

INSPIRE HOUNSLOW**GUIDANCE ON APPLYING FOR A GRANT****Part 1****General Guidance****Vision**

- A. IH is a charity. Its vision is *“to inspire disadvantaged young people living, working or studying in the London Borough of Hounslow to succeed, live a fulfilling future and contribute to society”*.
- B. For its larger grants, IH will focus on supporting charitable projects which specifically benefit disadvantaged young people up to the age of 25. Money may be given to support initiatives which meet these aims.
- C. **Grants are only available for wholly charitable purposes for the benefit of people who live, work or study within the area of the London Borough of Hounslow (“Hounslow”).**
- D. IH particularly wants to give support where a project assists young people to become self-sustaining by contributing to the improvement of the young people’s education and skills, confidence, self-esteem and motivation and/or give them opportunities to take part in different cultural and/or educational activities.
- E. IH does not offer grants to support existing running costs.
- F. IH offers grants of £1000 or smaller for any project which will benefit people who live, work or study in Hounslow. Smaller grants do not have to be for disadvantaged young people. They only need to be for wholly charitable purposes for the benefit of Hounslow people.

The Grant Funding Process General

- G. Please read this guidance before you complete an application form for grant funding.

If you are unsure about whether you wish to apply for a grant or are eligible, you may send a preliminary email/letter telling us more about your project and enquiring whether it could be eligible for grant funding. Preliminary emails should be sent to the co-chairs Ed Locke on edward@inspirehounslow.co.uk and Julian Knott on julian@inspirehounslow.co.uk. Please also copy your email to Sallie Crook, IH's operations manager on info@inspirehounslow.co.uk. If you include a telephone contact number as well as an email address IH will be able to get in touch with you to discuss your enquiry.

- H. Please allow enough time for IH to process your application. It will take IH approximately two months to agree an application from the date that a complete application with all required supporting information is received. Even where an application is for £1000, it may still take IH up to two months to approve the request for funding. As set out in the guidance on question 25, IH will not normally give a grant where a project has started before the grant is approved and also 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 25.
- I. Apart from applications for grants of £1000 or less, which can be made by letter (see paragraphs S - W below for content of letter which IH requires from you to allow for a smooth process), applicant organisations must complete a form and if the grant is 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 your organisation's authorised signatory is available to sign the agreement.

The Grant Funding Process Applications for more than £1000

- J. You should allow at least 12 weeks from the date the completed application is received to the date you need a payment. If an application is urgent, it may be possible to fast track an application, but this is not certain.
- K. Once your application has been received IH may appoint a trustee as a Lead Trustee to assist with the process. The Lead Trustee will:-
- consider your application to confirm it is complete and meets IH's criteria;
 - contact you to discuss your application with you (and your colleagues) in more detail, meet you and visit your organisation and obtain any further information which is required; and
 - liaise with you throughout the application process and thereafter, if you are successful in your application.
- L. You may be asked to make a presentation to IH's board of trustees and IH's treasurer

and its accountant will carry out financial checks before the application is put in front of the board. You may be asked for clarification or more information at this stage.

- M. All applications are considered by the full board of trustees. They may approve or reject the application, ask for more information or partly agree the application. As this is a grant (a gift), IH is under no obligation to offer you any funding.
- N. The board does not have to give you reasons for its decision but may do so in practice.
- O. Before a larger grant is given a grant agreement **must** be entered into. All funding must be spent for the purposes and within the time scales set out in this agreement and information provided to show that the money has been properly spent. If there are any changes to your project, such as the project cannot be full achieved, it is running late or you do not need all of the money you **must** tell the Lead Trustee so he/she can discuss this with you and, if necessary, the board can be asked for a variation to the grant conditions to reflect the changes.
- P. 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.
- Q. Not all questions will be relevant to all grant applications. Where information is not relevant please clearly state N/A.
- R. If you do not properly complete the form it may cause delay as the application will not be processed until it is completed properly.

The Grant Funding Process Applications for Grants of £1000 or less

S. If you are applying for a grant of £1000 or less you do not need to complete the full application form unless you are seeking further funding after payment of a first grant of £1000 or less within the last twelve months. IH simply requires a scanned letter sent to edward@inspirehounslow.co.uk or julian@inspirehounslow.co.uk setting out the information requested below on your organisation's notepaper signed by the chair or other authorised person. Alternatively a hard copy can be sent to Inspire Hounslow, 30 Kingswood Avenue, Queens Park, London NW6 6LR.

- T. If your organisation has previously received a small grant by letter in the twelve months and you are asking for more money, IH may ask you to complete a full application form. You should write explaining your circumstances before applying for further funding within twelve months so that IH can consider whether it requires a full application.

U. The information for grants of £1000 or below to be obtained prior to consideration by Board is as follows:-

- details of project, sum applied for including an explanation of how this money will be used for exclusively charitable purposes;
- an explanation of how there will be benefit to those that live, work or study in LBH as IH can only fund projects for the benefit of people who live, work or study within the area of the London Borough of Hounslow;
- confirmation of charity status or charitable intent. Your organisation does not need to be a charity but as explained above, IH can only fund projects for exclusively charitable purposes;
- confirmation that where any consents or permissions are needed these have been obtained before you apply for a grant (for example from the person who owns the land where the grant is to be used). You will be asked to provide a copy of this after approval and before payment;
- confirmation that you have a constitution and a bank account. IH will only fund organisations with their own bank account and will not fund individuals so the applicant organisations must have its own bank account and a constitution. Details of the bank account and a copy of the constitution must be provided;
- the date by which you need this money and the date by which it will be fully used. If it is not fully used by this date and you have not provided an explanation of any delay and asked IH for an extension IH may ask you to repay any unspent funds. If you do not need all of this money for the original purpose IH will expect you to repay the balance.

