

COMMUNITY GRANTS - APPLICATION GUIDANCE NOTES

Expressions of interest and proposals to address local hardship are welcome. **Please contact us first before making any application; so that we can assess your eligibility.** We will then provide you with guidance and support. Email our Community Grants Manager: zenaid@hamptonfund.co.uk

Section 1 - Funding Criteria

Our purpose as a funder is **to create opportunities to live well by relieving the burden of financial, physical and emotional hardship in our community.** Our vision is for an empowered, resilient and compassionate community where everyone has an equal opportunity to thrive.

We are therefore looking to fund organisations that reach those in financial, physical or emotional hardship. **Funding must benefit residents in the following areas:**

- 1 - Hampton & Hampton Hill – our primary area of benefit
- 2 - Hampton Wick, Teddington, Twickenham, and Whitton

Our Trustees are unlikely to support work in the rest of London Borough of Richmond upon Thames or elsewhere; unless there is also a significant number of beneficiaries from Areas 1 and/or 2.

The following is meant as a guideline by providing examples of what we mean by the term 'hardship'. This list is not exhaustive, but designed to illustrate the type of circumstances that individuals or households may be facing. Those we are looking to support may be facing one, or a combination of, financial, physical or emotional hardships.

Financial hardship:

- An individual or household that does not have enough money to meet their basic needs or to navigate unexpected difficulties, like a bout of ill health or loss of employment.
- Those not being able to provide themselves, or their family, with a warm home, enough food or other basic necessities. Or they may be experiencing problems with housing.

Physical Hardship:

- Those experiencing problems with their health, which is having an ongoing impact on their daily lives
- Individuals with a disability where additional support can be the difference to living well.

Emotional Hardship:

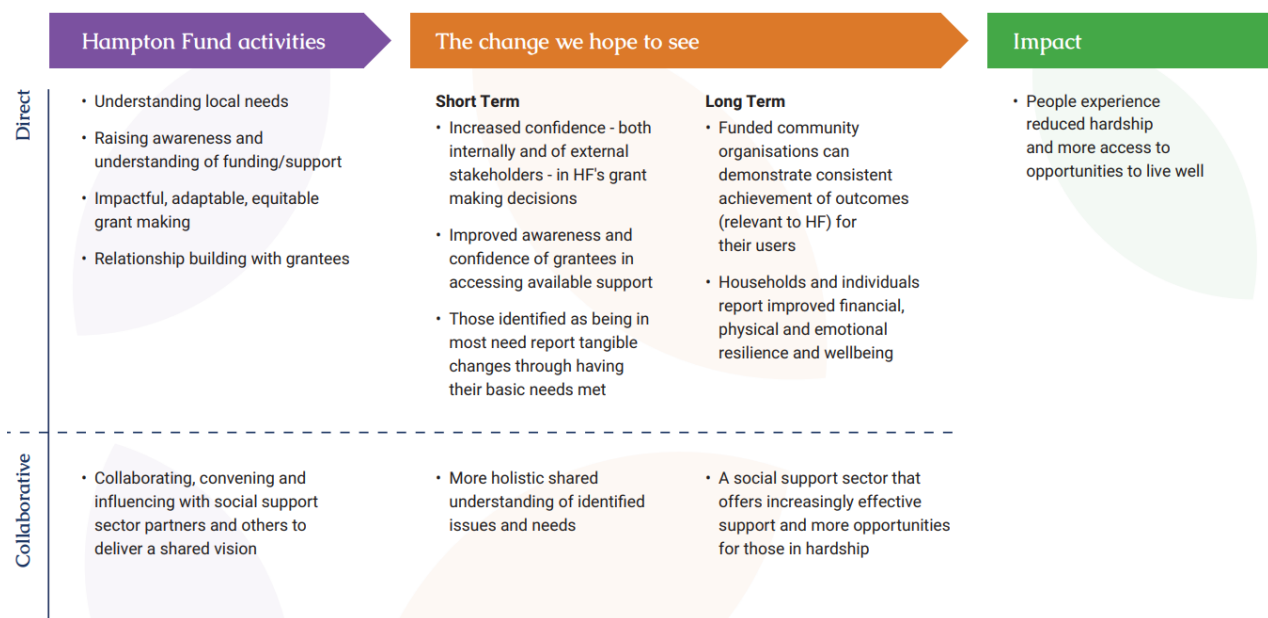
- Those marginalised in society and therefore isolated and not accessing support and resources that benefit others in the wider community
- A carer where meeting the needs of those that they care for is impacting on their own wellbeing, as well as their financial security and/or health
- Individuals experiencing depression or ongoing anxiety, and/or who finds themselves without the social support needed to live well
- Those experiencing the effects of loneliness
- Those who have experienced bereavement or other traumatic life events.

