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**Hounslow Community Grants 2016/17**

**Guidance and Criteria**

Links to:

[**Hounslow Together Vision 2030**](http://www.hounslow.gov.uk/vision_2030.pdf)– More residents will be active citizens, involved in their local community and taking ownership for their local area.

**Thriving Communities and VCSE Sector Strategy** – see outcomes below

**A. Background**

The London Borough of Hounslow knows the Voluntary, Community and Social Enterprise Sector (VCSE) plays a vital role in tackling inequalities, providing much needed support to residents to help them strengthen their resilience and independence, and contributing to the development of a sustainable local environment.

Hounslow Community Grants provides revenue funding (including core costs) up to a maximum of £20,000 to VCSE sector projects / services for London Borough of Hounslow residents. The overall aim of the fund will be to complement services provided by the council, but not to duplicate them.

This grant can support longstanding projects and their core running costs. It can also support proposals that meet new, emerging community needs and respond to innovative new proposals from VCSE organisations. Projects or services should meet one of our three Strategic Outcomes:

1. Empowered residents and communities actively shaping their local area and enhancing civic pride
2. Enabling independence and resilience by building the skills, resources and capacity of residents, neighbourhoods and communities
3. A vibrant, self-sustaining and ambitious VCSE sector in Hounslow.

Reduced resources require a fundamental changes in the expectations of individuals, communities and service providers. It places increased importance in making the most of the total asset base of a community (people, buildings and resources) and on the value in working with and across social networks. Early intervention, too, becomes a priority, and a key tool to build capacity and resilience.

# B. Outcomes focused

This funding will directly support the three Strategic Outcomes identified in the [LBH Thriving Communities Funding Plan](http://democraticservices.hounslow.gov.uk/documents/s106610/Appendix%20C%20-%20Community%20Partnerships%20Unit%20thriving%20Communities%20Funding%20Plan%202015-2019.pdf) and complement the commissioned services working to achieve these. It is important that your application is outcome-focused and has appropriate evaluation and monitoring practices in place to measure these outcomes. Applications will be considered that fit within one of the following outcomes

1. **Empowered residents and communities actively shaping their local area and enhancing civic pride**

This could cover any of the following ideas:

* Projects that connect people with each other, create a sense of belonging for all communities, and promote positive relationships between people from different backgrounds
* Connecting communities to increase active engagement and take up leadership roles. These could be local area cohesion, street based or intergenerational projects that bring people together to create new ways of working, an improved physical aesthetic or cultural/artistic programme.
* Projects supporting our communities to participate more effectively in local initiatives that produce practical, social and economic benefits for residents
* Providing volunteering opportunities allowing residents to contribute to their community or supporting unemployed people back into employment
* Improving the quality of life for local people by adding value to existing services or meeting a gap in current provision.
1. **Enabling independence and resilience by building the skills, resources and capacity of residents, neighbourhoods and communities**

This could cover any of the following ideas:

* Projects meeting the needs of specific excluded communities, those with protected characteristics or vulnerable groups / residents within the borough
* Projects that support our most vulnerable communities. Independence and resilience can be considered in a range of ways examples could include assistance with financial literacy and tackling debts; learning new skills moving towards employment; mentoring/befriending support; health or recovery based services; support for ex-offenders or women and families surviving domestic violence and rebuilding their lives
* Alternative networks of support for residents to lead, access and develop.

**3. A vibrant, self-sustaining and ambitious VCSE sector in Hounslow**

Projects or services that provide a range of infrastructure and capacity support for local VCSE organisations. This could include: business development; leadership training; brokering partnerships within the VCSE sector or with the private sector; specific campaign support or social media expertise; helping to build the reputation and awareness of the VCSE sector and its diverse offer in Hounslow. Such support should lead to better outcomes for people and more effective services.

**Please note: all projects should consider how they could help deliver one or more of the council’s priorities:**

* Keeping your safe
* Brighter futures for our children
* Good quality homes and jobs
* A cleaner, greener borough
* Active, healthy communities
* Help and support when you need it

**C. Funding criteria**

When we assess your application we will consider the application in full, including the following specific points (in no particular order):