V. Following approval by the Board and before payment IH will require you to provide the following further information:-

- confirmation that you have public liability insurance and the sum, together with employer's liability insurance (if you have any employees), and any other statutory requirements together with confirmation that you have obtained any consents or permission, where needed. You are responsible for obtaining all of these and providing IH with confirmation that you have them. Copies will not usually be required but may be sought at IH's discretion;
- details of how IH will be acknowledged for example, as a funder on your webpage, a brochure or otherwise;
- bank account details (if not already provided) and your preferred method of payment.
- confirmation of when you expect to have used the money. IH requires confirmation that you will tell IH once the funding has been used and provide details that it has been used for the approved grant purposes.

W. As identified above, in due course, IH will expect you to confirm that the funding has been used for the approved grant purposes with details of how it has been spent.

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.

As identified above, if you are applying for a grant of £1000 or less you do not need to complete the full application form and you should provide the information set out above. You should quote your 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 legal name of the applicant organisation in full 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 must have the agreement of the applicant organisation to make the application on their behalf.

3.The applicant's role in the applicant organisation. We need to know your relationship to the applicant organisation. You may be the Chief Executive, a Board member or other. It is 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 formal address (or registered office) of the applicant organisation.

5.Telephone number where you can be contacted. A mobile, landline or both.

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 registered office. This may not be your organisation's actual business address as (for example) it may be the address of your accountant. If you are not a company, you may simply have a business address. If this is the same as the address set out in answer to question 4 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 (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.

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/details 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. A copy of the letter must be attached (see Checklist of Supporting Information which Should be Included).

13. Please provide a copy of your current constitution: 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 or other document called a constitution. IH will expect applicant organisation to have a constitution and you must have your own bank account. It will not give you a grant if you do not have both of these.

14. Please summarise your organisation's main activities and where these take place. As identified in Part 1 of this guidance, all grant money **must** be for the benefit of people who live, work or study in Hounslow and for a project which complies with IH's vision. You do not have to be a Hounslow based organisation and the activities which are to be grant funded by IH need not be carried out within the London Borough of Hounslow area

15. If the governance 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 governance 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.

16. How long has the applicant organisation been in existence? You do not need to have been in existence for a particular length of time but you must satisfy IH that your organisation has sufficient track record for us to be confident you will properly use the grant funding and will remain in existence for long enough to do this. If some or all of the grant is to be used for equipment you need to satisfy IH that you should exist and remain 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/filed accounts (if you have these and if not, unaudited accounts). If you do not have audited accounts and/or your organisation has been in existence for less than three years, you must provide recent unaudited accounts and any other financial information which you have available to show IH that you are financially sound. Ideally your filed 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. Please also update this information by sending any later accounts which are filed during the grant application process and before signature of the grant agreement.

18. Please also provide recent management accounts. IH may make its own inquiries about your financial status. As a result of this and/or the information which you have provided IH may seek further information from you. The extent to which IH will require further information depends on the circumstances and IH cannot be specific about what may be needed. If you do not have management accounts, IH's Accountant may need to consider your current financial position.

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 Part 1 of this guidance 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. Please identify the short, medium and any longer-term benefits from your project and how the project will achieve the identified outcomes. Further information is set out in the notes to question 20.

20. Please identify why the project is needed? Please explain why your project is required and as part of this explanation please provide any historic information which you have about the people you currently support. Please also identify the types of people and their need whom you anticipate will be supported with the grant, the disadvantage and therefore need that your project will address, how you advertise your services and ensure that you are inclusive and non-discriminatory.

21. Please detail any non IH monetary funding including who is the funder and/or separately detail any value in kind (i.e. value not directly monetary funding) 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 for example as a percentage of the overall cost of the project or for specific items.

22. Is all non IH funding (monitory and in kind) which you require to deliver the project confirmed as available? If some or all of this is not yet confirmed, please provide details, say when do you expect to hear and what happens to the project if some or all 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.

23. 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 Part 1 above which sets out the IH grant approval timescale. As identified, IH will not normally give grant funding if a project has commenced before approval for the funding is given and the grant agreement has been entered into. 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. If your project overruns you must tell IH and ask for an extension of the funding period before the

date you have included in your application as the finish date as otherwise you may lose the remainder of the funding.

24. How will you monitor and evaluate the effectiveness and success of the project, what information will you send IH to confirm that you have done this effectively and when you will send this? 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 usually to be provided part way through for example after completion of each stage with a final report at the end of the project. If IH is not satisfied that that this is possible it is unlikely to give you funding.

25. 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 question 27.

26. If your application includes personal information or this may could 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.

27. Please confirm whether you need any regulatory certificates, consents and any other requirements to deliver the project if so, whether you have these or will have obtained these before the project starts. It is entirely the responsibility of the applicant organisation to obtain any certificates or other consents and/or staff checks (such as by way of example only staff DBS certificates) and by confirming this you have accepted responsibility to comply with this. IH may ask for further information and copies of certificates if it considers this is necessary.

28. Please confirm whether you have public liability or any other insurance and the amounts, when these expire and/or whether you anticipate obtaining any insurance before the project starts. It is entirely the responsibility of the applicant organisation to obtain any insurance, and by confirming this you have accepted responsibility to comply with this. IH will expect you to have proper insurance or to obtain this before the project starts and may ask for further information and copies of 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. It is essential that you supply all information which IH has asked for or explain why it is not relevant or available. IH may not consider your application until it has received all relevant information and if there are any inconsistencies in this or queries, your application is likely to be delayed.