Stronger Communities Fund application

Selwood Housing's Stronger Communities Fund is a grant scheme aimed at improving the lives of our customers and the communities where they live.

Our grant funding can be used to cover the whole cost of a project, or as a contribution towards a larger cost. We generally distribute small grants but will consider applications requesting a maximum of £2000.

Applications <u>must</u> be for projects that can evidence a benefit to our customers or a community initiative in one of our neighbourhoods.

To be considered for funding, your project must also deliver at least one of the following benefits for Selwood Housing customers:

- To provide relief, support or essential goods for those in need due to poverty.
- To promote tolerance, understanding and respect between diverse groups within our communities.
- To involve more people in local decision making.
- To involve more people in the life of their community.
- Strengthening existing community groups and supporting the formation of new ones.
- To help people to learn new skills or improve existing ones, thereby fostering self-reliance, confidence, and independence.
- To improves the appearance of the local area and/or makes it a better place to live in.

If you feel that you have a project that fits with the above criteria, we could potentially help:

- Provide monetary funding towards a project - a maximum of **£2,000** towards your project could be awarded.
- You can apply for grant funding support using the application form below. General information regarding your application, terms and conditions and frequently asked questions can be found at the end of the application form. Carefully read all information and guidance before completing and submitting your application.

If you have any questions regarding your application, you can contact the
Customer Involvement and Communities Team
Telephone: **01225 715715**
Email: **makeadifference@selwoodhousing.com**

Stronger Communities Fund information and guidance for applicants

- Complete all sections of the application form, include as much information as possible to support your grant bid.
- **Section 1 – About your organisation or group** Use this section to provide information about your organisation.
- **Section 2 – About your project** Tell us about your project, what are the objectives and why. What difference will this make to the people in your community? Will the project help to meet a community need or address an issue affecting your community?
- **Section 3 – How can we help?** Complete this section to provide details of your project costs.

    - Cost of project – detail individual elements that make up you project cost, highlighting where the Stronger Communities Fund will be used.
    - Make sure you have considered all areas that will form part of your project, costs researched, and quotes received.
    - Detail any other funding applications you have made to support the full cost of your project (include those that have been successful and those waiting for an outcome). This is important not only so that we can assess our contribution to the project, but also to ensure that the ethos of the other organisation's is compatible with ours.

Other information:

- Please provide us with copies/links to your promotional material so we can also share amongst our wider community and relevant contacts.
- We ask that you acknowledge Selwood Housing on all promotional material and marketing. Logos and branded literature will be provided.

Stronger Communities Fund grant application form

1. About your organisation or group

Are you a voluntary, community or not-for-profit organisation?

Please state: Yes   No

How long has your organisation or group been in existence?

Please state: Years   Months

> What are the main objectives of your organisation or group? (Include as must detail as possible to support your application)

Does your organisation or group have a signed constitution/set of rules?

Please state: Yes   No
(If yes, please enclose a signed copy with your application)

Has your organisation or group applied for or received a grant from Selwood Housing previously?

Please state: Yes   No
(If yes, please provide details in the box below including the date of application)

2. About your project

> Project Name:

> Project Date:

> This grant funding will allow us to:

> Our project will deliver:

Our project will benefit Selwood Housing customers and local communities by:

Our project aims to benefit the following:
Total number of people overall:
Total number of Selwood Housing customers:

Our project will contribute to supporting Selwood Housing customers and local communities:

(Tick all that apply and include supporting evidence)

To provide a benefit to our customers or a community initiative in one of our neighbourhoods.		
To provide relief, support or essential goods for those in need due to poverty.		
To promote tolerance, understanding and respect between diverse groups within our communities.		
To involve more people in local decision making.		
To involve more people in the life of their community.		
Strengthening existing community groups and supporting the formation of new ones.		
To help people to learn new skills or improve existing ones, thereby fostering self-reliance, confidence, and independence.		
To improves the appearance of the local area and/or makes it a better place to live in.		

3. Applying for grant funding

What is the total cost of your project?	

How much funding are you requesting from Selwood Housing?	

Please use the following table to provide a detailed breakdown of all your project costs and highlight which costs our grant funding will be used against.

Item	Cost (£)	Selwood Housing funding

Are you receiving income from any other sources for the project?

Please state: Yes   No
(If yes, please provide details in the table below)

Source of funding	Amount (£)	Approved (Y or N)	Date payment due

3. Other information

We will promote the support received from Selwood Housing for our project by:

We will provide Selwood Housing with the following information about our project:(For example, a press release about the project, a website link to the project, a digital copy of promotional literature)

4. About you

Name of your organisation or group:	
Contact name for this application:	

Position held in the organisation or group:	
Contact address:	
	Postcode:
Contact telephone number:	
Contact email address:	

Please tell us how you heard about the Selwood Housing Stronger Communities offer:	

Declaration

A signatory is required to complete the application. This should be the main contact on the application form.

