



## Applying for a Community Grant Guidelines

Welcome to Hammersmith United Charities. We are a local charity which for the last 400 years has been using gifts made by local people over the centuries to provide housing to older people and grants to relieve other forms of need.

Organisations working with people experiencing some kind of “need” in our Area of Benefit (AOB) are welcome to apply for a grant.

In these guidelines there are sections covering:

- a) What we fund
- b) Where we work
- c) Who can apply – Types of group and organisation
- d) The structure and legal form of your group or organisation
- e) Reserves
- f) What we do not fund
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### What we fund

Currently our trustees have a particular – though not exclusive- interest in:

- a) Work with families and children. This includes the needs of very young children; support for parents and parenting; work which promotes the education and development of children, including providing them with opportunities for play, creativity and non-traditional learning. Work to support key transition points. It includes work with young people independently of their families; providing opportunities or supporting young people who are vulnerable for various reasons.
- b) Meeting basic needs. This covers support for ensuring people have access to food, shelter, warmth but also advice and support.
- c) Countering isolation. This applies to any group and could include people with disabilities, people who don't speak English, women experiencing domestic violence who don't know where to go for help, older people, carers.
- d) Building confident individuals and communities. This focuses on projects which aim to build confidence, bring people together, encourage volunteering, peer mentoring, advocacy and



some support for community groups themselves. It could include some forms of employment support.

Within these priority areas, we are interested in funding a wide range of projects. Our concern is less with what you do and more with the difference you will make. Your project may be a one off or it may be ongoing. We understand that organisations need funding to support their core costs and we recognise that projects need to contribute to and are dependent on core functions. We are happy to contribute to core costs provided there are clear benefits to people living in the AOB.

You can find information about recent grants we have given and stories from groups we have funded on our website.

### Where we work

Our AOB is the former metropolitan borough of Hammersmith. Broadly speaking this is the part of the modern borough of Hammersmith and Fulham which comes within these wards:

- *Addison*
- *Avonmore*
- *Brook Green*
- *College Park & Old Oak*
- *Coningham*
- *Grove*
- *Hammersmith Broadway*
- *Ravenscourt*
- *Shepherd's Bush Green*
- *Wendell Park*
- *White City*
- *Wormholt*

All applications must be for work taking place in or near this area and benefitting residents from the area. If the project works with people from a wider area then we will only fund that proportion of it which benefits our residents. Applicant organisations do not necessarily need to be based in the area but we need to have confidence that they will be able to reach our residents.

### Who can apply? – Types of group and organisation

We are open to applications from a wide range of organisations provided they are for the benefit of the community and not for profit. This includes voluntary and community groups and organisations such as community centres. For more details see below.



We will also consider applications from schools for work which is not part of the normal curriculum and where the school can show that children experiencing some kind of disadvantage will benefit.

You do not need to be a registered charity but you do need a constitution, some kind of management committee and an organisation bank account requiring at least two independent signatures. We will ask to see your most recent accounts. We can sometimes make payments directly to suppliers where projects are promoted by organisations which do not have these things.

If your group's set up is not covered below please email us at [grants@hamunitedcharities.com](mailto:grants@hamunitedcharities.com) to discuss.

### **The structure and legal form of your group or organisation**

This section tells you our requirements for different types of organisation.

#### **Charitable companies and Charity Incorporated Organisations**

The Charity Commission requirements are in line with what we require. In addition, to apply for an HUC grant you will need:

- At least 3 unrelated trustees on your governing body.
- A bank account in the organisation's name with 2 signatories who are unrelated.

#### **Unincorporated associations**

To apply for and HUC grant you will need:

- A constitution – this must include a clear statement of the benefit to the community and how the association makes decisions and is governed.
- A governing body (committee or equivalent) with at least 3 unrelated members.
- A bank account in the organisation's name with 2 signatories who are unrelated.
- Accounts that show your income and expenditure.

If your activities are charitable (as defined by the Charity Commission) and your annual income is over £5,000 you must be registered as a charity.

For more information on unincorporated associations [click on this link.](#)



## **Community Interest Companies (CICs)**

To apply for and HUC grant you will need:

- To be registered as a CIC before you apply.
- At least 3 directors who are not related.
- A bank account with 2 signatories (unrelated) in the CIC's name.
- Accounts that show your total income (broken down by the different sources), expenditure (broken down into headings such as salaries, volunteer expenses, venues, materials etc.) and a balance sheet showing your assets, liabilities and free reserves. Please note that we need more detail than is required by Companies House for small CICs.

