

## Linda Hogan Community Fund Guidelines for Application

### 1. Who can apply?

- Non-profit organisations and groups who provide activities and services to residents living in Kent (excluding those in London boroughs)

Organisations can apply for three consecutive years only, with a gap of 1 year before re-application.

The first round of each year (March) is restricted to organisations with an income of less than £100,000 per annum.

### 2. What we fund

The Linda Hogan Community Fund is one way we support others to create successful communities.

The fund aims to support:

- Activities that promote good health and wellbeing, and/or prevent people from falling into crisis
- Activities that help bring people together and strengthen communities
- Activities that help prevent debt, reduce poverty and/or increase employability and enterprise

### 3. Our priorities

We particularly want to fund:

- Smaller groups or organisations that are led or managed by local people and involve volunteers and community champions delivering the activity
- Activities that will benefit West Kent Housing Association tenants and neighbourhoods

This means that if the fund is oversubscribed organisations with a high turnover and significant reserves are less likely to be successful.

### 4. What we do not fund

- Organisations who run services that are the main responsibility of the local authority, council, education or other statutory agency. (e.g. schools and colleges, health services, social care)
- Core costs and overheads such as staff salaries, rent, insurance and utilities. We can help signpost you to other funders who can assist with this type of funding.
- Activities that may create friction within the community
- Activities which have already happened
- Individuals

## **5. How to apply**

All applicants must complete an application form which can be submitted either by email, or via our online process by visiting <https://www.westkent.org/your-community/linda-hogan-community-fund/apply-for-the-linda-hogan-community-fund/>

There are three rounds of funding per year and the deadlines for application are 15 March, June and October. The panel will make their decision within one month of the application deadline.

## **6. How much can we apply for?**

The maximum amount for awards is £500 per calendar year. This can either be requested in a single application or spread across 2 or 3 rounds. There is no minimum amount.

## **7. Terms and Conditions**

Any amount awarded must be used solely for the purpose outlined in the application. Any unspent funds should be returned to West Kent, however, please let us know if you encounter a problem as we can discuss potential alternatives.

You will be sent a grant monitoring form to complete and return to us with evidence of expenditure (receipts) and your outcomes. Without these forms it's very difficult for us to demonstrate the benefit the fund has, which could affect future funding for your community.

Once funding has been awarded there is no ongoing commitment from West Kent to issue further funds for your project.

## **8. Help with your application**

If you have any questions, or need help completing the application form, please contact our Funding Administrator, Angela Jenner on 01732 749420.

If your application is unsuccessful, we will provide feedback on request.