Inspire Hounslow – Small Grant Guidance Document

Small Grant funding available: **From £500 up to £1,500 per project, per year.**

The Small Grant Scheme: 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.

Eligibility: 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.

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.

Our charitable objectives give us a broad remit. However, we have chosen to prioritise projects that benefit children and young people up to the age of 25. While young people are a priority for us, we also support projects that build community capacity and strengthen resilience and cohesion. Examples of Small Grant projects are available on the website.

We actively encourage organisations to work together to build stronger local services and avoid duplicating efforts. By collaborating, groups can share knowledge, skills, and resources to have a greater impact in their communities.

Alongside our grant-making, we use our influence, partnerships, and networks to support lasting, system-wide change.

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 the Hounslow designated Equality Opportunity Areas (EOAs). These are shown on the Council website **HERE**

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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 is designed to help applicants complete the Inspire Hounslow application form clearly, confidently, and in a way that meets assessment expectations. It provides practical tips for each section, explains what assessors are looking for, and highlights 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 question being asked and stay within the stated word limits
- Be clear, specific, and evidence-based – avoid vague statements
- Use plain English and avoid unnecessary jargon
- Ensure consistency across the form (e.g. figures, dates, project description)
- Save copies of your draft answers before submission.

Inspire Hounslow (IH) AI Statement: IH believe AI is a useful tool but caution it should be used responsibly to ensure your application contains accurate information, is realistic, specific and has an authentic voice.

1. Applicant Details

Provide accurate information about your organisation. This includes:

- Organisation Name & Main Contact: Clearly state the legal name of your organisation and a contact person
- Role in Organisation: E.g., Chair, Project Lead, Treasurer

- Address & Contact Details: Include your full postal address, telephone number, email, and website or social media (if available)
- Type of Organisation: Tick the relevant box. If "Other," please specify
- Charity/Company Registration Number: Include if applicable
- Bank Account: You must have a bank account in the organisation's name. If not, explain how funds will be managed
- Organisation income: Providing these two figures is useful for context when the Trustee Panel are considering applications. It can be left blank if you are a new organisation/don't have figures for any other reason. Please provide an explanation if necessary.

Tip: Ensure contact details are current; this is how we will communicate with you. N.B A light financial due diligence is carried out before funding is awarded.

2. Project Details

Provide clear information about your project:

- Project Title & Location: Must be within the London Borough of Hounslow
- Project Dates: Start and end dates of the project
- Brief Description (max. 200 words): Summarise your project clearly—what will happen, where, and how
- Need (max. 100 words): Explain why your project is necessary and the impact it will have
- Beneficiaries (max. 100 words): Who will benefit (residents, children, elderly, specific communities)? Include approximate numbers of the different people who will benefit and how you will find them.
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Project beneficiaries' example:
The project will benefit approximately 250 residents, including around 120 children and young people (aged 8–18), 80 older adults (aged 60+), and 50 adults from low-income households. Priority will be given to residents from underserved communities, including ethnic minority groups and people at risk of social isolation. Beneficiaries will be identified through referrals from partner schools, community organisations, and local health services, as well as open outreach via community centres, social media, and local networks (76 words).

Tip: Be specific about the benefits and why this funding is essential.

3. Partnerships

- Working with other organisations? Tick Yes or No
- If Yes: List all partners and describe their role in delivering the project.

Tip: Partnerships strengthen your application and show community collaboration.

4. Funding

Provide a detailed financial plan:

- **Total Project Cost and Amount Requested** from Inspire Hounslow
- **Budget Breakdown:** Include each item/cost, its amount, whether it's secured, and the funding source
- **Other Funding:** List additional funds or in-kind contributions
- **Funding Shortfall:** If your budget isn't fully secured, explain how you plan to cover the remaining costs.

Tip: Ensure that all budget amounts are realistic, clearly justified, and aligned with the scope of your project. Please present as complete a funding picture as possible at the time of submission.

5. Monitoring Question – How Did You Hear About Inspire Hounslow?

Please select the option that most accurately reflects how you heard about this funding. This information is used for monitoring and outreach improvement only and does not affect assessment.

6. Declaration

- Confirm all information is accurate
- Agree to use any grant received only for the project described
- Return any unspent funds unless agreed otherwise
- Provide a brief update on the project's outcomes after completion.

Tip: This section must be signed by an authorised person within your organisation.

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Key Tips for a Strong Application:

1. Be Clear and Concise: Stick to word limits and avoid jargon.
2. Evidence of Need: Demonstrate why your project matters to Hounslow residents.
3. Budget Accuracy: Ensure your budget is realistic and fully explained.
4. Community Impact: Highlight the number of people and communities your project will benefit.
5. Partnerships: Collaborations are viewed positively but must be clearly defined and confirmed.

Final Checks Before Submission – have you?

- All questions answered
- Word limits adhered to
- Figures consistent throughout
- Required documents attached
- Application reviewed by another person if possible.

Deadlines: Large and Small Grant Applications are considered on a rolling basis please note the submission dates and deadlines on the website - HERE

Contact: For questions, contact Inspire Hounslow at grants@inspirehounslow.co.uk