In combination with the above, applicants need to articulate **how their work helps to improve the financial, physical and emotional resilience and wellbeing of households and individuals.**

Specifically, we are looking for organisations to demonstrate, any or multiple of the following:

- Those identified as being in most need report tangible changes through having their basic needs met (i.e. 'relieving the burden of hardship')
- Households and individuals report improved financial, physical and emotional resilience and wellbeing (i.e. 'creating the opportunity to live well')
- Those in hardship have improved awareness and confidence of grantees in accessing available support

These outcomes form part of our Theory of Change that sets out how Hampton Fund aims to create impact.



We are **unlikely to support** any of the following:

- Services which are the clear responsibility of a statutory body
- Grants to individuals for private and post compulsory education
- Retrospective funding, both capital and revenue
- National general charitable appeals
- Endowment appeals
- The advancement of religion and religious groups, unless they offer a non-religious service to the community
- Projects of a political nature
- Animal welfare
- Commercial and business activities
- Social Enterprises except Community Interest Companies (CICs)

Criteria for Community Interest Companies (CICs) and Community Organisations

Our usual approach is to only work with registered Charities or Charitable Incorporated Organisations (CIOs) but our Trustees may use their discretion in exceptional circumstances:

- The CIC will usually have an established 3-year accounting track record.
- The CIC's **community purpose** must coincide with our Charity's objects.
- The **asset lock** must be unambiguous.
- The entity must be local to the Hampton Fund area: a Constituted Community Organisation or other Constituted not-for-profit Organisation

Section 2 – Guidance for New Applicants or a New Funding Request

Application & Assessment Process

Once we have determined that you are likely to meet our funding criteria, and whether you have a reasonable chance of receiving funding; we will arrange a meeting or visit to your organisation to discuss evidence of need, how the work of your organisation/project is reducing hardship locally in our area of benefit. We will ascertain how any funding proposal will evidence how people's lives will be improved by the discussing the development of measurable outcomes. We will also review your current income, financial health of the organisation along with your governance.

Following this, you will be guided in submitting your application.

Due Diligence

A central principle of our grant-making is to build trusting partnerships with organisations. Unless there is evidence to the contrary, we assume that the organisations that apply to us can run themselves effectively and deliver the work that they have applied for, particularly those that we have been funding over multiple years. Nevertheless, we do have a duty to ensure that our funds will be used in the pursuit of our purpose and financial due

diligence is core to our assessment process; as well as ascertaining good corporate governance.

Free Reserves Policy: In accordance with Charity Commission guidance, we expect organisations to develop, publish and implement a reserves policy. The policy should include a target for the level of free reserves, which will depend on the circumstances of each organisation. We would normally expect this to be within the range of 6-9 months of running costs. Our Trustees are unlikely to fund organisations with 10 months plus of free reserves/unrestricted funds.

Trustee Meetings

Our Trustees meet every quarter usually in March, June, September and December to consider applications. Application submission dates are usually 6-8 weeks before each meeting. We will assess your application, undertake due diligence and make a recommendation to the Trustees, who will then determine whether to award funding. Applicants are advised of the outcome shortly after the meeting, occasionally some awards may need to be ratified at the next Full Trustees meeting. **Please note that, even if an application is presented to Trustees, funding can never be guaranteed.** If the application is not successful, appropriate feedback will be given.

Completing the application form:

Q1: Which groups facing financial, physical and emotional hardship do you support and how? This is about who are you helping, and how, where and when. You should provide a brief description of the types of people in hardship who benefit from your services and activities (eg. those with a disability/additional need, people with poor physical/mental health, vulnerable people who are isolated, people who experience many aspects of disadvantage such as homelessness, poverty, low self-esteem).

Q2: How many individuals directly benefit from your services & activities each year? Please tell us about the number of unique individuals benefiting overall from all of your activities and how you collect this statistical information. Let us know how many people are helped in our geographical area of benefit as well.

Q3: Staff & Volunteers - please explain any significant recent staff/trustee changes. Please tell us for example if you have a new CEO or Chair and why. Do confirm if you are a London Living Wage employer or if you are aspiring to be and how this is going.

Q4: Briefly describe how your funded work (for which this application is being made) will address hardship(s) – which could be financial, emotional or physical, or a combination of these. If these are the same activities outlined in Question 1, rather than a specific area of your work, please just indicate this. Please detail the scope of your work or proposed project and how it will address local hardship. Tell us about who are you helping? How, where and when? What kind of specific support are you providing? We are open to funding your broader organisational aims as well as specific services or

projects, so please relate your description accordingly, or let us know that it is the same as you have described for Q1.

