- Applicants who have already received TCF Revenue Grant for the financial year. Please note we are also unlikely to fund organisations who have received funding in the previous financial year.
- Services that are the responsibility of statutory providers.
- Hounslow Council teams or Councillors

In addition, we will not normally make grants to organisations that:

- Are applying on behalf of other organisations.
- Are in poor financial health (e.g. operating at a loss).
- Have not met their legal obligations in making on-time returns to the Charity Commission or Companies House, if applicable.
- Are applying for funding for a service or project that we have funded in the previous financial year.
- Have received grants from us in the past but not successfully managed or reported on them.
- Do not appear to have the necessary skills, expertise, and experience to deliver the project.

6. Project costs

Please clearly outline how much the project / service will cost, outlining the key elements and cost per element e.g. staff, activity costs, etc.

- For staff costs – break-down into roles and costs per hour/cost for duration of project
- For item/activity/resources – break down what is needed for the project i.e. 10 bags of soil (£15 per bag x10 = £150)
- Please reflect any fees or charges that members pay to your budget i.e. members pay £10 per year x 20 members = £200 and this goes towards running costs

Please cost your project accurately, ensuring you take into consideration any overhead costs associated with the project (e.g. percentage of office and management staff costs). Please tell us how you calculated any overhead costs.





Costs applied for (including staffing and overhead costs) should not already be funded from other sources or have been incurred before your grant is approved.

We prefer to fund projects that have other funding contributions towards delivery. This can include gifts in kind, including volunteer time.

7. Outputs and outcomes

Outcomes are the difference you hope your project will make to participants and / or the wider community. In your application you are asked to outline the outputs and outcomes you plan to achieve.

Please ensure any outputs and outcomes included are "specific," "measurable," "attainable," "relevant," and "time-bound" and that they link to your proposed delivery.

Example Outputs	
	A youth project.
	A drop in for young people will run for an hour a week over 52 weeks at ABC Community Centre.
Example Outcomes	
	People will find work.
	45 people will be supported into part time paid employment within 6 months.

Funded organisations will be required to provide a mid-way monitoring report and an end of project monitoring report within one month of the end of the grant spend. You will be asked to set out how you have spent the grant funding. Please keep evidence of any expenditure in case of audit.

Funded organisations will also be required to use the Hounslow Council logo and share promotional material for the project. We will ask for quotes and case studies so that we can promote the fund and your service/project.

8. Grant Conditions and Payments

All funded organisations will need to sign up to our grant agreement. A copy will be sent to successful organisations. Grant funding will be paid in two payments, first within four weeks of the grant agreement being received and the second at the midway point on receipt of your midway monitoring. To release the first grant payment, you will need to provide:

- A signed grant agreement
- All policies, permissions, and insurances relevant to your project
- A copy of a bank statement or paying in slip if you've not received funding from us before

9. Application and decision process

- **Online Grants System**

There is a new online application process for our Thriving Communities Fund grants, accessible from this web address <https://grants.hounslow.gov.uk/>. Applicants will need to sign up for an account. Any issues please contact the Thriving Communities team via community.development@hounslow.gov.uk

- **Assessment**

Proposals will be assessed by a panel of council officers. Funding will be awarded based on the extent to which your response meets the priorities in this guidance document and need at the time of submission. Please be aware that we usually receive more applications than we can support.

We may call you during the assessment stage to clarify details and ensure we have a correct understanding of your application and organisation. Please ensure that contact details are provided for a representative from your organisation who is available between the submission and results dates.

10. Safeguarding and Governance

We require all groups to have the following in place (and these should be submitted with your application)

- Constitution or set of written rules which sets out your / your organisations aims and objectives.
- A bank account in your organisation's name with at least two unrelated signatories – only to be submitted is successful
- Annual accounts (independently examined where required) *or for new groups* (those operating for 15 months or less) a 6-month cash flow statement showing expected income and expenditure and the last three months bank account statements.

