

Inspire Hounslow – Large Grant Application Guidance Document

If you require this guidance in another format or need support completing the application, please contact Inspire Hounslow.

Funding Available: £1,500 – £30,000 per project, per year.

Eligibility Criteria: We only fund projects that operate within the London Borough of Hounslow and are designed to involve, support, and benefit people who live, work, or study in the borough.

Organisations applying must:

- Be a not-for-profit organisation
- Have a formal governing document
- Have a bank account in the organisation's name
- Hold appropriate insurance
- Demonstrate the ability to deliver and manage the project.

Applications will **not be accepted** from:

- Individuals
- Political organisations
- Organisations without a governing document.

Our Vision and Grant-Giving Principles

Inspire Hounslow is a Hounslow based grant giving charity. We use our funds to support and create lasting, equitable opportunities for the people and communities of the borough.

We seek to ensure that residents of Hounslow are the primary beneficiaries of our funding. However, we recognise that the Hounslow community also includes those who work or study in the borough. Our grants therefore aim to benefit those who live, work, or study in Hounslow.

Our charitable objectives give us a broad remit, but we prioritise projects that benefit children and young people up to the age of 25. Young people are therefore the focus of our investment, while we also support initiatives that strengthen the wider community.

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We believe that investing in people and communities facing disadvantage delivers long-term benefits, particularly when funding is placed in the hands of grassroots, “by and for” organisations that understand their communities best.

While the overall area of benefit is the whole borough of Hounslow, we prioritise investment in communities facing the greatest challenges and deprivation. In practice, this means focusing funding within designated Equality Opportunity Areas (EOAs). These are illustrated on the Hounslow Council website <https://stats.hounslow.gov.uk/ea-cluster-census-2021-profiles/>

We also encourage collaboration between organisations to strengthen local capacity and reduce duplication. Alongside our grant-making, we use our influence, partnerships, and networks to contribute to longer-term systemic change.

Our grant-giving principles act as guiding guardrails rather than rigid rules. Our default position is to fund proposals that align with our values, demonstrate strong community insight and collaboration, and show clear potential to make a meaningful difference across Hounslow.

Document Purpose

This guidance document helps applicants complete the Inspire Hounslow application form clearly and confidently and in a way that meets assessment expectations.

It provides:

- Practical tips for each section
- An explanation of what assessors are looking for
- Common pitfalls to avoid.

General Tips for Completing the Form

- Read all guidance before you start – including the Inspire Hounslow Large Grant Guidance Document
- Answer the specific question being asked
- Stay within the stated word limits
- Be clear, specific, and evidence-based
- Use plain English and avoid unnecessary jargon

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- Ensure consistency across the form (figures, dates, project description)
- Save copies of draft answers before submission.

Inspire Hounslow (IH) AI Statement

IH believes AI can be a useful tool, but it should be used responsibly. Applications should contain, accurate information, realistic plans, specific detail, and an authentic organisational voice.

Applicants remain responsible for ensuring all submitted information is correct and representative of their work.

Section-by-Section Guidance

Section A – Organisation Details

What this section is for: Provide accurate information about your organisation.

A1 – Organisation Name and Relationship

- Enter the full legal name of your organisation
- Indicate your role or relationship to the organisation (e.g., employee, trustee, volunteer).

Organisation Address

- Provide the main office or registered address, including postcode.

A2 – Type of Organisation

Tick the category that best fits your organisation:

- Charity
- CIO
- CIC
- Incorporated Club
- Constituted Voluntary/Community Group
- Not-for-Profit • Other (specify).

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A3 – Charity / Company Registration Number

Include your official registration number if applicable.

A4 – Email Address

Provide a valid organisational email.

A5 – Website or social media

Include a website or social media link that showcases your work if you have one.

Tip: Ensure all contact details are up to date as Inspire Hounslow may contact you for verification.

Section B – Contact Details

What this section is for: This person will be contacted regarding the application.

B1 – Person Completing the Application Include:

- Name
- Job title
- Telephone
- Email address

Tips

- The named person should be able to respond promptly to queries
- Ensure the email address is correct and monitored regularly
- Job title should reflect your role (e.g., Project Coordinator, Treasurer, Director).

