



REVENUE FUNDING
APPLICATION FORM

Community Housing Fund for Community- led Housing Projects

When completing this application form please provide as much information as possible. This will be used to assess your projects eligibility and to help you advance your proposals to form a community-led housing project in your local community.

We understand that the project might change as you work through your scheme further.

Revenue grant funding is available to help community-led housing proposals achieve three key project stages

Stage 1:

Group formation and training grant – up to £5,000.

Stage 2:

Group development grant – up to £10,000 (e.g. to establish constitution, to create a legal entity, to prepare a business plan).

Stage 3:

Project development grant – up to £35,000 (e.g. site related options appraisals, technical and financial appraisals, design, pre-planning, planning & pre-construction costs).

This form serves all three revenue funding stages

Whilst it is possible to apply for Stage 1 and 2 assistance separately or simultaneously, applications for Stage 3 assistance will only be considered once a community group has been legally constituted.

The maximum level of revenue grant available to a project encompassing training, the formation of a formally constituted body, and the successful development of a scheme will be £50,000.

Individual allocations of Community Housing Grant funding for £5,000 or more will require the completion of a legal grant funding agreement with New Forest District Council (NFDC).

Spending will be monitored by NFDC. Any underspend must be returned to NFDC for reallocation within the Community-led Housing Fund scheme.

If you have any questions about your application or wish to discuss this further please contact:

Catherine Bonnett

Housing Initiative Manager

Email: Catherine.bonnett@nfdc.gov.uk

Tel: 023 8028 5129

Section 1: Applicant details

Organisation / Group name			
Primary contact name		Title	
Position held			
Email			
Contact telephone			
Legal status of organisation <i>(please tick as appropriate)</i>			
	No legal status yet		
	Company Limited by Guarantee		
	Unincorporated Association		
	Friendly Society		
	Mutual Provident Society		
	Industrial and Provident Society		
	Trust		
	Community Interest Company (CIC)		
	Parish Council		
	Town Council		
	Other <i>(please specify)</i>		
Registered Charity Number <i>(if applicable)</i>			
Organisation address			

Section 2: Your project

1. Please give an outline of the project.

What is your project called? How many homes will be provided? Where is the project to be located? (Please provide plan/map) If a potential site has been identified does it fall within the Local Planning Authority area of the New Forest National Park or New Forest District Council?

2. Which of the following community-led models best describes your project or your vision for the scheme? (please tick as appropriate)

<input type="checkbox"/>	Community Land Trust
<input type="checkbox"/>	Co-operative
<input type="checkbox"/>	Co-housing
<input type="checkbox"/>	Self-build
<input type="checkbox"/>	Other model of Community-led housing <i>(please provide details)</i>

3. What housing needs will be addressed in your community through the scheme and detail any evidence that demonstrates this need.

4. Are any wider community benefits planned?

e.g. Play spaces, community facility, community pub, community shop.

Section 3: Your group/steering group

5. How many people are involved in your project so far?

Please indicate what form their involvement takes (for example, steering group member, consultant, parish council representative or observer, other).

6. Do you have the support of any other individuals or organisations, either as members of your steering group or through some other means?

e.g. Parish Council, local authority, National Park or other local voluntary or business groups.

Section 4: Your activity to date

7. Have you carried out any consultation with the wider community about your proposals (not including members of your steering group)?

8. If any potential sites have been identified for your project please outline the location, current ownership and use/condition.

9. Have you had any engagement or discussion with New Forest District Council or New Forest National Park authority about the principle of development or specific sites? What response have you had?

10. Are any of the sites within Neighbourhood Plan areas, and if so, please confirm how the proposal fits within them?

Section 5: Grant support needs

Which stage revenue support are you seeking? <i>(please tick as appropriate)</i>		
	Stage 1 – up to £5,000	Group formation and training grant
<p>Costs eligible for group formation and training include, but are not limited to:</p> <ul style="list-style-type: none"> • Fees for training with recognised community led housing specialist, accredited technical support professionals • Attending training, workshops or events • Hosting events, venue, publicity, materials • Community consultation event • Training sessions for members of the management team • Materials, information, printing, publicity, marketing 		
	Stage 2 – up to £10,000	Group development grant
<p>Costs eligible for Group development grants include, but are not limited to:</p> <ul style="list-style-type: none"> • Understanding the potential costs of your proposal, exploring alternatives, and sources of finance • Help with putting together a project plan – business planning, budget and financial management • Scoping and undertaking studies that would be needed to support a new development proposal • To establish a constitution and create a legal entity 		
	Stage 3 – up to £35,000	Project Development Grant
<p>Costs eligible for technical, financial and project delivery grants include, but are not limited to:</p> <ul style="list-style-type: none"> • Engaging an architect and/or other professionals such as surveyors to carry out works needed to produce detailed plans • Legal, financial or other professional input to your project • Technical studies • Any planning and pre-planning fees incurred 		