1. All applicants must meet at least **one** of the outcomes outlined in Section B above.
2. We will fund projects / services up to maximum of **£20,000.**
3. Applications can **only be for revenue costs** – capital items cannot be funded through this scheme.
4. All applications **must** include the documentation outlined in Section D below, and anything else which is appropriate to the delivery of your project.
5. All projects must ensure they **take into account existing structures,** **projects and programmes**, exploring links wherever possible. Projects that duplicate existing services or others organisations will not be considered.
6. Evidence of the **sustainability** of your project – how will you ensure your project continues after the funding comes to an end or if not continuing, how you will provide an exit strategy.
7. Whether you **can deliver** your project – does your organisation have the necessary skills, expertise and experience to deliver this project in Hounslow, and what evidence can be provided to support this?
8. How your project offers **value for money** and value to residents / the community. This could include information on the cost per direct beneficiary / participant, skills or experience that participants will gain, and/or additional money or resources your project will bring into the borough.
9. The **need** for your project – what evidence can you provide to show that your project is needed, in particular evidence of need from the communities that you are targeting with your application (for example if you are working with young people how they have been involved in developing and supporting the proposal).
10. How **accessible** your project is – how will you ensure your project is accessible to the target group / community it is designed to work with? How will you ensure that your intended beneficiaries will know about the project and can get involved? Is the project venue / location accessible to disabled people?
11. Commitment to measure the specific **outcomes** of your project and its links to our strategic outcomes as outlined above. We are happy to support you to look at the best ways for you to do this.
12. We particularly welcome projects in areas of the borough of most need or where there is little current provision. This could be demonstrated through:
	* Evidence provided in the documents below
	* Any other sources of evidence you are able to supply that demonstrates need or support in the local area
	* Highlighting areas where there is currently little or no provision.

**Please review some of the available useful statistical documents to consider when completing your application. The Grant is highly competitive and in previous rounds many successful applications describe their service in relation to a broader understanding of local needs in Hounslow:**

[**A Vision for Hounslow 2030**](http://www.hounslow.gov.uk/vision_2030.pdf) – more and more residents will be active citizens, involved in their local community and taking ownership for their local area

<http://www.hounslow.gov.uk/vision_2030.pdf>

**Hounslow Together - Future Borough Strategy** (builds on the vision above)

<http://www.hounslow.gov.uk/hounslow_together_strategy>

**Corporate Plan 2015 – 2019** outlines the council’s overarching priorities for this period http://www.hounslow.gov.uk/corporate\_plan\_250914.htm

[**LBH Thriving Communities & VCSE Sector Strategy**](http://democraticservices.hounslow.gov.uk/documents/s106610/Appendix%20C%20-%20Community%20Partnerships%20Unit%20thriving%20Communities%20Funding%20Plan%202015-2019.pdf) **2015 - 2019**

<http://www.hounslow.gov.uk/community_partnerships_unit.htm>

[**LBH Thriving Communities Funding Plan**](http://democraticservices.hounslow.gov.uk/documents/s106610/Appendix%20C%20-%20Community%20Partnerships%20Unit%20thriving%20Communities%20Funding%20Plan%202015-2019.pdf)

<http://www.hounslow.gov.uk/community_partnerships_unit.htm>

**Hounslow Joint Health and Wellbeing Strategy 2013-2017**

<http://www.hounslow.gov.uk/joint_health_wellbeing_strategy_2013.pdf>

**NHS Hounslow Commissioning Strategy Plan 2008-13**

<http://www.hounslow.gov.uk/commissioning_strategy_plan.pdf>

**This is Hounslow 2014 Joint Strategic Needs Assessment** (JSNA), a document which sets out the health needs of Hounslow residents and is the basis for our Health and Wellbeing Strategy and informs our commissioning intentions. It is accompanied by a series of data sheets which will be updated regularly.

<http://www.hounslow.gov.uk/health_policies.htm>

**Hounslow Insight** – an interactive website providing access to hundreds of data sets presented as maps, dashboards, and area profiles (for a growing list of small areas in the borough including wards, locality areas, and Children’s Centre areas)

<http://insight.hounslow.gov.uk>

**Hounslow Stats Bank –** a user-friendly, easy-access collection of free online stats to help VCS groups with new funding bids. It draws on information from a range of reliable national sources providing 90 key statistics about Hounslow borough, with London and national comparisons where possible.

[**http://www.hounslowhub.org.uk/hounslow-hub-parent/useful-links/**](http://www.hounslowhub.org.uk/hounslow-hub-parent/useful-links/)

**2011 census ward profiles** -an overview of household and population counts, the economic activity, top five occupations, top five religious beliefs, qualifications, language, ethnicity and house ownership data are now all available online at

<http://www.hounslow.gov.uk/census_ward_profiles>

**Neighbourhood Statistics** is run by the Office for National Statistics and provides easy access to 2001 Census data and other more recent data sets

<http://www.statistics.gov.uk/>

**London Datastore** – created by the GLA to provide access to London related data - <http://data.london.gov.uk/>

The **Index of Multiple Deprivation** 2010 combines a number of indicators, chosen to cover a range of economic, social and housing issues, into a single deprivation score for each small area in England.

<https://www.gov.uk/government/publications/english-indices-of-deprivation-2010>

**D. Supporting evidence**

**You are asked to confirm that the following are in place. If your application is successful you will be required to provide evidence with your project specification.**

* Constitution or set of written rules which sets out your / your organisations aims and objectives
* Equal Opportunities Policy
* Public Liability Insurance (and Employers Liability Insurance if applicable)
* Safeguarding Vulnerable Children policy (if working with children and young people)
* A Safeguarding Vulnerable Adult’s policy (if working with older vulnerable adults)
* Evidence of your process for ensuring Disclosure and Barring Service (formally CRB) checks are completed for those working directly with children and young people or vulnerable adults (this includes where organisations sub contract work to other individuals / organisations)
* A bank or building society account in your organisation’s name with at least two unrelated signatories
* Independently examined annual accounts for groups over 12 months old

*or*

* For groups under 12 months, a 6-month cash flow old showing predicted income and expenditure and the last three months bank account statements.

