

COMMUNITY GRANTS - APPLICATION GUIDANCE NOTES

Please note that due to limited resources, we are unable to respond to unsolicited applications that have not followed our guidance.

- Section 1** **Funding Criteria**
- Section 2** **Guidance for New Applicants or New Funding Request & Completing Community Grant Application Form**
- Section 3** **Community Grant Application Form for Continuation Funding (current Grantholders only)**

Section 1 - Funding Criteria

The Charity **supports activities to tackle need and improve quality of life**, benefiting residents in the following areas:

Area 1 - Hampton & Hampton Hill – our primary area of benefit

Area 2 - Hampton Wick, Teddington, Twickenham, and Whitton

Area 3 - The rest of the London Borough of Richmond upon Thames (LBRuT). However, our Trustees are unlikely to support work in the rest of LBRuT unless there is also a significant number of beneficiaries from Areas 1 and/or 2.

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

- Adaptations or building alterations for individuals
- Decoration, carpeting or central heating
- Holidays (except in cases of severe medical need)
- Services which are the 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) for an initial 3-year pilot project from February 2019.

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 particular circumstances of each organisation. We would normally expect this to be within the range of 6-9 months of running costs.

Additional Criteria for CICs

- The CIC will usually have an established 3-year track record.
- The CIC's **community purpose** must coincide with our Charity's objects.
- The **asset lock** must be unambiguous.
- As with our existing funding policy, our priority would be to support local CICs rather than national or regional organisations.

Section 2 – Guidance for New Applicants or New Funding Request

Application & Assessment Process

Once you have determined that you are likely to meet our funding criteria, please contact the Grants Team on 0208 979 5555 to discuss your funding request, or preferably send a brief outline by email to david@hamptonfund.co.uk.

We will decide whether you meet our funding criteria and whether you have a reasonable chance of receiving funding. If the answer to both these questions is YES, we will take one of the following actions:

- a. Arrange an assessment visit to your organisation. This is a two-way process and opportunity to review:
 - the work of your organisation
 - the funding proposal, evidence of need, income and expenditure budget, and how the proposal will improve people's lives (outcomes)
 - broader issues such as the management and financial health of the organisation, your Trustees' priorities and key policies and procedures.

Following the assessment visit, you will be guided in submitting your application. (In the case of major building-related applications or other large projects, our Trustees are also likely to visit your organisation to discuss your proposal prior to any application). In exceptional cases we may decide not to invite you to apply for funding and will explain the reasons why.

OR

b. We will invite you to submit an application and once received, will carry out a telephone assessment.

Trustee Meetings

The Trustees meet every 2 months to consider the applications for a community grant. In your planning, you must ensure that the application form is completed and received well in advance of the meeting date. We will produce a report and recommendation to the Trustees, who will determine whether to award a grant.

Applicants are advised of the outcome shortly after the meeting, although some awards may need to be ratified at the next Full Trustees meeting. If the application is not successful, appropriate feedback will be given. **Please note that funding can never be guaranteed.**

Application form for New Funding Request

- Before completing the application form, you will have had the opportunity to discuss it with a member of the Grants Team and to clarify any aspects.
- When completing the application form on your computer, the original format must be followed.
- The text boxes will expand but be pragmatic about the amount of information you submit.
- Please be clear and concise and do not exceed 8 pages for the completed application form.
- Answer all the questions and ensure that you submit the additional information requested at the end of the form.

Guidance notes for completing the application form

Questions 1-6 of the application form relate to your organisation.

Questions 7-16 relate to your funding request.

Q4. Who already benefits from your services and activities?

You should provide a brief description of the types of people who benefit from your services and activities (e.g. older vulnerable people who are isolated, young people who are at risk of offending, young families who experience many aspects of disadvantage such as low income, low self-esteem and isolation).

Q5. How many unique individuals directly benefit from your services & activities each year; and how have you estimated these numbers?

Please be realistic about the number of unique individuals who benefit from your services and activities and indicate how you collect this statistical information.

Q7. Briefly describe the work or activities for which this application is being made.

Please be clear about the scope of your work or proposed project. For example, it is insufficient to simply state that you will provide information and advice sessions for young people who are at risk of disengagement. How many information and advice sessions will you provide each week/month? How long will each session last? If three sessions are provided each week, over what period of time will this work take place? How many young people do you expect to attend each session? How many sessions do you expect a young person to attend? Where will the sessions take place? What sort of information and advice will you provide?

Q8. What is your evidence of need for this work?

You should be able to demonstrate why the work is needed (e.g. number of mothers in the local community who are struggling to cope with a child with additional needs). How have you identified the 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? Have you undertaken research to determine need? The needs analysis should be local. (National statistics and projections are only helpful if there is a clear link and relevance to London Borough of Richmond upon Thames).