## **Company limited by guarantee or by shares** (that is not specifically registered as a CIC or a charity)

We do not fund companies limited by guarantee (or shares). If you have this registration then to apply for a grant from HUC you would need to meet the conditions for being a CIC or charity and convert to that status before applying.

This is because the company limited by guarantee legal form is intended primarily for commercial activities that aim to make a profit for the owners. HUC's purpose is to benefit the community which is why we fund organisations set up specifically for that purpose such as charities or CICs.

## **Schools**

Schools in the HUC area of benefit can apply for a grant. All schools that we have funded to date have fulfilled the governance and financial records requirements. If there is anything we need that is not included in an application we will ask you for it.

## **Small informal projects and groups**

Projects or activities that are run by an individual or group that is not constituted, has no legal form or registration may in certain circumstances be considered for a grant.

You must talk to us before applying so we can assess your status and, if a grant was approved, agree with you how the money would be managed with proper governance and accountability.

If your group's set up is not covered above please email us at [grants@hamunitedcharities.com](mailto:grants@hamunitedcharities.com).



## Reserves

We acknowledge that well managed organisations need to carry sufficient reserves to enable them to discharge their responsibilities to beneficiaries and staff in a responsible way. At the same time, our resources are finite and we want to support projects which might not otherwise happen. Where it seems to us that reserves exceed a prudent level or where we feel that an applicant could contribute at least some of the funding required for the project from their own reserves, we may decline to fund even where the project is both strong and relevant.

If there is any doubt about how we might view your reserves or if there are special circumstances which you need to explain or discuss, we would encourage you to get in touch directly in advance of making an application.

## What do we not fund

We will not fund anything which

- Promotes religion or a specific political cause
- Only helps people who do not live in the AOB
- Is primarily for the benefit of animals or the environment rather than for people
- Benefits people who are not experiencing “need” of some kind

## How much do we give?

If you are applying for your first grant from us then we rarely award more than £5,000. There are no minimum amounts. The average amount is around £7,500 and the maximum that can be applied for is £15,000. We are happy to be part of a consortium of funders.

## How long will we fund for?

We do not make grants for longer than a year in the first instance but we will fund again for another year or two. We are unlikely to fund for longer than three consecutive years. If a project is completed in less than 12 months then a group can reapply but it will need to be 12 months after they were awarded their grant. In other words you can only get a grant approved once in every 12 months. An organisation can only hold one HUC grant at any one time.

Since 2023 we have awarded Flexible 3 Year Grants to offer organisations more scope for planning and responding to changing needs. We plan to continue to award further Flexible 3 Year Grants each year. More information on this programme can be found here: [link to Flexible 3 Year Grant programme.](#)



### What to expect if your organisation is awarded a grant

You will receive an offer email with a link to an **Acceptance form**. This form will ask for information about:

- a) Financial sustainability – a forecast of your year ahead including: income (confirmed and expected); expenditure; reserves at the start of the year; the risk of having a shortfall of income in the year; and your plans for managing a shortfall.
- b) Who manages your finances – name and details for someone to contact
- c) Your bank account
- d) Safeguarding – upload your policy which must have been reviewed within the last year; give details of your safeguarding lead and the training they have undertaken within the last 2 years.
- e) Public Liability Insurance – upload your certificate or give details of how insurance is provided.

### Electronic signature of the Grant Agreement

Separate from the Offer email we will email your Grant Agreement signatories for an electronic signature. The first signatory will get an email with a link. After they have submitted their signature then the second signatory will get a similar email.

Please ensure that on your application form one of your Grant Agreement signatories is a trustee or director.

### Visiting and reporting

We like to visit where we can, sometimes before we make a grant, but usually during the delivery of a funded activity. We will expect a final report telling us how the project went, what difference you think you made and how you spent the money.

In September 2023 our grant monitoring process went online with a new form. Grant holders will be sent a link that will lead to an online form and opportunity to upload documents in relation to their grant.



### Being part of the community

We are trying to create a community of grant holders and we may invite you to take part in networking events or specialist meetings to help us explore a specific issue. These are entirely voluntary.

We strongly encourage all applicants and grant holders to share information about their services, activities and events on the Hammersmith & Fulham Community Compass [Home | H&F Community Compass](#).

This is a searchable list for the public to enable them to find out about support from the community and charity sector.

### How to apply

We welcome initial enquiries and to arrange a chat please email us. We like to meet new applicants to develop a better understanding of what you are doing and we are happy to give advice about potential projects.

In September 2023 our grant application process went online with a new form. Full guidance and instructions are on our website .

### Contact

Paul Robson and Paige Windust at [grants@hamunitedcharities.com](mailto:grants@hamunitedcharities.com)

Guidance revised April 2025