



GRANT APPLICATION PROCEDURE AND GUIDELINES

1. About Hilton in the Community Foundation

Hilton in the Community Foundation (HCF / the Foundation) is committed to supporting those most in need to have a brighter future. Focusing on children and young people, HCF supports activities in education and health to relieve suffering and equip individuals. Additionally at times of humanitarian disaster, HCF quickly responds to support relief efforts in affected areas, where Hilton operates.

HCF is a grant making charitable trust (registered as a charity in England and Wales 1084220 and in Scotland 38995). HCF was founded in 2000 to give a focus to the charitable activities and donations of Hilton Hotels. Hilton funds the Foundation's core costs and provides access to its business to enable as much money as possible to be generated for charity.

A large proportion of the Foundation's charitable income is raised through ongoing fundraising initiatives in the Hilton hotels and offices by staff, guests and suppliers and the general public. HCF works primarily with Hilton Hotels in the UK and Ireland, and also works with international Hilton properties as an umbrella agency for their charitable giving particularly (but not exclusively) at times of humanitarian disaster.

2. What areas of need does the Foundation fund?

The Foundation makes grants to charities that meet one of our chosen areas of focus. Our remits are:

Young people and education

The Foundation is investing in the future by supporting young people in the vital areas of education, awareness and training. Through targeted grant giving the Foundation aims to facilitate a better future for young people by supporting local charities. Education funding generally will be given for training/re-training, educational equipment, activity-based learning leading to accreditation, sports equipment and occasionally apportioned costs of project staff. Due to limitations on our available funding, outright salary funding cannot be considered.

Young people and health

The Foundation is committed to relieving suffering and supporting young people whilst they are undergoing treatment and care. Health funding generally will be given for medical equipment, care facilities, activity based holidays, proactive health awareness campaigns, hospices and occasionally apportioned costs of project staff. Due to limitations on our available funding, outright salary funding cannot be considered.

Disaster Relief and International Fund

The Foundation aims to provide help to young people and their local communities in times of humanitarian disaster or for longer term development projects in countries where Hilton operates. Remaining focused on the themes of Education and Health, grants are particularly aimed at equipment needs for relief work and longer-term refurbishment e.g. schools. Please note: Unsolicited applications for Disaster Relief or international funding are not accepted.

3. Types of support the Foundation offers

The Foundation provides grants in two ways, Central Grants and Sponsored Grants.

Central Grants

Central grants are made by the Foundation from our general funds. Applications from registered charities may be submitted directly to the Foundation on a quarterly basis. Organisations not registered as a charity will not be considered for a Central grant. Up to date guidelines and forms are available on the Foundation's website www.hilton-foundation.org.uk

Sponsored Grants

These are grants for which the application has been supported by one or more Hilton Hotels and is limited to amounts available for local support (i.e. up to 50% of the charitable funds raised by the nominating hotel). Sponsored grants can be given to registered charities and schools and other recognisable and accountable community causes for education and health projects for young people, subject to approval by the Foundation. Hotels are responsible for identifying and nominating causes, usually through a charity committee comprising colleagues from across departments.

The Foundation works closely with Hilton hotels to run a number of fundraising events and campaigns throughout the year, namely:

- Foundation Balls – black tie events ranging from small local events to major charity balls
- Around the World in a Day – a national event hosted by Hilton hotels for local schools/charities
- Small Change, Big Difference – an annual £1-on-the-room campaign
- Challenge events – e.g. London Marathon, Three Peaks Challenge etc.

These fundraising events are run in partnership with children's charities, nominated by the hotels through the Sponsored Grant process. Please note: Unsolicited requests for funding are not accepted.

Charities are referred to the open **Central Grant application process** in order to be considered for Foundation support. Although not mutually exclusive, generally the Foundation will not provide a Central Grant to a charity already receiving Sponsored Grants and in kind support from a particular Hilton hotel.

4. Who the Foundation supports

Please note even if your charity falls within these criteria, this does not guarantee funding as it is the Grants Committee and Trustees who make the final decision from the available grant fund. We are unable to support all requests, however worthy, as our funds are oversubscribed by a ratio of 10:1.

