

## INSPIRE HOUNSLOW

### GUIDANCE ON APPLYING FOR A GRANT

#### Part 1

#### General Guidance

##### Introduction

- A. Please read this guidance before you complete an application form for grant funding.
- B. IH is a charitable company whose objects allow it to provide general services activities and services for people who live, work or study within the area of the London Borough of Hounslow (“Hounslow”).
- C. IH has decided that it will focus on supporting projects which specifically benefit disadvantaged young people up to the age of 25 and will offer grants (and may offer loans) to support initiatives which meet these aims. IH’s vision is “*to inspire disadvantaged young people living, working or studying in the London Borough of Hounslow to succeed and live a fulfilling future and contribute to society*”. Loans will be given in rare circumstances and will need individual consideration so are not further mentioned in this general guidance.
- D. IH is particularly interested in supporting projects which assist applicant organisations and or their clients to become self-sustaining by supporting projects which contribute to the improvement of the young people’s education and skills, confidence, self-esteem and motivation or give them opportunities to take part in different cultural and/or educational activities.
- E. IH offers grant funding for small and larger projects as set out in this guidance.

##### The Grant Funding Process

- F. Please allow enough time for IH to process your application. The aim is to process an application within 2 months but if the application is not straight forward it could take longer to agree an application from the date that a complete application with all required supporting information is received. As set out in the guidance on question 23, IH will not normally give grant funding where a project has started before the grant is approved and the grant agreement is entered into. If you have started or carried out the first part of a project and require a grant to complete this IH may be willing to give you grant funding. You should explain your circumstances in detail when answering question 23.
- G. Apart from applications for grants of £500 or less, which can be made by letter, applicant organisations must complete a form and if the grant has been approved, sign

- a formal grant agreement before any funding can be released. Even after approval by the trustees it may take up to a month to finalise the agreement, get this signed and send you a cheque. You are responsible for ensuring that the authorised signatory is available to sign the agreement.
- H. It would therefore be sensible for you to allow at least 12 weeks from the date the completed application is received to the date money is released. It may be possible to fast track an application in cases of urgency but this is not guaranteed.
- I. Once your application has been received a Lead Trustee will be appointed. The Lead Trustee will consider your application to confirm it is complete and meets IH's criteria. Thereafter, the Lead Trustee will contact you to obtain any further information which is required and will liaise with you throughout the process.
- J. The Lead Trustee may want to meet you and visit your organisation to discuss the application with you in more detail or may ask you to make a presentation to IH's trustees.
- K. Once the Lead Trustee considers that all preliminary matters have been dealt with, the application form and any additional information will be sent to the Chair and IH's Treasurer, who will carry out financial checks before the application is put in front of the trustees. You may be asked for clarification or more information at this stage.
- L. All applications are considered by the full board of trustees. They have discretion to approve the application either as submitted or with variations, to refuse the application or to ask for more information. As this is a grant process, IH is under no obligation to offer you any grant funding and has full discretion as to how it treats your application.
- M. If the Board does not offer you any funding or offer you reduced funding, it is under no obligation to give you reasons for its decision but in practice may do so (in its sole discretion).
- N. The grant funding must be spent for the purposes and within the time scales set out in your approved application. The grant agreement will include a condition that if you are more than 6 months late in asking for a payment or do not provide the evidence that it has been properly spent, IH can cancel future payments and may even seek to recover grant funding which has already been given to you. It is important that if your project is running late you tell the Lead Trustee so he/she can discuss this with you and, if necessary, the board can be asked to extend the payment period.
- O. Part 2 of this guidance sets out notes which will help you to fill in the application form. Please answer each relevant question concisely and cross reference your answers to previous answers where appropriate avoid repetition.
- P. Not all questions will be relevant to all grant applications. Where information is not relevant please clearly state N/A.
- Q. If you do not properly complete the form it may cause delay as the application will not

be processed until it is completed properly.

## Part 2

### Notes to Accompany the Grant Application Form

#### Note on the Front Sheet.

Please complete the front sheet which IH needs so that it can identify your application.

If you are applying for a grant of £500 or less you do not need to complete the full application form. IH simply requires a letter on your organisation's notepaper setting out what funding you are asking for, your contact information, brief details of what it will be used for, confirmation that it will be wholly used for people who live, work or study in Hounslow and the date you need this money. It may still take Inspire Hounslow up to two months to approve the funding so please apply in good time.

You should quote the reference on page one in all of your correspondence with IH and if you send a revised grant application you should amend the name by adding after the original name and date, the date of the revision, for example, "revised/DDMMY".

