



## **Broxtowe Borough Council Housing Department Community Fund**

### **Guidelines**

Broxtowe Borough Council's Housing Department can award grants to enable groups to bid for small scale projects that benefit the Council's Housing customers and the communities they live within.

The Community Fund is designed to benefit as many projects as possible in areas across the Borough with Council Housing properties. You can apply for up to £1,000 per application, per group.

### **Funding Criteria**

Grant funding may be used for projects which contribute to one or more of the priorities outlined below:

- Improving health and wellbeing
- Tenancy sustainment and financial inclusion
- Neighbourhood improvements and empowering communities
- Reducing loneliness and social isolation

Applications forms should clearly demonstrate how the project will meet the following criteria. Projects should be:

- A benefit to the community, with a clear outcome
- Properly costed. In addition to the funding being applied for we would expect you show how the funding applied for would be complimented through either volunteer time or funding from other sources, or both.
- Inclusive and engaging the skills and knowledge of the community and supporting volunteering locally
- Deliverable by the landlord, Housing customers or another approved organisation on their behalf. Please contact the Housing Department if you require support and guidance on how this can be delivered
- Used to provide something that the Council's Housing Department would not normally be expected to provide – it must not be used to make up a shortfall in a regular budget

All applications received will be assessed against the same scoring matrix and scored accordingly on the priorities and criteria set out above. Please ensure you demonstrate how your project will meet one or more of these on the application form.

## **What can the grant money be used for?**

- Buying or hiring equipment and tools to enable a project to take place
- Buying materials such as paint, plants, wood and compost
- Paying someone to perform a task such as a gardener or joiner. Where applicants do not have a bank account the Council can make payments on behalf of the project, where prior arrangements have been agreed for this
- Hiring venues, paying for catering or paying for activities for community events
- Paying appropriate volunteer expenses, in line with an approved expenses procedure

## **What cannot be funded?**

- Retrospective requests. We cannot support applications for activities or purchases that have taken place before a formal grant offer has been made
- On-going maintenance or running costs
- Loan payments or endowments
- Trips/days outs that are not part of a larger project, unless there is clear and strong evidence that it links to one or more of the priorities detailed in these guidelines
- Activities that form part of a group's usual activities
- Activities that are part of statutory obligations
- Capital costs – such as contributions towards purchase of land, buildings or vehicles, etc.
- Salaries

## **Who can apply?**

You can apply to the Community Fund if you are a tenant or leaseholder of the Council's Housing Department and over 18 years of age.

Recognised Community Groups who are constituted, or working towards a formal constitution. The Engagement Team can provide support and guidance to Housing customers to help you develop a Community Group.

We will consider applications from voluntary organisations or 'not-for-profit' community groups developing projects that will directly benefit the Council's Housing customers and the communities they live in.

Applications must be submitted and signed by a minimum of two people.

Applications will also be accepted from Housing staff who have engaged with the community about an idea to improve the quality of life within that community.

## **Who can not apply?**

- Statutory bodies
- Parish and Town Councils

- Village Halls and Community Centres looking for capital funding for building improvements
- Projects for the advancement of religion or political activities
- Individuals
- Organisations requiring deficit funding
- Organisations requiring 'core' funding
- Organisations which could reasonably be expected to fund their activities or needs from members' subscriptions
- National organisations with no specific local brief or organisations whose principal activity is outside the Borough and whose aims and objectives are not specifically directed at Housing customers and areas they live in
- Organisations with substantial free reserves
- Lead applicants under the age of 18 years old

## When can I apply?

There will be four bidding rounds per year, which will be advertised through Housing Communications, including Email Me, Social Media and the website.

Email Me: Visit [www.broxtowe.gov.uk/emailme](http://www.broxtowe.gov.uk/emailme) enter your email address and select Council Housing to receive monthly Housing News bulletins

Facebook: @broxtoweboroughcouncil

Twitter: @broxtoweabc

Website: [www.broxtowe.gov.uk/housing](http://www.broxtowe.gov.uk/housing)

Applications must be submitted by the bidding round closing date. Applications received after this date will be considered as part of the next bidding round.

## How can I apply?

Visit our website and either complete the online application form, download a pdf version or request a paper copy of the application form, using the contact details at the end of this guidance document.

## What happens next?

- All applications received will be acknowledged and applicants will be advised of when the application will be assessed and when the decision outcome will be made available
- Applications will be assessed by a panel made up of Housing staff, with expertise in the scope of the project and members of the Resident Involvement Group
- Applications will be assessed when each bidding round closes
- All applications will be assessed and scored against the same set of criteria
- Following assessment of the application, a decision will be made whether to contact the applicants for further information or whether to award none, some or all of the funds requested – the panel's decision is final

- The Community Fund has a limited amount of money available for each bidding round and there may be times when the amount is oversubscribed. In such instances, the panel will distribute the funds as they see fit and may offer an amount less than requested
- Feedback will be available to applicants who wish to request it, however the Council reserves the right to decline any application without stating a reason

## **Other information**

- We aim to support applications from across all areas with Housing stock and multiple applications from one group of applicants are unlikely to be successful
- Every project is expected to complete a follow up/evaluation report that includes financial evidence of how the grant was spent
- Successful applicants will be expected to help promote the Community Fund through relevant Housing communications. We would also be keen for projects to keep either video or photographic evidence where possible
- Housing staff will visit your project to follow up on the progress of your project, either during the project or after it has been completed
- The Resident Involvement Group will receive information about all grant awards and receive progress reports on approved projects at agreed intervals
- Copies of invoices will be required as evidence of how the grant was spent and this must be as agreed in the project costs, detailed in the application form
- New applications for previously successful or unsuccessful projects will not be considered until one year after the original application was considered

## **Contact**

If you have any questions regarding this process, want to have an informal chat or need help with your project and application, please contact the Engagement Team

Phone: 0115 917 7777  
Email: [housingengagement@broxtowe.gov.uk](mailto:housingengagement@broxtowe.gov.uk)