- **Registered charities:** Central grants can only be awarded to registered charities. Your charity must be registered with either the Charity Commission for England and Wales, the OSCR in Scotland or the Irish Charity Register for a period of at least 12 months before the Foundation can consider awarding funding. Charities with overdue reporting (e.g. annual return) to these monitoring bodies will not be considered.
- Grants are only awarded to charities working with young people (defined as children and young people under 25 years old) that are considered to be most in need. Projects must work directly with the young people or provide facilities for their direct benefit.
- Grants can only be awarded to specific projects and not for general donations or core costs. A detailed project budget is requested as part of the application and the line item(s) requested from HCF should be clearly highlighted.
- Grants can be awarded for medium to long-term projects (i.e. over one year) or for one-off causes. A maximum limit of 3 years of support can be provided (usually in the form of a grant paid in annual instalments).
- **Capital appeals:** Grants can be awarded for refurbishment and equipment, but not for a new construction.

- **Disadvantaged young people:** The Foundation recognises that ‘disadvantaged’ is a qualitative term which is open to different interpretations. Generally the Foundation considers children and young people who are unwell or with a specific medical condition, disabled, life-limited, those with mental health or learning disabilities and with special educational needs or those who have suffered abuse or neglect to be ‘most disadvantaged’. In all applications it must be made clear how the young people who will benefit from the project are disadvantaged, how the project will assist them and how HCF funding can help make this happen.
- The Foundation recognises the good work undertaken by faith groups in the community and will consider funding projects run by religious organisations provided they are registered as a charity and offer fully inclusive (multi-faith) activities for both boys and girls.
- **Schools:** if you are applying for support to a school, applications must be submitted by the school’s fundraising body (e.g. Parents and Friends of Example School), which must be registered with the Charity Commission with independently examined signed accounts available.
- In the case of applications from schools and hospitals (through an appropriate registered charity) it should be made clear why the Local Education Authority or NHS is not funding the area of need and whether these potential funding avenues have been explored.
- Training courses and activities working towards accreditation or recognised qualifications for young people. (Please note: this excludes teacher-training)
- Grants are awarded to projects where our input will make an impact. We want every £1 and 1 we donate to make a difference to those most in need.

5. What the Foundation does not support

- Grants will not be awarded for general donations. The Grant request must relate to a specific project.
- Grants will not be awarded for day-to-day administrative running costs (rent, lighting, heat etc).
- Grants will not be awarded for salaries. Contributions to project staff costs may be considered in the context of a full cost recovery budget however generally the Foundation prefers to fund equipment and capital costs with its limited resources.
- Central grants will not support organisations that are not registered as a charity.
- Grants will not be awarded where the application is incomplete or has missed the quarterly deadline. Eligible applications received after the deadline will be entered into the subsequent quarterly process.
- Grants are not awarded to pay for any form of sponsorship nor can the Hilton name be used for any sponsorship.
- Grants are not awarded for medical research.
- Grants are not awarded to individuals.
- Grants will not be awarded for fundraising events or other fundraising costs.
- Grants will not be awarded to sponsor an award.
- Grants will not be awarded for the construction of new buildings
- Grants cannot be awarded for projects outside of the UK & Ireland (unless in relation to an application for *Disaster Relief and International Fund*, under a different procedure).

- Grants are not made to support overseas expeditions or exchange programmes.
- The Foundation does not offer Loans.
- Grants are not awarded for professional training e.g. teacher training, parenting training. The Foundation prefers to use its limited funds to support training programmes working directly with the young people, where they will work towards an accreditation.
- Grants are not made to fund professional conferences. (NB - Charities choosing to use Hilton facilities for their conferences are directly responsible for negotiating best available rates with the relevant hotel, as this is a commercial agreement. The Foundation will not subsidise conference costs at Hilton, nor act as an intermediary).
- Grants are not awarded where our input will not make an impact. We want every £1 and 1 we donate to make a real difference to those most in need.

6. How do we apply for funding?

If your organisation and project is eligible for support, a *Grant Application Form* must be completed for any funding to be considered. The *Grant Application Form* includes a list of *Terms and Conditions* that pertains to any grant from the Foundation. The form is available to download at www.hilton-foundation.org.uk

It is important to fully complete the application form in order to be considered for a grant. In addition to the application form and documentation requested, you may wish to provide an overview or supporting information on your organisation as a whole.

An electronic and hard copy of your application should be submitted in order to be considered.

