

Notes on stage 1 grant application

For stage 1 grant applications, we ask you to send the Trust (preferably by email) a brief submission telling us about the project you would like us to fund. **We strongly advise you to contact the Trust to discuss your proposed project before you submit your Stage 1 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 submission 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.

Copies of Stage 1 submissions are circulated to all Board members, so it is important that they are concise, yet communicate how you intend the project to operate and what you expect the outcomes to be. We would prefer you not to add a 'cover sheet' as we will have to detach this to keep down consumption of paper and printing ink and postage costs. For the same reason, ideally your submission should be on 2 sides of A4 and should not exceed 3 sides.

We would prefer your submission to be in at least 11point typeface to make it easier to read.

There is also some general information about applying for funding at http://www.hillingdoncommunitytrust.org.uk/_resources/hct-notes-on-applying-for-funding.pdf

Part 1

Please provide all the information requested in part one, even if you have applied to the Trust previously. This helps us to make sure the information we have on your organisation is up to date and we have the appropriate contact for the grant application.

Part 2

When you write your submission remember that as far as possible the Board will expect to have clear and accurate information on the areas suggested in our template. 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.

Particularly important are the following points:

- **How the project meets the Trust's funding objectives**

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

So it is important that your submission communicates how these objectives will be achieved.

- **What change the project will bring about for residents in the Trust area**

This is important so that we can assess the likely impact of your project. If you are able to set out on a separate sheet what you would anticipate the realistic outcomes of your project might be for the funding you are requesting this is likely to be particularly helpful.

- **If your organisation has delivered a similar project in the past some information about any evaluation that has taken place**

(this can be on a separate sheet)

- **How many people will benefit from the project**

Please try to give an accurate and realistic figure of numbers of beneficiaries from the project over its entire projected period (e.g., for a 3 year project give the total number of beneficiaries).

- **Which of the Trust's six wards will benefit from the project (Botwell, Pinkwell, Townfield, West Drayton, Yiewsley, Heathrow Villages)**

It is important that your project brings specific benefit to residents of these wards – the Trust's funding is limited to this area. If your project covers a wider area please say how you plan to fund the project outside the Trust area and what proportion of beneficiaries are from outside the Trust area.

- **Where the project will be delivered**

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.

- **An outline budget for the project**

Please try to make this as realistic as possible – even though you may be in the early stages of applying for funding. We will accept that there may be some changes in this if you are invited to apply at Stage 2.

- **How you envisage the project will continue once Hillingdon Community Trust funding has ended.**

This is important because the Trust hopes that projects will be able to continue once its funding has ended.