

Information for applicants

Heathrow community and environment **small grants awards 2012**

Heathrow Airport in partnership with Groundwork Thames Valley

This information will help you complete the application form successfully.

Please read all of the information before completing your application.

If you require further information or help with completing your application please contact:

Heathrow Community and Environment Awards
Groundwork Thames Valley,
Colne Valley Park Centre,
Denham Court Drive,
Denham, Uxbridge,
Middlesex UB9 5PG

Email: henawards@groundwork.org.uk

Tel: 01895 832662

Payment of the award

Successful applicants will receive the first 50% of the award after they have been notified that their project has been accepted. The final 50% will be paid on completion of the project (and after receipt of a report including proof of expenditure for the full amount of the award and details to meet the award terms and conditions). All projects should be completed within one year from the date of acceptance.

Special arrangements can be made if this causes financial difficulty for your group, but this will need to be known well in advance, in order for this to be administered by Groundwork Thames Valley.

Judging your application

Representatives from Heathrow Airport, press officers and Groundwork Thames Valley look at every application form and mark it according to set criteria, outlined in section 2 and 3.

As every application is copied to each judge you will understand that it is important to keep your application within the set number of pages. Any further information not directly part of the application will not be copied.

Working in partnership



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The criteria

Below are the criteria that the judging panel will use to grade your application:

- Points A – D are the themes that the judges will first consider.
- Additional points E to H must also be addressed in your application.

A. Involve the community in all stages of the project:

How have local people been involved in taking the project forward?

What skills and help could they provide?

How will people be encouraged to value the end result?

How will you include people who could easily be excluded from the process (young/old, ethnic minorities, people with disabilities)?

The projects most likely to receive funding are those that already indicate high community support and include likely ways of increasing involvement.

B. Consider and plan how your project will give lasting benefits:

What plans do you have to maintain and build upon the achievements of this project? Is this project part of a wider scheme?

How will you make sure that funds are not wasted?

It is very important to ensure your project is lasting and sustainable and has been fully thought through.

C. Use “best practice” or innovation:

Is your project modelled on a project that has been successful elsewhere?

How is your project creative or taking a fresh approach (maybe to an old problem)?

The more innovative the project the more likely it is to receive funding.

D. Support the themes of the Heathrow community and environment awards:

It is important to link your project to one or more of the following themes to ensure your application is complete.

D1 Reduce, re-use, recycle:

This could include a composting scheme; running a car share pool or a ‘grow your own’ fruit and vegetables initiative. Your project will need to have a strong focus on reducing the use of valuable resources, re-using materials and recycling waste.

D2 Climate change and energy:

This could involve building a wind turbine on a community building; volunteers leading a walking bus to school; collecting rainwater for garden use; or converting a school minibus to gas power. Your project will need to save energy or encourage others to take steps to reduce energy consumption. Don't forget that what you do locally can also affect the global environment.

D3 Protecting and enhancing our environment:

You could improve a local pond, wood or communal garden; run a native flower or tree planting scheme in your street or a bird box building project. Your project would need to consider conserving local habitats or increasing people's awareness of them. You may also need advice and support from other organisations in the area concerned with nature and wildlife conservation.

D4 Bringing communities together:

This could include an arts festival bringing members of the community together; a club to promote health and exercise; developing better access to fair trade products; play equipment; a healthy walk scheme or disabled access to a community facility. The project would need to be sustainable and allow access for all members of the community. How would the project build on community spirit and increase pride in the local area?

D5 Education and developing skills:

This could involve developing a new scout badge; training for the disadvantaged; computer skills for the elderly or an after school homework club. The project would need to consider how it benefits the local community as a whole and works with participating individuals to improve their lives or help them develop existing skills or learn new ones.

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Additional criteria

E. Your project must take place in one (or more) of the following local boroughs:

- Ealing
- Hillingdon
- Hounslow
- Richmond
- Royal Borough of Windsor and Maidenhead
- Runnymede
- Slough
- South Bucks
- Spelthorne

F. **Labour and personnel time:**

We will not fund salaries or staff costs. However, we may consider funding specialist labour that cannot be undertaken by an unskilled volunteer e.g. installation of a wind turbine. This will be considered by the judges on a case by case basis.

G. **Complete on time:**

Remember there is an official completion date for the project (one calendar year from the date of acceptance). Please provide a timetable to indicate the major aspects/activities of your project.

H. **Maximise Publicity:**

You will receive information about gaining press coverage if your application is successful. Winning applicants are asked to ensure that they let press and local people know about their great projects. **You are doing valuable work, so we want to encourage you to make sure people know about it.**