**E. Who can apply?**

**You can apply to the Hounslow Community Grant scheme if you are:**

* An unincorporated association, incorporated association, trust or company set up and registered as a charity
* An unincorporated association set up as a voluntary or community group
* A community interest company
* A not for profit company limited by guarantee
* A community benefit society
* We welcome applications from religious organisations, but do not fund religious activities.

**Who we can’t fund:**

* Individuals and sole traders
* Profit making organisations
* Party political activities
* Religious activities / festivals
* Organisation not established in the UK
* Activities that are the responsibility of statutory providers.

**In addition we will not normally make grants to organisations that:**

* Are applying on behalf of other organisations
* Are in poor financial health (e.g. operating at a loss)
* Have large unallocated reserves
* Have not met their legal obligations in making on-time returns to the Charity Commission or Companies House, if applicable
* Have received grants from us in the past but not successfully managed them
* Do not appear to have the necessary skills, expertise and experience to deliver the project.

**Please contact us if you would like to discuss any of the above.**

**F. What we can and cannot fund**

**What activities we will fund:**

We can support the following **revenue** costs:

* Salaries of project workers, including on-costs
* Salaries of management staff who supervise project staff, including on costs. These should be in proportion to the staff time spent on the project
* Seed funding for newerorganisations offering something different to the borough
* Expenses of project staff and volunteers, including reasonable travel, accommodation, phone bills and stationary (appropriate for the project)
* Reasonable rent, heating, lighting, maintenance and insurance for the proportion of office space and buildings used for this project
* Training of staff and volunteers working on the project, as appropriate (please note the point re: assessment of your skills/ability to deliver the project)
* Monitoring and evaluation of the project in accordance with our grant requirements
* Marketing and publicity for the project (as appropriate).

**We cannot pay for the following:**

* Capital items, for example building works or equipment
* Retrospective funding, including staff development time
* Any costs which someone else is paying for, whether in cash or in kind
* Items that only benefit an individual and are not needed to deliver the project outcomes
* Funds to build up a reserve or surplus, whether distributable or not.

The council reserves the right to request further information of applicants regarding their financial standing or capacity to deliver.

**Please remember to cost your project accurately, applying full cost recovery principles appropriately.**

**G. Monitoring and evaluation**

Evaluating your outcomes

We expect all funded organisations to consider and measure the outcomes you hope to achieve through your project / service – both expected and unexpected. Your project specific outcomes should help deliver one of more of the Thriving Communities outcomes specified in Section B above.

In your application you are asked to outline the outcomes you are working towards and explain how you will measure whether you have achieved these outcomes. Depending on your project/service and the outcomes you wish to achieve, you may need to put in place measurements (e.g. surveys, interviews) both at the start and the end of your funded project / service. We are happy to provide support to organisations in considering ways to measure your outcomes.

Monitoring delivery

Monitoring arrangements will be agreed in advance with funded organisations.  The level of monitoring will depend on:

* The value of funding provided
* Experience of the organisation
* Our assessment of any other risks to delivery.

Funded organisations will be required to provide a minimum of two monitoring reports: a progress report mid-way through the grant term / project and a completion report at the end. A monitoring visit may be undertaken if required. We will expect you to have adequate financial and operational systems in place to account for the spending from this project and you will be required to provide evidence of grant expenditure with your reports.

**H. Payments**

Grant aid will be paid in instalments subject to the terms of the grant conditions being met. Evidence of expenditure will be required so please ensure you keep accurate records. Below is a summary and timetable of the conditions attached to each grant instalment. These conditions need to be fulfilled before each payment can be released.

To release the 1st grant instalment:

* A detailed project specification setting out what you will deliver
* Returned signed Grant Agreement
* Policies and procedures as outlined in Section D

To release subsequent grant instalments:

* Monitoring report covering the progress approved by monitoring officer
* If appropriate a monitoring visit by the monitoring officer

**I. Application process**

**Application** – This is a one-stage application process, requiring the completion of an application form which will enable you to tell us about the need for your project, what difference it will make, what outcomes it aligns with and how much funding you need. The deadline for applications is **12 noon on Monday 19 September 2016.**

**Assessment** – Applications will be assessed by a team of officers and marks allocated based on the extent to which the response meets the set criteria.

**Decisions –** All recommendations made by the assessment panel will be agreed by the Cabinet Member for Communities, in consultation with the Community Investment Advisory Panel, a cross-party steering group of local councillors.

**J. Timeline**

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| Key milestones | Key dates |
| Application deadline | 12 noon, Monday 19 September 2016 |
| Community Investment Advisory Panel meeting  | 7 November 2016 (evening) |
| Funding released (dependent on details of project delivery being agreed and grant agreement returned) | From late November / early December 2016 |