11. How much grant funding are you applying for and what is the outline of spend?

Item	Stage	Type of activity	Supplier and day rate	Cost	Start date	Completion date
1				£	__/__/____	__/__/____
2				£	__/__/____	__/__/____
3				£	__/__/____	__/__/____
4				£	__/__/____	__/__/____
5				£	__/__/____	__/__/____
6				£	__/__/____	__/__/____
7				£	__/__/____	__/__/____
8				£	__/__/____	__/__/____
9				£	__/__/____	__/__/____
10				£	__/__/____	__/__/____
11				£	__/__/____	__/__/____
12				£	__/__/____	__/__/____
13				£	__/__/____	__/__/____
14				£	__/__/____	__/__/____
15				£	__/__/____	__/__/____
16				£	__/__/____	__/__/____

12. How do you plan to fund the project in total? Please outline what funding you have and how you will apply for any shortfall.

13. Have you received any other grants towards this project to date and if so how much and from which organisation?

14. How will this funding help you with your next steps? For example, what will the funding help you to do, which you are not able to achieve otherwise?

15. Are there any key deadlines which might affect your project?

16. Does the group have a bank account and financial management controls in place?

17. Do you have a particular consultant or organisation in mind that you would like to work with?

If so, please give their details. If you do not have a particular consultant in mind we can put you in touch with a number of individuals who may be able to help.

1. Consultant name		Title	
Organisation <i>(if applicable)</i>			
Address			
Email			
Telephone			
2. Consultant name		Title	
Organisation <i>(if applicable)</i>			
Address			
Email			
Telephone			
3. Consultant name		Title	
Organisation <i>(if applicable)</i>			
Address			
Email			
Telephone			
4. Consultant name		Title	
Organisation <i>(if applicable)</i>			
Address			
Email			
Telephone			

Terms and conditions of support

1. Any funding support offered must be used exclusively for the purpose(s) specified in the application, the grant offer letter and the grant funding agreement.
2. Benefits to the local area and/or specified community must be clearly defined and legally protected in perpetuity. Copies of any legal documents i.e. lease/S106 will be required.
3. If the organisation is unable to utilise the funding support for the purposes specified, they must inform New Forest District Council in writing immediately.
4. If the support offered is not used for the purpose(s) specified, New Forest District Council may revoke entitlement to any additional support, and may ask for repayment of the support costs already incurred.
5. If it is found that any material information provided on the application form was misleading, inaccurate or fraudulent, the organisation will be required to reimburse New Forest District Council for the costs of any support received.
6. The organisation will acknowledge any support offered in its financial accounts as “restricted funding”.
7. The organisation will be required to provide regular reports on how the funding support is used and its impact. The frequency of the reports will be set out in the grant letter and grant funding agreement.
8. Information regarding the organisation and the support received may be published by New Forest District Council. Such information may also be given to appropriate third parties unless otherwise previously requested by the organisation.

I understand that by submitting the above application I declare that all the information I have submitted is true and accurate. I understand that New Forest District Council may elect to refuse my application or withdraw any grant offer made if the information I have submitted is found to be inaccurate, or if I have withheld any information which may be material to the decision to award grant support.

Please return this form to us at the address below. We accept applications by post or email (if applying by email, please submit your application as a Word document or PDF) to:

Housing Strategy & Development Team

New Forest District Council
Appletree Court, Beaulieu Road,
Lyndhurst, SO43 7PA

Email: housing.development@nfdc.gov.uk

New Forest District Council processes personal data in compliance with the Data Protection Act 1998, and uses such personal data and other information you provide as part of the process of assessing grant applications, and monitoring and evaluating the progress of work funded. Information may also be assessed or monitored by external agencies appointed by New Forest District Council e.g. accountants, external evaluators and statutory agencies such as the Charity Commission. It will not be used for any additional purposes or disclosed to third parties without your permission, except for the purpose of determining, preventing or detecting crime.