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Section C – Application Summary

What this section is for: Provides a high-level overview of the project and funding request. It allows Inspire Hounslow to quickly understand the key details of the proposal before reviewing the more detailed sections of the Application. **C1 – C3 – Project Name and Funding**

- Provide project name
- State total project cost
- State amount requested from Inspire Hounslow.

C4 – C5 – Additional Funding

List any other funding sources or in-kind contributions that will support the project. In-kind contributions may include volunteer time, donated materials, free venue space, or professional services provided at no cost.

Explain how you will address any potential budget shortfall if the full project cost is not covered by the funding requested from Inspire Hounslow.

Example explanation of a budget shortfall:

If the total project cost is £7,000 and the funding requested from Inspire Hounslow is £5,500, the remaining £1,500 shortfall will be met through in-kind contributions. Our partners and volunteers have committed support in the form of venue hire, materials, and event facilitation, which has an estimated value of £1,500.

Inspire Hounslow generally expects that most of the project funding is secured at the time of application; however, applications may still be considered where a clear and robust plan is in place to cover any funding gap, although additional conditions may apply.

C6 – Hounslow Equality Opportunity Area (EOA)

Identify the Hounslow Equality Opportunity Area (EOA) your project targets. While the overall area of benefit is the whole borough of Hounslow, we prioritise investment in communities facing the greatest challenges and deprivation. In practice, this means focusing funding within designated Hounslow Equality Opportunity Areas (EOAs). These

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are illustrated on the Hounslow Council website

<https://stats.hounslow.gov.uk/eacluster-census-2021-profiles/>

C7 – Project Summary

Provide a clear summary (max. 200 words) including:

- Purpose
- Activities
- Expected outcomes.

C8 – C9 – Project Timeline

Provide: Start date and completion dates.

Section D – Organisation Summary

What this section is for: To demonstrate credibility, capacity, and readiness to manage funding.

D1 – Main Aims and Objectives

Provide a concise description of your organisation's aims (max. 100 words).

D2 – D4 – Policies and Financial Readiness Confirm

that your organisation has:

- A constitution or governing document
- A bank account in the organisation's name
- Public liability insurance for the project period.

D5 – Financial Overview

Provide:

Most recent annual income and expenditure

- The year the accounts cover.
- Explain reserves if they are unusually high or low.

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D7 – D8 – Safeguarding

Confirm your safeguarding policy aligns with Charity Commission guidance.

If working with children, young people, or vulnerable adults, explain:

- How safeguarding is implemented
- The designated safeguarding lead.

D9 – Risk Management

Describe how your organisation:

- Identifies risks
- Manages financial and delivery risks.

Tip: Attach supporting documents such as policies, accounts, and insurance.

Section E – Project Information

What this section is for: The project information section is used to provide detailed information about the design, delivery, and impact of the project you are requesting funding for. While earlier sections focus on your organisation and finances, this section helps the funder understand what you will do, who will benefit, and how the project will be delivered successfully.

E1 – Project Location

- Provide specific addresses or areas served.

E2 – Accessibility and Inclusion

- Explain how your project will be accessible to all, including those with disabilities or other barriers.

E3 – Permissions

- Confirm any landowner approvals or planning permissions.

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E4–E5 – Project Description

- Describe the project and activities (max. 200 words)
- Explain the unmet need, beneficiaries, and how your project meets this need.

E6 – Lasting Impact

- Explain the long-term benefits and sustainability plans for project continuation if relevant.

E7–E8 – Leadership and Experience

- Identify the project lead and delivery team
- Highlight relevant experience, previous projects, or case studies.

E9 – Partners

- List other partners and their contributions.

E10 – Participant Recruitment

- Explain how participants or beneficiaries will be referred/recruited to the project if relevant.

E11 – Key Project Items / Activities

Break your project into **up to 10 key activities**. The table allows you to enter these using the + drop down text box.

Include:

- What it involves
- Who it is for/number of people who will benefit
- Frequency
- Number of sessions/events
- Expected outcomes.

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Example Items/Activities

Activity 1 – Community Workshops

What it involves:

Interactive sessions on digital skills or health awareness including practical exercises

Who it's for:

Local community members, particularly young people or older residents/10 per session

Frequency: Weekly

Number of sessions: 10–12

Expected outcomes:

- Increased digital or practical skills
- Greater confidence
- Stronger community connections.