Q9. Who will directly benefit from this work; and how will they benefit? (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 (e.g. people who have mental health issues, families who have a child with a disability/additional needs, young homeless people). Please note that this is not necessarily the same information as that requested in Question 4.

Please provide a general overview of the benefits that will be achieved. Please note that this question is different from Question 14, which asks for a few specific measurable outcomes.

Q11. Which organisations provide similar services in LBRuT, and how do you work in partnership/collaboration to avoid duplication?

The Trustees wish to see organisations working collaboratively (e.g. clear referral process, outreach work with partner organisation). There is research that shows people in need have access to a broader range of services and support when organisations work closely together. It is important that you are familiar with similar organisations offering quality services in LBRuT to avoid duplication.

Q12. Please explain why your organisation is best placed to deliver this work?

This is your opportunity to explain the skills and experience you have to deliver this work. What strengths do you have and what differentiates you from other organisations that might deliver this work?

Q13. In bullet point, please describe AND QUANTIFY 3 to 4 outcomes that you aim to achieve (i.e. the changes and differences in people's lives)

Outcomes are the differences the work will make in people's lives as a result of what you do. Outcomes must be SMART = specific, measurable, achievable, realistic and time-based.

For Example in a project supporting a number of mothers in the local community struggling to cope with a child with additional need possible outcomes might be:-

Outcome 1 - 15 mothers will report reduced stress and isolation at the end of 6 months

Outcome 2 - 15 mothers will report improved behaviour in their child at the end of 6 months

Outcome 3 - 10 mothers will access mainstream services at the end of 6 months

If your application is successful, you will be required to report on these outcomes in the Monitoring & Evaluation Report, which must be sent to us within a month after completion of the project/work; or within 6 to 12 months if it is a capital grant.

For further information on Outcomes/Impact, visit NCVO Charities Evaluation Services at <https://www.ncvo.org.uk/practical-support/consultancy/ncvo-charities-evaluation-services>

Q14. How will you monitor and evaluate these outcomes?

The question asks about the information you will gather to demonstrate whether you are achieving the intended outcomes, and what you will do with this information. Remember, this information is important to you, not just to satisfy the funder. It is important to determine the most appropriate monitoring and evaluation system for your

organisation. It does not have to be complicated and you may already be collecting the information to evidence your outcomes.

You can demonstrate your outcomes, the impact of your work, in a number of ways eg at the start of the project, a simple questionnaire can be used to determine how clients are feeling about a number of issues. Each of these attributes can be scored. Six months after the start of the project, the questionnaire can be carried out again to determine any improvements. Observation can also an important tool for identifying changes and individual case studies can be compelling

Organisations may be familiar with other evaluation systems such as Soft Outcomes Universal Learning (SOUL), The Outcome Star, and Clinical Outcomes in Routine Evaluation (CORE).

Q15. Budget

Please show the indicative budget for 12 months. You must be clear if the funding is for a shorter period of time. New funding requests are usually considered for one year only, but two years may be considered in exceptional circumstances.

Q17. Please complete the following checklists and information and make sure you enclose all relevant documents with your application:

Ensure that all relevant boxes are ticked.

First Time or non-regular applicants to Hampton Fund must provide details of an independent referee. By non-regular, we mean organisations that have not been receiving funding from us on a regular annual basis.

The Independent Referee must be a professional with standing in the community who is familiar with your work (e.g. Head Teacher, Academic, Medical Professional). The Independent Referee must be prepared to talk about your work objectively and must not be part of your organisation (e.g. employee or volunteer) or have any conflict of interest (e.g. your Accountant).

Q18. Declaration and Signatures

The Main Contact who signs the declaration should be the same Main Contact who completes section 1 of the application form.

Additional information for Property Applications

There are additional requirements for applicants seeking a grant towards refurbishment or building costs, including new build. Depending on the circumstances, we might expect to receive one or all of the following information:

- Options Appraisal
- Building Feasibility Study
- Scheme Design Study
- QS Costings

In addition to the initial contact with the Grants Team and possible assessment visit, it is likely that a number of our Trustees will visit the organisations and site of the proposed building works. You must take these factors into consideration when applying to us.

Section 3 – Community Grant Application Form for Continuation Funding

The application form for Continuation Funding is for **current Grant holders**. It must be used where your organisation is in receipt of longer-term funding or wishes to secure further funding from us for the same work or project.

Please contact the Grants Team on 0208 979 5555 or via email so that a follow-up assessment visit, meeting or telephone call can be arranged before you complete and submit the application, so you can tell us what has been achieved with your grant.

The general guidance notes for the Application Form (Page 3) will still be applicable to some sections in the Application Form for Continuation Funding.

Please contact us if you are unclear how to complete any parts of the form Section B of the application form for Continuation Funding enables you to report on your previous grant from us. This means that you do not complete the separate Monitoring & Evaluation Report.