



# **West Hendon Community Trust Fund**

**Funding Criteria & Guidelines**

## **Background**

The West Hendon Community Trust Fund (the Trust Fund) has its origins in the regeneration of West Hendon. It is the result of joint working between Barratt Metropolitan LLP, the Local Authority, and the local community.

The Trust Fund is actively managed by the Trustees who are comprised of representatives from Metropolitan Thames Valley, Barratt London, Local Councillors, and the local community.

Metropolitan Thames Valley and Barratt London supports the administration of the Trust Fund by providing the secretariat.

## **Our principles**

**The Trust Fund seeks to serve the West Hendon Community in the following ways:**

1. The relief of poverty.
2. The provision of grants to provide facilities to improve the quality of life enabling the population who by reason of their youth, poverty and social and economic circumstances have need of such facilities.
3. The relief, through the provision of public health facilities, of sickness and poor health.
4. The provision of childcare.
5. The advancement of education and training, particularly among unemployed people, providing them with work experience.
6. The promotion of public safety and prevention of crime.

## **What can be funded?**

Generally projects that enhance the social, sporting, welfare, health or educational wellbeing of West Hendon residents, or are of economic benefit to the community.

The Trust Fund will only finance not-for-profit activities.

It will not subsidise commercial operations or provide funding for activities that should rightly be funded by other agencies.

The Trust Fund will not finance religious activities but will consider applications from religious organisations for activities that are of social benefit to the community and open to all.

The Trust Fund will finance capital expenditure and start-up costs. It will not fund recurrent expenditure or the on-going costs of staff employed by voluntary organisations and other bodies. However, it will consider the initial staff costs of a project.

## **How to apply**

Interested applicants are advised to meet with Metropolitan Thames Valley to discuss proposals prior to application. The Officer will provide advice and guidance on projects, funding options, and coordination with other community initiatives and partners.

The West Hendon Community Trust Fund application form should be completed and accompanied by necessary supporting documents. Applications should be mailed to the address provided on page 4.

## **Who can apply for funding?**

**The Trust Fund is open to applications from:**

- a. Voluntary groups and charities serving the residents of West Hendon
- b. Residents of West Hendon who are acting as organisers of community activities and social enterprises.
- c. Branches of charities operating locally, regionally or nationally who instigate activities and projects of benefit to the residents of West Hendon

**The funding limits are:**

- Groups and charities – at the discretion of the Trustees.
- Residents organising projects of social benefit – limited to £1000.

These amounts may be reviewed by the Trustees at the AGM of the charity.

## **When can applications be made?**

There will be two scheduled funding rounds each year. The deadlines for receipt of applications will be 20<sup>th</sup> December, 31 March, 30 June and 30 September each year.

Applications will not normally be considered at other times unless the Trustees agree that exceptional circumstances apply.

All applications must be made using the Trust Fund application form.

Applicants will be told within 4 weeks of close of application if their bid is successful.

Individual applicants who wish to instigate projects of benefit to the community will be expected to create a support group and create suitable financial systems to the satisfaction of the Trustees.

Payment will be made to applicants at the discretion of the Trustees. This may be prior to the commencement of a project, at regular intervals, or at the conclusion of a project. All applicants will be expected to present accounts including invoices and receipts. Interim and final reports on the progress of each project will be required as directed by the Trustees.

All grant beneficiaries will be required to acknowledge the support of the Trust Fund in all marketing materials.

Applications from public agencies and housing associations will not be considered.

The Trust Fund will give priority to funding activities where applicants seek match funding from other sources.

Applications from charities that provide a service to the people of West Hendon will be assumed to be in receipt of funding from other sources and therefore only a percentage of project costs can be obtained from the Trust Fund

Any Trustee who has an interest in any application must declare it and withdraw from consideration of the application.

The Trustees will only consider one application from an organisation or an individual each year unless the Trustees are of the opinion that special circumstances apply.

### **Grants and payments**

All grants are governed by grant agreements laid down by the Trustees. All those in receipt of grants are expected to use the money only for the reasons laid down in their approved applications.

Each organisation or individual in receipt of a grant is required to report on how the money is expended in a format and at intervals determined by the Trustees (see below).

### **Other conditions applying to the payment of grant**

Applicants from community organisations and charities are required to submit copies of their rules and equal opportunity policies to the Trustees. Such organisations must also provide evidence that they have sound financial systems. As a minimum, this will include an organisational chart and an audit process.

Applicants are required to report on how the funds have been spent with supporting documentation.

If any organisation or individual in receipt of a grant fails to use the money provided in a manner that the Trustees have approved the organisation or individual concerned will be required to return the funds allocated.

### **How to contact us**

**To contact us, please write to:**

Dawn McCalla-Hunte  
West Hendon Community Trust Fund  
C/O Metropolitan Thames Valley  
Grants and Contracts Team, Premier House, 52 London Road, Twickenham, TW1 3RP

Alternatively, send an email to: [WHCTF@mtvh.co.uk](mailto:WHCTF@mtvh.co.uk) or call Direct Dial – 020 3535 3368 Dawn McCalla-Hunte