Q5: Why is there a need for this work and what evidence do you have of ongoing need for these services/activities in the Hampton Fund area of benefit? You should be able to demonstrate why the work is needed. How have you identified the need? What research have you undertaken to determine need? Is the proposed work or project a result of quantifiable feedback from existing or potential service users? Is there a waiting list for your services? The needs analysis should be local. National statistics and projections are helpful if there is a clear link and relevance to London Borough of Richmond upon Thames.

Q6: Who will directly benefit from this work; and how will they benefit? - do include numbers. You should provide a brief description of the types of people who will directly benefit from the work you are asking us to fund and where the projected numbers have been sourced from/calculated. We recognise this is likely to be the same people mentioned in Q1.

Q7: Please explain why your organisation is well placed to deliver this work. Do note which organisations provide similar services in the Borough of Richmond, and whether you work in partnership/collaboration to avoid duplication and to improve the service provision for your beneficiaries and your overall reach. Our Trustees wish to see organisations working collaboratively to reach as many local people in hardship as possible. However, they are unlikely to fund duplicate services/activities in the local area. The exception may be where the case can be made that additional capacity is required in order to effectively meet a need. If you are offering a unique service that will remedy a hardship that is not already being addressed then this is your opportunity to explain the unique skills and experience you have to deliver this work. What strengths do you have and what differentiates you from others already addressing hardship?

Q8: Please share your measurable outcomes - demonstrating how you will evidence that your work relieves the burden of hardship and/or creates opportunities to live well. You will be required to report on these outcomes at the end of the grant period. Outcomes are the differences the work will make in people's lives as a result of what you do. They should be SMART: specific, measurable, achievable, realistic, and time-based.

Example of outcomes might include:

1. 100 clients will get advice and support to improve their household income by 25% at the end of the grant period
2. 80% clients will participate in rehabilitation activities and will report improved physical wellbeing at the end of the grant period
3. 70% of counselling clients will report better mental wellbeing at the end of the grant period
4. 75% of clients attending community activities will report reduced social isolation and loneliness.

If your application is successful, you will be required to report on these outcomes in our Monitoring & Evaluation Report, which must be sent to us within a month after completion of the project/work. For further information on Outcomes/Impact, visit [NCVO Charities Evaluation Services](#).

Q9: How will you monitor and evaluate these outcomes? What information and evidence will you gather to demonstrate whether you are achieving the intended outcomes, and what you will do with this information? It is important to determine the most appropriate monitoring and evaluation system for your organisation. It does not have to be complicated. For each outcome you need to track your progress with measurable indicators. An indicator should be realistic - something you are able to track and gather evidence on. Indicators show that the outcome has actually happened, or that progress is being made towards it. These indicators can be quantitative or qualitative. Quantitative indicators count numbers of things that happen. Qualitative indicators assess people's perceptions and experiences. You can demonstrate your outcomes and the impact of your work in a number of ways: eg. a questionnaire can be used to determine how clients are feeling about a number of issues. Each of these attributes can be scored. At the conclusion and or midway, the questionnaire can be carried out again to determine any improvements. Observation can also an important tool for identifying changes and individual case studies and testimony can be compelling. Formal evaluation frameworks include [The Outcome Star](#) and [Clinical Outcomes in Routine Evaluation \(CORE\)](#).

Q10 & Q11: Budget - Please show the indicative budget for 12 months. New funding requests are usually considered for one year only.

Q12-Q14: Please use the checklists and supply the information requested ensuring all relevant documents are sent with your application: The independent referee must be a professional with standing in the community who is familiar with your work (eg. welfare/medical professional, academic or a qualified expert). They must be prepared to talk about your work objectively (including local need and potential impact) and must not be part of your organisation (eg. employee/trustee/volunteer) or have any conflict of interest (eg. by being your accountant).

Q15: Tell us about any formal Safeguarding submissions or Serious Incident Reporting made to the Charity Commission in the last year: A [serious incident](#) is an adverse event, whether actual or alleged, which results in or risks significant harm to your charity's beneficiaries, staff, volunteers or others; loss of your charity's money or assets; damage to your charity's property or harm to your charity's work or reputation.

Q16: Declaration and Signatures - The main contact signing the declaration should be the same main contact completing Section 1 of the application form. The second signature must be a Chair/Trustee/Senior Management Committee Member and not the main contact or employee.

Section 3 – Community Grant Renewal Funding Form for Existing Partners

The Grant Renewal Funding form for continuation funding is for our current funded charity partners receiving their grant on an annual basis who wish to renew their funding and report on the previous annual grant.

The general guidance notes outlined in this document are still applicable.

Please contact us if you are unclear how to complete any parts of the form. Section B of the Grant Renewal Form allows you to report on your previous grant from us. This means that you do not have to complete a separate Monitoring & Evaluation Report.

For charity partners who are receiving multi-year funding, please only complete our Monitoring & Evaluation Report during your period of long-term funding and not the Grant Renewal Funding form.

If you have any queries, please do not hesitate to contact us.