Where relevant to the project or service you will also need to provide the following:

- Public Liability Insurance
- Equal Opportunities Policy
- Employers Liability Insurance
- Safeguarding Vulnerable Children policy (if working with children and young people)
- A Safeguarding Vulnerable Adult's policy (if working with vulnerable adults)
- Evidence of your process for ensuring Disclosure and Barring Service (DBS) checks are completed for those working directly with children and young people or vulnerable adults (this includes where organisations subcontract work to other individuals / organisations)
- We reserve the right to request further information of applicants regarding their financial standing or capacity to deliver.

11. Further information and support

You can contact the Thriving Communities Grant Managers throughout the process to discuss your application and get support to use the online application system via:

- Michelle Hutchinson: michelle.hutchinson@hounslow.gov.uk t. 020 8583 2454
- Halima Hussain: halima.hussain@hounslow.gov.uk t. 020 8583 2512

Please be aware that if you contact us within a week of a fund deadline, we may not be able to respond in time so please contact us as early in the process as possible. We welcome discussions about potential ideas in the early stages.

Useful information that might help you with your application:

- Council's Corporate Plan, [Ambitious For Hounslow](#)
- [Thriving Communities Strategy \(2024-2028\)](#)
- Council's Equality, Diversity and Inclusions Strategy, [A Fairer More Equal Hounslow](#)
- Council's [Health and Wellbeing Strategy](#)
- Use the [Hounslow Data Hub](#) to support your application with data on local needs and issues

 <p>Ealing and Hounslow Community Voluntary Service</p>	<p>For support with funding searches and applications, developing your organisation, policies and procedures, or IT support, please contact the Ealing and Hounslow CVS on</p> <ul style="list-style-type: none">• 020 3096 4250• iain@ehcvs.org.uk• https://ehcvs.org.uk <p>To receive or feature in their regular e-newsletters contact iain@ehcvs.org.uk</p>
 <p>Volunteer Centre Ealing & Hounslow</p>	<p>Ealing and Hounslow Volunteer Centre is also the official volunteer centre for the London Borough of Hounslow. They can support you with recruiting and managing volunteers. Contact them:</p> <ul style="list-style-type: none">• https://ehcvs.org.uk• whitley@eahcvs.org.uk
 <p>evolve Voluntary and community news from Hounslow's Community Partnership Unit</p>	<p>Evolve is the e-newsletter for the community and voluntary sector. Featuring useful information about funding, events, training, and other opportunities. You can also use it to promote your activities.</p> <ul style="list-style-type: none">• Email 'Subscribe to Hounslow' in the email subject title to: community.development@hounslow.gov.uk• Follow us on Twitter / X here- https://twitter.com/EvolveHounslow
 <p>ONE HOUNSLOW connect</p>	<p>We require all grantees to have a page on Hounslow Connect to promote their services:</p> <ul style="list-style-type: none">• https://hounslowconnect.com• Contact hounslowconnect@houslow.gov.uk for more details

12. Application Questions

There is a new online application process for our Thriving Communities Fund grants, accessible from this web address <https://grants.hounslow.gov.uk/>. We have included below a full list of the application questions. However, applications will only be accepted via the online application system.

1. About you

1.1. Applicant information

- Name
- Email address
- Telephone number

2. About your organisation

2.1. Organisations should be able to answer yes to all statements below.

- Our organisation has an adopted governing document (e.g., a constitution).
- Our organisation has a Management Committee or Board of Trustees with at least three unrelated members, and which meets regularly (at least three times each year).
- Our organisation has a UK based bank account in the name of our organisation as shown on our governing document with cheques, internet banking and other withdrawals for our organisation are signed or authorised by at least two people who are not related to each other and/or do not live at the same address.
- We have annual accounts or a 12-month projection available if running less than 15 months. This provides our expected income and expenditure for the 12 months from the date our organisation was set up.