Activity 2 – Mentoring / Coaching Sessions

What it involves:

One-to-one or small group mentoring supporting personal development, career guidance, and skill building

Who it's for:

Young adults needing guidance/10 per session

Frequency: Bi-weekly

Number of sessions: 8–10

Expected outcomes:

- Improved goal setting
- Personal development
- Increased employment or education opportunities.

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Activity 3 – Community Events / Social Gatherings

What it involves:

Community events such as fairs, exhibitions, or cultural celebrations/100 people each event

Who it's for:

The wider community

Frequency: Quarterly

Number of events: 3–4

Expected outcomes:

- Greater community cohesion
- Networking opportunities
- Celebration of local achievements.

E12/12a – Publicity

- Outline your communications and publicity plan (max. 250 words).
- Confirm you will acknowledge Inspire Hounslow funding.

E13 – Monitoring and Evaluation

- Describe how you will track success, key indicators, evidence collection, reporting frequency, and payment milestones. Inspire Hounslow will agree how these will relate to the release of the grant payments prior to the Grant Agreement.

For example: projects may measure success through:

- Number of participants attending activities
- Participant feedback surveys
- Pre/post questionnaires
- Case studies
- Attendance records
- Community impact stories.

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Note: Success will be monitored through agreed key indicators such as participant numbers, attendance, and feedback demonstrating outcomes and community impact. Evidence may include attendance records, participant surveys, testimonials, and activity documentation. Progress updates and a final report will be provided at agreed intervals. Payment milestones may be linked to project stages (for example, start-up, mid-project review, and completion). The exact indicators, reporting schedule, and payment releases will be agreed with Inspire Hounslow prior to signing the Grant Agreement.

Section F – Breakdown of Costs

What this section is for: To demonstrate value for money and financial planning.

Each cost must link to a Key Project Item/Activity listed in Section E11.

Refer to **1-3 Example items/activities**.

Example Cost Breakdown Table

A – Item / Activity	B – Total Requested from IH (£)	C – Other Funding / Inkind (£)	D – Total Cost (£)	Description of Cost Calculation
1. Community Workshops	2,400	600	3,000	12 sessions × £250 per session (venue, facilitator, materials)
2. Mentoring / Coaching	1,600	400	2,000	8 sessions × £250 per session (mentor fees, materials, online platform)
3. Community Events	1,500	500	2,000	4 events × £500 per event (venue hire, refreshments, promotion)
Totals	5,500	1,500	7,000	

Notes / Explanation

- The **total requested from Inspire Hounslow (£5,500)** matches the request in **Section D3**.
- The **other funding (£1,500)** matches **Section D4**.
- The **total project cost (£7,000)** matches **Section D2**.

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Any **budget shortfall explanation** must match the explanation in Section D5.

Capital Projects

If your project involves capital expenditure, include:

- At least three supplier quotes
- Your preferred supplier.

Agreement Section

What this section is for: To confirm compliance and organisational authority.

By submitting the application, you confirm:

- You have read this guidance
- Information provided is accurate
- Inspire Hounslow will be notified of changes to do with this project
- Funding will be used as described
- Grant conditions will be followed
- Any unspent funds will be returned unless agreed otherwise
- Inspire Hounslow will be acknowledged in communications and publicity
- You are authorised to submit the application
- You understand Inspire Hounslow's Privacy & Data Protection Policy.

Final Checks Before Submission

Have you:

- ☒ Completed the application form
- ☒ Answered all questions
- ☒ Stayed within word limits
- ☒ Checked figures are consistent
- ☒ Had another person review the application Documents

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required:

- ☒ Governing document
- ☒ Annual accounts or 6-month cashflow forecast
- ☒ Safeguarding Policy
- ☒ Risk Management Policy
- ☒ Equal Opportunities Policy
- ☒ Public Liability Insurance
- ☒ Employers' Liability Insurance (if applicable)
- ☒ Three quotes for capital projects (if relevant)

Tip: Missing documents may delay or invalidate your application.

Monitoring Question

How Did You Hear About Inspire Hounslow?

Select the option that most accurately reflects how you heard about this funding opportunity.

This information is used for monitoring and outreach improvement only and does not affect assessment.

Submitting Your Grant Application

Large and Small Grant Applications are considered on a rolling basis.

Please refer to the website for submission dates and deadlines.

<https://inspirehounslow.co.uk>

Contact

For questions or support:

Email: grants@inspirehounslow.co.uk