By hard copy to the Foundation address (see point 18 below) and must include:

- A completed and signed application form
- A detailed budget for the project, clearly identifying what the request to HCF is for
- Signed and Audited Accounts (from the date of application, accounts older than 20 months will not be accepted)
- Latest monthly management accounts providing the most up to date financial picture of your organisation

Please ensure there is sufficient postage paid on your hard copy submission.

By email to grant@hilton-foundation.org.uk :

- A completed application form
- A detailed budget for the project, clearly identifying what the request to HCF is for
- Audited Accounts (from the date of application, accounts older than 20 months will not be accepted)
- Latest monthly management accounts providing the most up to date financial picture of your organisation
- Child Protection Policy, if you have one (electronically or by hard copy as you prefer)
- Memorandum and Articles of Association (electronically or by hard copy as you prefer)

7. Our charity is below the threshold for producing Audited Accounts, what do we submit?

Please submit the most recent signed accounts information you have available in accordance with the size of your charity. The Charity Commission advises that registered charities with a gross income or expenditure over £10,000 must provide annual information and accounts to the Commission. Broadly speaking, an Independent Examination is needed if gross income is between £10,000 and £500,000 and an Audit is needed where gross income exceeds £500,000. Audited accounts are also expected if your charity has total assets (before liabilities) exceeding £2.8m and with a gross income of more than £100,000.

In addition, we ask that you submit monthly management accounts (e.g. on a spreadsheet, or from Sage accounting system) giving us the most up to date financial picture of your organisation.

8. Are there reporting requirements?

Yes. When a Central Grant is approved, the successful applicant commits to providing a written *Grant Report Form* within six months of the end of the grant period (or an interim report if required by the Foundation) demonstrating results. There are no formal reporting requirements for a Sponsored Grant, although feedback and photos demonstrating how funds have been used are encouraged.

9. There is no Hilton Hotel near our charity/project, can we still apply?

Yes. The Foundation's grant giving covers the whole of the UK and Ireland.

Question 30 of the application form invites charities with a Hilton hotel nearby (within a suggested 20 mile radius), to consider ways in which links might be forged such as visits, volunteering or other joint activities. However we recognise this will not always be possible or appropriate. For a current list of hotels please visit www.hilton.com

10. How much money can we request?

The Foundation is a small charity and generally does not award grants over £50,000. You are advised to request the amount you need including a clear budget breakdown so that if the Foundation is unable to meet your full request, we may consider a partial award.

Giving statistics

- 628 eligible applications were made to HCF in 2007
 - 240 grants were awarded by HCF in 2007 from a total grant fund of £1,270,009
 - 68 of these grants were Central Grants (totalling £604,019)
 - 160 of these grants were Sponsored Grants (totalling £363,964)
 - 6 of these grants were from the *Disaster Relief and International Fund* (totalling £132,571)
 - The remaining grants were campaign or event-specific restricted grants (totalling £169,455)
 - The average Central Grant size in 2007 was £8,883 (median £4,000)
 - The overall average grant size in 2007 was £5,292 (median £1,400)
 - In the period 1st January 2008 – 31st Aug 2008, 887 eligible applications have been made to HCF
- Please refer to our Annual Report, available on our website, for further information.

11. Does the Foundation have a Full Cost Recovery policy?

Yes. Where a charity asks for a contribution to its Salary and Administration costs to deliver a project, this is recognised as important as it takes a strong structure to support a set of activities to ensure their effective delivery and impact. However, as a small charity aiming to help a wide variety of children's charities, the Foundation needs to limit the amount of the grant that will be spent on such costs. A contribution towards administration costs may be considered, up to limit of **15% of the overall approved grant**. Otherwise, core costs cannot be considered. Outright Salary requests will not be considered, although contributions to project staff costs may be considered. As a rule the Foundation prefers to fund a specific and tangible project (such as Equipment, Refurbishment, Educational Resources, Medical Equipment) with its limited resources. We expect applicants to approach a number of funders to ensure the overall sustainability and delivery of their projects.

12. Budget

In the application form you will be asked to complete a budget for your project, using a template provided. Please complete the budget template with details of your project, even if you are only seeking part-funding. In addition, depending on the complexity of your funding bid, you may submit your own project budget documentation, highlighting clearly the activity/project area(s) that the contribution from HCF, which you are seeking, would help pay for.

