Matched Funding
Guidance and Criteria 2024

Overall Guidance

Funding for these awards comes from Heathrow Community Trust, an independent grant-making trust, and from Heathrow Airport Ltd. These awards are designed to help Heathrow (HAL) employees raise money to support charities, voluntary groups or clubs in the areas around Heathrow, in communities where they live, or national or international charities.

To be eligible, the organisation you have raised money for must be registered in the UK and the funding from Heathrow Community Trust must be spent on UK-based projects.

Heathrow employees can apply for a matched funding donation of 50% of the funds raised by the individual, to a total value of £250. We recommend that you submit your application after you have completed your fundraising. You may apply for fundraising completed in the 7 months prior to the application deadline.

Where applying as a group, please make clear on your application how many people are participating in total. We will accept a maximum of 4 colleagues' funding applications for any one event.

Please note that if you are taking part in the London Marathon as part of the Heathrow Community Trust team, 50% of the funds you raise will be coming to Heathrow Community Trust. We can therefore only match fund the sum that is not coming to us.

Examples of fundraising activities we've supported include taking part in sponsored marathons, long distance cycling events, supporting jumble sales for local scout groups or schools and charity cake sales.

To apply you must be an employee of Heathrow Airport. If you're actively involved in volunteering for a charity, community group or club and need funding for a particular project, we would encourage you to apply for funding under the **HAPi** funding stream, which awards grants up to £2,500. Heathrow Community Trust will not award funding for appeals in support of a sole person, whether health or education related, commercial sponsorship, third party advertising or political campaigning. You can find out more about HAPi funding here.

To submit your application

The application form is available online and can be found here. There are two submission deadlines for 2024, and applications are reviewed by a panel which also assess HAPi applications at the same meeting. Application closing dates for each round are the same as the HAPi closing dates, which can be found at https://www.heathrowcommunitytrust.org/need-funding/for-heathrow-employees. **We will only consider applications where the form is complete.** For further advice on completing your application, please do not hesitate to contact us on 01895 839916 or email us on hct@groundwork.org.uk.

Once you have submitted your application you will receive an email with a copy of your application. Please keep this safe. After the closing date you will receive an email notifying you of your URN number to confirm that your application has been submitted for that round. Please contact us if you do not receive the confirmation email within five days after the deadline date on 01895 839916 or hct@groundwork.org.uk.

Payment of the award

Applicants will need to provide evidence of funds raised once the event has taken place. This could be via a link to your online fundraising page, a copy of your sponsorship form, a letter of receipt from the organisation or newspaper coverage. Payment will be made directly to the benefitting organisation.

Recipients of funding are also encouraged to send us copies of any press coverage, and provide a photograph for use on HCT and Heathrow's website and social media to celebrate and publicise the Matched Funding scheme.

Find out more about the range of funding available from Heathrow Community Trust here.

www.heathrowcommunitytrust.org.uk
Heathrow Community Trust a Charitable Incorporated Organisation, Registered Charity 1183004
Registered office: Compass Centre, Nelson Road, Hounslow, TW6 2GW