#### Notes on the Application Form

1. **Name of organisation applying for grant funding.** Please set out the name of the applicant organisation in full (the legal name) together with any other names used colloquially or for trading purposes.
2. **Name of the person making the application.** Please set out your name. Unless you say otherwise, you will be the main contact between the applicant organisation and IH. You should have the agreement of the applicant organisation to make the application on their behalf.
3. **The applicant's role in the applicant organisation.** We would like to know your relationship to the applicant organisation. You may be the Chief Executive, a Board member or other, IH would like you to tell us as we consider it important that the person making the application has a senior role. If you are an agent for the applicant and not part of the applicant organisation you must have the applicant's express authority to make the grant application on their behalf.
4. **Main address for correspondence.** This should be the address where IH can get in touch with you about the application and which may or may not be the address of the applicant organisation.
5. **Telephone number where you can be contacted.**
6. **Email address where you can be contacted.** If you do not have an email address

please tell us.

7. **Registered office of the applicant organisation.** If you are a company or a registered society (former industrial and provident society) you will have a formal registered office. This may not be your organisation's actual address as (for example) it may be the address of your accountant. If you are not a company you may simply have your own business address. If this is the same as the address set out in answer to questions 4 and 7, please indicate.
8. **Headquarters of the applicant organisation.** Please set this out if this is different from either of the addresses set out in question 4 or question 7.
9. **Website address of the applicant organisation:**
10. **Legal status of the applicant organisation.** Please confirm whether the applicant is a company limited by guarantee, a company limited by shares, a registered society (RS formerly known as an industrial and provident society) or a community interest company. If you are a club or other body with a constitution and which is not a corporate structure, or you have some other legal structure please explain your structure. *[If this is a company/RS there is limited liability but if unincorporated the people who run the club ought to have a formal constitution and show who runs the club e.g. an organising committee. This committee would usually have full liability.]*
11. **If the applicant organisation is a company/registered society what is your registration number?**
12. **Does the applicant organisation have charitable status and if so, set out evidence of this?** If the applicant organisation is registered with the Charity Commission, you will have a charity registration/number but if the applicant organisation is a registered society and also a charity, you should have a letter from HMRC confirming this.
13. **Please provide a copy of your current constitution and a list of the applicant's officers:** You will have a memorandum and articles of association if you are a company and if a registered society or other organisation you should have rules. As a general rule, IH will expect applicant organisation to have a constitution and its own bank account.
14. **Please summarise the applicant organisation's main activities and where these take place.** As identified in paragraphs B, C and D of Part 1 of this guidance IH is a Hounslow based charity which has decided to focus on grants for the benefit of young people. Although you do not have to be a Hounslow based organisation you must deliver any grant in accordance with IH's objectives and aims and you will be required to confirm that all grant funding will be used for the benefit of people who live, work or study in the London Borough of Hounslow.
15. **If the information is not shown in your accounts please set out the names and addresses of your trustees/directors and secretary (if you have a secretary).** If the information is set out in the accounts you have sent us and is up-to-date you do not

need to provide this information again. *[This is needed to avoid conflicts and politicisation of applications.]*

16. **How long has the applicant organisation been in existence?** IH does not have any requirements that you should have been in existence for a particular length of time but we need to be satisfied that your organisation has sufficient track record for us to be confident you are able to use the grant funding for the purposes it has been given and will remain in existence for long enough to be able to do this. If some or all of the grant funding is used for equipment you need to be exist and solvent for the life of the equipment. Please also see the notes on Questions 17 and 18.
17. **Please provide a copy of the applicant organisation's last audited accounts (if you have audited accounts).** Ideally your accounts should identify that your organisation is cash-flow solvent and is trading in profit. If you do not meet these criteria, you should provide an explanation and identify how you are able to satisfy IH that you will meet the criteria set out in the note to questions 16 and 18.
18. **If you do not have audited accounts and/or your organisation has been in existence for less than three years, please provide recent unaudited accounts and any other financial information which you have available to show IH that you are financially sound.** If your accounts are more than 15 months old or you do not have audited accounts you may be asked to provide the last 12 months management accounts. The extent to which IH's Treasurer will require further information depends on the circumstances and he cannot be specific about what he may need.

## Part 2, Details about your Grant Application

19. **Please describe your project and its aims including the identified outcomes and who will benefit from the project.** The project must meet one or more of the criteria set in paragraphs B, C and D and must be specific about how the IH funding will be used as IH is only able to provide funding for people who live, work or study in Hounslow so you must also set out how the project meets one or more of these objectives. IH is particularly interested in supporting projects where (either or both) the applicant organisation or individual recipients are able to support themselves at the end of the project. Please identify the short, medium and any longer term benefits from your project and how the project will achieve the identified outcomes. Further information about IH's requirements is set out in the notes to question 14.
20. **Why is the project needed?** Please explain why your project is required and as part of this explanation please provide information about the people you currently support and will support with the grant, the need that your work has and will address, how previous and future people whom you support find out about you and the services you provide so that we can ensure that you are an inclusive organisation.
21. **Please explain why the funding is needed.** IH was looking to support projects that are additional to the normal work that the applicant does. It will not provide funding to cover your existing running costs (e.g. existing central overheads or staff costs which the applicant organisation will have to pay in any event). If you are able to

deliver the project without the IH funding you are not eligible.