Project budget example:

Project area	Details	Overall Project Cost	Request to other funders	Request to HCF	% of budget requested from HCF
Direct costs					
<i>Staff</i>	<i>Project Coordinator</i>	<i>£20,000</i>	<i>£15,000</i>	<i>£5,000</i>	<i>55%</i>
<i>Equipment</i>	<i>Training manuals</i>	<i>£2,500</i>		<i>£2,500</i>	<i>27%</i>
<i>Volunteers</i>	<i>Travel</i>	<i>£200</i>		<i>£200</i>	<i>2%</i>
	<i>Food</i>	<i>£100</i>	<i>£100</i>		
Indirect costs					
	<i>Rent of venue</i>	<i>£1,500</i>	<i>£1,500</i>		
	<i>Heat and Light</i>	<i>£100</i>	<i>£100</i>		
<i>Administration</i>	<i>PT administrator</i>	<i>£3,000</i>	<i>£1,600</i>	<i>£1,400</i>	<i>15%</i>
TOTALS		£27,400	£18,300	£9,100	33%

13. Are there publicity requirements?

Yes. We work with our grantees to celebrate projects being undertaken with the Foundation's support. Press coverage gains welcome exposure both for our grantees and for the Foundation. Question 31 in the application form invites applicants to think about possible ways in which your charity could support this process. Successful applicants are provided with further PR guidance at the time their grant is confirmed. The Foundation recognises that many smaller charities do not have dedicated Press or Communications personnel and will allow for this.

14. Is there a deadline for applications?

Yes. The quarterly deadlines are published on our website: www.hilton-foundation.org.uk Both hard and soft copies of the application must be received by 5.30pm on the day of the deadline. In the interests of fairness, applications received after the deadline or that are incomplete cannot be considered. Completed applications received after the deadline will be entered into the following quarterly process.

The application deadlines for 2009 are:

11th February
5th May
4th August
20th October

15. What is the decision-making process?

Once the application has been received in hard copy and by email it will be logged into the Foundation's database, acknowledged and reviewed by the Foundation's staff. The Director will also assess Sponsored Grant requests received from Hilton hotels and offices. Applications for central funding are reviewed by the Grants Committee, with a shortlist of approximately 20 of the strongest and regionally representative applications put forward by the Foundation office for their consideration.

The Grants Committee comprises independent and Hilton nominated members, and meets quarterly to discuss the applications. If favoured, grant applications for up to £10,000 can be approved outright by the Committee, and applications for more than £10,000 are recommended to the Trustees for final approval.

16. How long does the application process take?

The decision could take up to 4 months depending on the amount requested and the timing of submission in relation to our quarterly funding meetings.

If your request is not short-listed for further consideration we aim to inform you in writing within 10 days of the quarterly application deadline. We regret that due to volume, specific feedback cannot be provided.

If short-listed, you may be asked to provide additional information or to refine your application. You will then be sent a letter within 10 days of the Grants Committee meeting advising you of its decision, and where the decision of the Trustees is required, a further letter will be sent within 10 days of the Trustees' meeting advising you of their decision. You may also be invited to make a short presentation to the Grants Committee, or host a visit from a Foundation or Hilton representative, in relation to your request.

Please respect these processes and do not make contact with the Foundation to ascertain decisions.

17. Can we apply for a grant more than once?

Due to over-subscription for our limited funds, charities that have been unsuccessful in applying for a Foundation grant must leave a gap of at least 12 months before re-applying, from the date of the letter of rejection.

The Foundation can only support a charity with one active grant at any one time. A *Grant Report Form* should be completed at the end of the project before further funding can be sought. If your charity is reapplying, a *Grant Re-application Form* should be used, available on the website www.hilton-foundation.org.uk

Please note: the Foundation reserves the right to turn down submissions for further funding in favour of support to charities that have yet to receive support from our limited grant fund.

18. Where should we send our application?

An electronic and hard copy of your application should be sent by the deadline to:

Hilton in the Community Foundation
179-199 Holland Park Avenue
London
W11 4UL

Email to: grant@hilton-foundation.org.uk

Please note: Only when the hard copy is received will your application be logged in our database and formally acknowledged.