To the best of my knowledge, I declare all the information in this application to be true. If successful, I agree to the terms and conditions as listed below and I understand that further conditions may be added subject to agreement.

Name:	
Signature:	
Date:	

Please read through the terms and conditions below.
Submit your application to the Customer Involvement & Communities team at makeadifference@selwoodhousing.com

Alternatively, you can post your application to:

Customer Involvement & Communities Team
Selwood Housing
Bryer Ash Business Park
Bradford Road
Trowbridge
BA14 8RT

For Selwood Housing use only:

Application reference number:	
Application received date:	
Accepted or declined:	
Amount agreed (part or full):	
Response to applicant date:	
I&C Staff name:	
Date:	
Payment details received:	

----------end of application----------

The qualifying criteria are as follows:

- We will only fund organisations or groups using this application form.
- We will only accept applications received during the open window (table below).
- Organisations and groups will only receive funding if they have suitable governance arrangements in place.
- We will fund not only new projects but also existing ones, although we will not generally provide retrospective funding. Revenue costs will only be funded for a strictly limited period.
- We will only consider one grant application from a group or organisation in any one financial year and will endeavour to ensure that grants are awarded across our wider community to ensure fairness.
- Applicants can only use the grant for the purpose for which it was awarded and must agree to repay it if it cannot be used for that purpose. They must also agree to refer to the funding they receive from us in any promotional material.
- You will need to have a bank account to receive your grant funding as this is paid by BACS transfer.

Application open window:
Applications for Selwood Housing funding can only be submitted during the months listed in the table below.

Application window opens	Application window closes
1 September	31 October
1 December	31 January
1 March	30 April
1 June	31 July

The application process is as follows:

- Once your application has been submitted you will receive an acknowledgement within two working days.
- We may contact you if we have any queries about your project or if we need more information. If so, expect to hear from us within a week after the date of submission.

- All applications will be reviewed after the closing date of the open window.
- The decision to award grant funding is made by the involvement and communities team manager.
- We will let you know whether your application for a grant has been approved or refused as soon as a decision has been made.
- We aim to work with you through to approval or refusal within 1 working month from the date of submission.

Terms and conditions:

Please ensure you have completed all sections of the application form. Omissions may delay the application and could lead to it being refused.

By signing this agreement, you agree:

- To use the funding from Selwood Housing solely for the project detailed in your application. If for any reason the funding is unused, it will be repaid to Selwood Housing.
- To provide Selwood Housing within one month of the project completion with an update, including its impact and how the funds have been spent.
- To recognise Selwood Housing on all literature related to your project and provide copies.
- To provide media coverage of the successful bid to include quotes, photographs taken, and articles written for our customer update. As well as in print and online for Selwood Housing purposes.
- To comply with current equality and diversity legislation in all activities carried out by your organisation.
- To provide details of expenditure and reserve the right to audit the project at any time.

Frequently asked questions:

Q. What if we find we need more money than we thought?
A. If your grant funding has already been awarded and you discover that you need more money, we will not provide you with additional funds. It is important, therefore, that your grant application is carefully costed before it is submitted to us for consideration.

Q. What if we find we need less money than we have been awarded?
A. You must repay any outstanding monies to us.

Q. Should we include additional information with our application and ask local people to support it?
A. You can provide additional information if it helps to make the case for funding your project. Such information could include any research you have done or surveys you have carried out. You can also ask local groups and individuals to write letters in support of your project, as this helps to show that your project has support in your community.

Q. Can our organisation make more than one grant application?
A. Yes, However, when considering applications, the involvement and communities team manager will consider any projects we have already funded within one financial year.

Q. Can we ask your advice before and after we have made our application?
A. We can give you advice about your application before and after you have submitted your request. If we are unable to assist you, we may be able to suggest alternative sources of funding.

Q. If our plans change can we amend our application?
A. Only if the criteria are still met and there is enough time to submit the revised application to the involvement and communities team manager.

Q. What if some aspects of the project change after the grant has been awarded?
A. Depending on the nature of the changes, you may be asked to refund the grant to us and submit a new grant application.

Q. What monitoring information will you want from us?
A. The information we need will be that which shows evidence you have used your grant for the purpose for which it was awarded. Examples of items we may ask for include:
- receipts for purchases as part of a grant funding application. For example, Equipment for a community centre or refreshments or prizes for events (e.g., Christmas party)
- Salary paid evidence for a community development worker that was part funded as a bigger project.

Q. What else will you ask for?
A. We will ask you to assess our performance in supporting you to secure your grant funding application. We are also likely to want to capture your project's work and impact through a story which we will share online to highlight our investment and your work.

Q. What if our project meets the criteria but there isn't enough money in the budget to fund it?
A. You will be asked to resubmit your application.