



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 must 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 improve 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. Please carefully read all information and guidance before completing and submitting your 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 new project and existing ones, although we will not generally provide retrospective funding. If applying for funding to support revenue costs, we will only fund new projects for a maximum period of twelve months.
- 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.
- 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.
- All applications will be reviewed after the closing date of the open window.
- 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 application window closing date.
- 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 within one month from the application window closing date.

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 as much information as possible about your organisation.
- **Section 2 – About your project:** Tell us about your project, what are the objectives and why. How will your project influence 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 all details and evidence of your total project costs.
 - Cost of project – detail individual elements and provide evidence that make up you project cost, highlighting where our 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. If successful, Selwood Housing will provisionally approve and hold funds until all other applications have been approved and evidence provided.

Other information:

- Once approved, we will notify you by email, and include an information form to be completed and returned to makeadifference@selwoodhousing.com
- Upon receipt of the completed information form, we will notify you when the funds are being processed, please confirm by email when you are in receipt of the funds.
- We ask that you acknowledge Selwood Housing on all promotional material and publicity. We will provide our logo for this purpose.
- Please provide us with copies/links to your promotional material and internal and external publicity.
- Provide Selwood Housing within one month of receiving the funds with a project update, and ongoing monthly until the project is completed.
- Complete the Selwood Housing media content template provided within one month of the project completion date. This will be used for our monthly customer update, website and social media

platforms. Written consent will be required from any persons detailed or included in photographs.



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 much 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:

We can evidence our project will benefit Selwood Housing customers and local communities by:

Total number of people who will benefit from our project is:

Our project will benefit ___ people for ___ Years ___ Months

Our project is ongoing (no end date) ___ Yes ___ No

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

(Tick all that apply and include supporting evidence)

The project will:	Evidence:
Provide a benefit to our customers or a community initiative in one of our neighbourhoods.	
Provide relief, support or essential goods for those in need due to poverty.	
Promote tolerance, understanding and respect between diverse groups within our communities.	
Involve more people in local decision making.	
Involve more people in the life of their community.	
Strengthen existing community groups and supporting the formation of new ones.	
Help people to learn new skills or improve existing ones, thereby	

fostering self-reliance, confidence, and independence.		
Improve 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? (please provide evidence)	
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How much funding are you requesting from Selwood Housing?	
Date you expect to spend SCF funds by:	

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 additional funding 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

Is your organisation funding any part of this project?

Please state: Yes No (If yes, please provide details)

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3. Other information

We will acknowledge Selwood Housing on all promotional material and publicity.

We will provide Selwood Housing with copies/links to your promotional material and internal and external publicity.

Please sign to confirm:

We will provide Selwood Housing with monthly progress updates and then complete the Selwood Housing media content template provided within one month of the project completion date.

Written consent will be provided for any persons detailed or included in photographs.

Please sign to confirm:

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:

Terms and conditions:

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

By signing this agreement, you agree:

- Use the funding from Selwood Housing solely for the project detailed in our application. If for any reason the funding cannot be used for this purpose, it will be repaid to Selwood Housing.
- Provide Selwood Housing within one month of receiving the funds with a project update, and ongoing monthly updates until the project is completed.
- Acknowledge Selwood Housing on all material relating to the project, internal and external media content, including social media.
- Complete the Selwood Housing media content template provided within one month of the project completion date. (This will be used for our monthly customer update, website and social media platforms. Written consent will be required from any persons detailed or included in photographs).
- To comply with current equality and diversity legislation in all activities carried out by your organisation.

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 the information in this application to be true. If successful, I agree to the terms and conditions listed above and I understand that further conditions may be added subject to agreement.

Name:	
Signature:	
Date:	

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-----

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. Provide additional information will help 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, we will only accept one application within a financial year (March – April).

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 a 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. You must notify the involvement and communities team manager.

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.

- 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.

If you have any questions regarding your application, you can contact the Customer Involvement and Communities Team:

Telephone: **01225 715715**

Email: makeadifference@selwoodhousing.com