Development Fund

Guidance and Criteria

Overall Guidance

We wish to support the submission of well-developed grant applications. However, we recognise that it can be challenging for charitable and community groups to find the 'up-front' resources to invest in the data gathering, research and consultation necessary to design and submit a proposal that fully meets our criteria by demonstrating the particular need for your proposed work, or the particular problem that your project is designed to address.

Following on from our successful pilot scheme in 2017, we have **created a fund of £100,000 to which local charities and community groups can apply for development funds specifically to inform project planning and future funding applications (to HCT or other funders). We anticipate that this will support projects of up to £10,000 maximum value, lasting 12 months maximum.**

PRESUMPTION OF PUBLICATION OR DISSEMINATION – in order to make the best possible use of our limited funds we would like to make available to the wider community the data and information gathered as a result of Development Funding. Where possible we would like to publish the final reports from such projects on our website so that other organisations can make use of the information. We will discuss this on a case by case basis with each grant recipient so that we can mutually agree what is beneficial to publish.

Follow the guidance – you **MUST** read through this document thoroughly as well as the full 'Grant-making Policy', our 'Tips on Applying' document and the application form **BEFORE** you start. Ensure your project fully meets the essential criteria and consider how you'll explain this in your application – it won't be obvious to someone unfamiliar with your organisation. There is also guidance on writing reports for Development projects available on the website.

Please note that award of a grant from our Development Funding does not **guarantee that subsequent grant applications from you for HCT grant funding for projects developed as a result of this work, will receive funding from us, however we hope that the outcome of the development projects will be useful to organisations when applying not just to Heathrow Community Trust, but to a range of potential funders.**

Information given below will help you complete the application form. Please read it thoroughly, and for further advice on this or any other grant streams, please contact us on 01895 839916 or email us on hcf@groundwork.org.uk with your questions.

Judging your application

Trustees look at every application and judge it according to set criteria, outlined overleaf. Any information not on the form will not be seen by the judges.

To submit your application

Applications must be completed online and can be found at https://www.heathrowcommunityfund.com/need-funding. If you would like to discuss your project, please contact us on 01895 839916 or email us on hcf@groundwork.org.uk with your questions.

BEFORE YOU SUBMIT YOUR APPLICATION, CHECK: **1)** you have completed all sections of the form **2)** the project meets all our criteria below **3)** the figures in your breakdown of costs total the correct amount **4)** any supporting evidence is included with the application. **If any of the information is inaccurate your application could be deemed ineligible.**

Payment of awards

Payment	Timing	Evidence required for payment
95% of total costs	On award of funding	completed and signed copy of Grant Agreement and evidence as stipulated on the application form
5% end of project	12 months	Acceptable Final Report including proof of expenditure.

All applicants should claim funds within 2 months of receiving notification of the award, and the final sum should be claimed within 12 months.

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The criteria

Below are the criteria that the judging panel use to assess your application. We're looking for applications that demonstrate thorough consideration of the Guidance and Criteria and provide full and detailed responses:

A. Support the themes of HCT Development Fund - *All applications should clearly show how they meet one or more of the following themes:*

- **A1 Gathering data on needs or wishes of potential recipients of project or service**

Projects which will help organisations to improve their understanding of the current gaps in services, or the specific needs of particular target groups of the community; consultations with members of the community or potential service recipients to help design the project or service; projects to gather data to determine what the demand is for a project or service; projects which will help organisations review whether what they are proposing as a project is already in existence in our geographic area of interest; projects which enable organisations to determine, and implement, best practice in developing a particular service or project.

- **A2 Gathering data to support the development of environmental projects**

Such as carrying out environmental audits or surveys to help support the development of projects which will improve the environment for the community, or the design and specification of physical works.

B. Consider and plan how your project will provide outputs which will help you design future projects for your community - What is the problem that you are trying to address with your work? What data do you need to gather in order to develop the best possible project? How will you gather the data? How will you make sure funds aren't wasted?

C. Your project must take place in one (or more) of the following local boroughs - Ealing, Hillingdon, Hounslow, Richmond, Runnymede, Spelthorne, Slough, South Bucks, Royal Borough of Windsor and Maidenhead.

D. Track record of delivery in this area – organisations must be established and have a demonstrable track record of working with local communities in the geographic area of interest of Heathrow Community Trust. If your organisation does not have a track record of delivery in this area, we will accept applications which partner with a local group/s which does have a track record.

E. Labour and staff time - We will only fund costs specific to this project. An hourly or day rate for staff is required where funds for this are applied for. The guide for voluntary contributions below (G) may be a useful starting point. Any request for overheads should be to an absolute maximum of 10% of the total project cost and be clearly linked to supporting the project.

F. Complete on time - Your project must start within 2 months of the Grant Agreement date and complete within one calendar year. Please ensure you check the application timeline on our website, allowing sufficient time for our processes.

G. Match funding – Match Funding is not required for this programme, however please demonstrate that you have explored all funding options.

H. Type of Organisation which can apply - Applications can be made by charitable and community groups but this funding is not open to public sector bodies.