Notes on small grant applications

Generally

- The Trust's small grant programme is limited to grants of not more than £7,500.

- **We strongly advise you to contact the Trust to discuss your proposed project before you submit your small grant application.** We are happy to have an informal discussion on whether your project is likely to meet the Trust criteria for funding and to help in any way we can. Similarly, if you are able to email a draft of your application no later than a week before the grant deadline we will have time to review this and request any additional information we think would strengthen the application or suggest ways you could improve it.

- Remember that the Trust's funding is limited to the Southern six wards of Hillingdon so if your project covers a wider area you should explain what proportion of beneficiaries will be from our area and how you intend to fund the project operating beyond the Trust area.

- We would prefer you to complete the form as a download from our website and to email us a copy of the application, sending the signed hard copy by post. We also encourage you to send supporting information (see final page of application) by email for environmental reasons and to keep copying and postage costs down.

The application form

Please complete all the sections of the form. The following explanatory notes might be useful.

You might also want to look at http://www.hillingdoncommunitytrust.org.uk/_resources/hct-notes-on-applying-for-funding.pdf which gives additional advice on funding applications.

7 Protection of children and vulnerable people

If your organisation works with children or vulnerable people we will need you to let us have a copy of your policy and to let us know how you obtain enhanced CRB checks.

8 Finance

Accounts can be emailed. We would also like you to indicate here your organisation's total income for your last financial year and what your unrestricted reserves are.

10 Grants

We need this information so that we can see how your organisation has been funded recently and what type of work it has been doing.

11 Purpose

This is the most important part of the form in enabling us to decide if we are able to fund your project. When you complete this section, remember that the Trust wishes to ensure that its funding brings maximum the benefit to the community and will give priority to applications which –

- will have the greatest impact in the six wards
- will encourage social cohesion and integration
- have a strong community ownership, and will be delivered by organisations based in or with a proven track record of contributing to the communities in the six wards
- will bring in funds from other sources
- involve partnership and co-operation between organisations, where this is feasible
- address social need and deprivation
- help strengthen voluntary bodies and support community involvement
- are sustainable and provide a long-term legacy to the local communities

It's particularly helpful if you can indicate what difference the Trust's funding will make to residents in the Trust area and also to indicate what outcomes you would anticipate from your project.

12 Beneficiaries

The Trust generally gives priority to projects being delivered from within the Trust area. If your project will be based outside the area you should explain how you intend to focus on the Southern six wards. Please also try to give a realistic indication of the likely number of beneficiaries. If we approve your grant we will ask you to let us know when we monitor the grant how many beneficiaries there were in the first 12 months of the project.

13 Funding required

If we approve your grant we will expect that the grant expenditure closely matches the budget you set out here so try to make this as accurate as possible. The Trust will provide core costs (e.g., contribution to salary, rent, utilities) on a full cost recovery basis but these must be a reasonable proportion of the total budget.

The Trust's funding is limited to the Southern six wards of Hillingdon so if your project covers a wider area you should explain what proportion of beneficiaries will be from our area and how you intend to fund the project operating beyond the Trust area. It's helpful, although not vital, if you have raised some of the funds needed from other sources such as through your own fundraising activity.

14 Monitoring

The Trust monitors all grants (usually around 12 months after the first payment) and we will expect you to tell us how you achieved the objectives set out in the application and to give us receipts for expenditure to match the outline budget (unless we give written approval to vary this).

Section D – referee's declaration

Please note that we do not require this if you have already applied to the Trust for funding. Ideally referees should be from the Trust area.

Section E – bank details

The Trust will pay any grant into this account by BACS. You will need to provide an original bank statement, cancelled cheque or paying in slip **the first time you apply** and every time you change your account details.

As part of our risk management policy, the Trust requires that there are **at least** two signatories/approvals for payments from this account. We will not normally approve a grant if co-signatories to this account are related/members of the same family/partners/living at the same address. If you have any queries about this please call the Trust office.

Section F – declaration by the Chair, Treasurer or Chief Executive

This section must be completed by an authorised representative so that we know that there is appropriate governance for the project.

Checklist

If you have already provided the information for a previous application (and it has not changed) you do not need to provide it again. We encourage you to send this information by email for environmental reasons but we do need a signed hard copy of the form only.