22. **What are the proposed delivery dates (start and end date)?** Do you need the money by a particular date, for example if the project is to take place during a particular school term or the school holiday period? You are referred to paragraphs F - K which set out the IH grant approval timescale. IH will not normally give grant funding if a project has commenced before approval for the funding is given. You should not therefore start the project until IH confirms that the funding is available and you have signed a grant funding agreement as set out in paragraphs H. You are also referred to paragraph M. If your project overruns you must tell IH and ask for an extension of the funding period.
23. **Please detail the overall project budget, set out a project plan and how you would like the IH funding to be paid/structured.** The maximum amount of any individual payment is normally £5,000. If you are seeking less than £5,000, IH may be willing to pay some or all of this in advance of it being used by your organisation. If you are applying for funding of more than £5,000 you must provide a detailed cash flow profile for your organisation for the period of the grant funding showing how the project will be funded and how you will use IH's contribution with a break-down of the proposed project spending for each stage, setting out the proposed payment schedule and timescale. Exceptionally, IH may vary its normal policy and pay more than £5,000 in any one payment but you will need to explain in detail why you are asking for this. IH recognises that some or all of the figures in your funding application may be indicative. If IH makes the first or whole payment in advance of the money being spent on the basis of the indicative costs and un-receipted invoices it will be a condition of the grant agreement that you must promptly provide receipted invoices as soon as these are received and no further funding will be paid before receipts for the first tranche are provided. If you spend less than the sums you have requested, IH will only pay you the sum you have spent and you may be requested to repay unspent funds.
24. **Please detail any non IH funding including who is the funder and/or separately detail any value in kind which the applicant organisation or another funder is providing.** You should be specific and break down the proposed third party funding or value in kind required for each stage of your project, showing how this will be provided and how the IH funding will be used.
25. **Is all non IH funding which you require to deliver the project confirmed as available? If some or all of this is not yet confirmed, when do you expect to hear and what happens if it is not available?** IH understands that you may be applying for funding from various sources in parallel and may need confirmation that the IH funding is agreed to satisfy the requirements of other funders. However, IH is very unlikely to give final formal approval to your application until any third party funding is also committed if the project is operationally and/or financially linked to and dependent on non IH funding. You must identify the implications for your project if some or all of any other third party funding is not available. If that happens, IH may either choose not to confirm its funding offer or may scale down its offer. You must keep IH informed about the progress of any other applications for funding.

26. **How will you monitor and evaluate the success of the project and what information will you send IH to confirm that you have done this effectively?** IH requires applicant organisations to explain clearly how the success or otherwise of the project is to be assessed and to provide information demonstrating whether the outcomes have been achieved. This feedback information is to be provided either after the project has been completed (where the payment is £5,000 or less and made in one payment) or after completion of each stage and at the end of the project, if the payments are stage payments.
27. **Please set out how you will publicise the project, confirm you will acknowledge that you have received funding from IH on your web page and that IH may publicise the grant funding that it has given your organisation on its web page and otherwise.** It is your responsibility to obtain all internal or third party consents so that you can comply with this requirement and are not in breach the intellectual property or other third party rights. Please also see the note to questions 28 and 29.
28. **If your application includes personal information or this may be provided at a later date please confirm you have obtained or will obtain consent to provide this information and for it to be made public (for example on your web page or that of IH or otherwise).** Personal information is defined under the Data Protection Act. This is a complex subject. If you have any concerns or doubts about whether you will be providing personal information either in this application or when you provide later information to IH you ought to take your own advice.
29. **Please confirm that you have obtained all regulatory certificates, consents and any other requirements that you need to deliver the project or will have obtained these before the project starts.** It is entirely the responsibility of the applicant organisation to obtain any certificates, insurance, or other consents and/or staff checks (such as by way of example only insurance and/or staff DBS certificates) and by confirming this you have accepted responsibility to comply with this. IH may ask for further information and copies of any certificates if it considers this is necessary.

### **Checklist of Supporting Information which is Attached**

The information which is required is cross referenced to the relevant question. Please supply all information which is relevant and indicate where this is not relevant to avoid delay in processing your application.