

## **Notes on applying to Hillingdon Community Trust for funding**

### **Introduction**

These notes are intended to help and guide organisations applying to Hillingdon Community Trust for funding. In addition, the Trust office is always pleased to answer queries from organisations considering a grant application.

It is important also that you read our grant guidelines (available on our website) which go into greater detail on eligibility for grants.

### **Trust objectives**

When completing your grant application it is important to keep the Trust's objectives in mind. The Trustees will assess your grant application on the extent to which it meets our funding objectives, so will be looking for applications that can demonstrate:

- maximum impact in the six wards
- strong community ownership, and delivery by organisations based in or with a proven track record of contributing to the communities in the six wards
- they will bring in funds from other sources
- partnership and co-operation between organisations, where this is feasible
- that they address social need and deprivation
- that funding will help strengthen voluntary bodies and support community involvement
- sustainability and a long-term legacy to the local communities
- that they will contribute to social cohesion and integration

When writing your grant application, try to demonstrate how your project fulfils these criteria as this will increase the chance of your application being successful.

### **Grant making procedures**

#### **Small Grants Programme**

£150,000 (15%) of the Trust's funds is set aside for this programme which offers grants of between £100 and £7,500. Applications are considered by the Small Grants Sub-committee, which receives copies of all applications plus supporting documentation, which include information on previous applications and results of monitoring. The Sub-committee makes

recommendations to the Board on funding. All Trustees are entitled to attend meetings of the Sub-committee.

The Board considers the Sub-committee's recommendations on funding and makes the final decision.

Applicants are informed of the decision by the Trust office, and if successful sent a grant offer and terms, along with information on monitoring requirements and required outcomes from the grant. Usually, unsuccessful applicants are given feedback on why they have been unsuccessful.

Monitoring takes place towards the end of 12 months for most grants, and a monitoring report is submitted to the Sub-committee and the Board.

### **Main Grants Programme**

This offers grants of over £7,500. This is a 2 stage process. Stage 1 applications require an outline of the project and what it intends to achieve, along with some background information on the organisation. Stage 2 applications, which are much more detailed, are invited only where the Trust believes there is a reasonable prospect of being able to fund the project. Stage 1 and Stage 2 applications are considered by the Main Grants Sub-committee, which receives copies of all applications plus supporting documentation, which includes information on previous applications and results of monitoring. The Sub-committee makes recommendations to the Board on whether to invite a Stage 2 application and also what elements it would like to see included in a Stage 2 application and what questions it wants answered about the application. All Trustees are entitled to attend meetings of the Sub-committee.

The Board considers the Sub-committee's recommendations on Stage 1 and Stage 2 applications and makes the final decision.

Applicants are informed of the decision by the Trust office, and sent a grant offer and terms, along with information on monitoring requirements and required outcomes from the grant. If the grant covers more than one year, monitoring and evaluation against agreed planned outcomes takes place towards the end of the year and a monitoring report is submitted to the Sub-committee and to the Board which makes the final decision on funding for a further year, and on any amendments to required outcomes. We aim to give unsuccessful applicants are given feedback on why they have been unsuccessful.

### **Outcomes from project**

It is always helpful if you can include some proposed outcomes from your project. This helps the Trustees to see that you have thought through how your project will benefit people. 'Outcomes' does not just mean the number of people you anticipate the project will benefit, but how the project will affect their lives. For example, if you are applying for funding to run a training project, we would like to know how it will equip users better to find work, or improve their life, rather than simply how many people will go on the course. You can always include a separate sheet giving your suggested incomes, if this is helpful.

### **Beneficiaries**

Think carefully about the number of beneficiaries you anticipate from the project and make sure you are being realistic in your estimate. This is much preferable to putting forward an over ambitious figure which you are unable to achieve

### **Information on funding from other sources**

It is important to provide accurate information on the funding you have received from other sources over last year, and also on the other sources of funding for the project for which you are currently applying for funding. We realise that this can be time consuming but this information helps the Trustees to assess how your project will work and whether your organisation has been successful in applying for funding from other sources.

### **Final read through**

When you have finished writing your grant application

- read it carefully to make sure it makes sense
- check that you have shown how the grant application meets our funding objectives
- make sure that all the figures add up properly

It is also a good idea to ask someone who does not know your organisation well to read the application. Do they understand what your project will do and what it is trying to achieve as a result of reading the application? Can they see how it meets our funding objectives? If they can't it is likely that the Trust will find that difficult too, so revise the areas that are unclear before you submit it.