2.2. Please upload a copy of your governing document

3. Outline proposal

3.1. Please provide details about your proposal

- Project Name
- Project Purpose (You may enter up to 250 characters)
- Primary project address
- Secondary project address (if applicable)
- Start date- Tell us when this funding will first be used. This should be within 3 months of the funding being awarded.
- End date- Tell us when the funding will last until. This should be within 12 months of the project start.
- Is your project targeted at a particular marginalised group?

3.2. Priority Area

- Please tell us which priority area your proposal addresses

4. Further details

4.1. Please describe your project in more detail below

- What are you applying for funding for? (You may enter up to 1500 characters)
- Why is your project / service needed? (You may enter up to 1500 characters)
- Who will benefit and how? (You may enter up to 1500 characters)
- Does your project benefit Hounslow Housing Tenants e.g., council tenants? If it does, please tell us what estates or supported housing schemes beneficiaries will come from.
- Is your proposal for an existing project or service?

4.2. Please describe how you will manage your project.

- How will you know you have made a difference? (You may enter up to 1500 characters)
- How do you link in with other organisations in the borough? (You may enter up to 1500 characters)
- How will you manage this project? And what experience and skills do you have to do so? (You may enter up to 1500 characters)
- What is your exit strategy or plan for sustainability beyond the life of this project? (You may enter up to 1500 characters)

5. Who will benefit?

5.1. Please provide the numbers of each beneficiary you expect to benefit (up to 30 words per description)

- Beneficiary e.g., young people, housing tenants, LGBT+ people, older residents, etc.
- Numbers to benefit
- How will they benefit?

5.2. Total amount of beneficiaries who are Housing tenants.

- Number of residents in London Borough of Hounslow Council properties?
- Total numbers to benefit.
- The percentage of beneficiaries who are Housing tenants.

5.3. Where in the borough will most beneficiaries live? Please select up to three areas.

- Borough wide
- Bedfont
- Brentford and Isleworth
- Chiswick
- Central Hounslow
- Feltham
- Hanworth
- Heston and Cranford

6. Outputs

6.1. Please provide details of any measurable outputs relevant to your project that you expect to deliver as a result of this funding. Include as many as you wish.

- Measurable Output (You may enter up to 200 characters)
- Timescales for delivery (You may enter up to 200 characters)

7. Outcomes

7.1. Please provide at least three measurable outcomes relevant to your project that you expect to deliver as a result of this funding.

- Measurable Outcome (You may enter up to 200 characters)
- Timescales for delivery (You may enter up to 200 characters)

8. Projects Costs

8.1. Tell us how much your project STAFF costs are and how much you are applying for.

- Job Title
- No. of hours spent on project.
- Salary cost per hour
- Total Cost
- Total requested from LBH.
- Source of additional funding including membership fees

8.2. Tell us how much your other project costs are, and how much you are applying for.

- Item/Activity
- Total Cost
- Total Requested from LBH
- Source of additional funding including membership fees

8.3. Total costs (system will calculate)

8.4. If you charge for your sessions or have a member fee, please tell us more.

- How much per session, per year?
- Number of members/clients
- Total income from members/clients
- What does this funding pay for?

9. Feedback

9.1. Do you wish to provide feedback on the application process?

- How would you rate this application?
- Do you have any comments or feedback on the application process?

- Have you sought support from the Ealing and Hounslow CVS when completing this application or seeking other funding?
- If yes, how would you rate this service?

10. Supporting Documents

10.1. Please provide the following documents

- Annual accounts or 6-month cash flow forecast included. All organisations to include this.
- Copy of equal opportunities policy included. All organisations to include this.
- Copy of public liability insurance included. All organisations to include this.
- Copy of employer' liability insurance included. Include if your organisation employs paid employees.
- Copy of health and safety policy included. All organisations to include this.
- Copy of child/adult safeguarding policies (including DBS procedures) included. Include if your project works with children or vulnerable adults.
- Copy of volunteer management procedures included when a project includes volunteers. Include if your project or service includes volunteers.
- An overview of evaluation results, outcomes or outputs achieved over the last 12 months. Max. 2 sides of A4. Include if your application is for an existing project or service.