

## **New Homes Bonus Community Fund Application - Guidance Notes**

*Please read these notes carefully before completing the application form and ensure that you have fully read the Policy for the New Homes Bonus Community fund Scheme.*

### **Grant Category**

- State how much money you will be requesting from the fund for your project. The minimum amount you can apply for is £10,000 and there is no maximum amount.
- Refer to the Policy for the New Homes Bonus Community Fund Scheme 2018/19 to see the types of things that we are looking to fund.

### **Section 1 – Contact Details**

- Enter the full names as they appear on your governing document.
- The main contact must be the person that submits the application and must have knowledge of, and be able to talk about, your project.
- The senior contact must be your chair, treasurer or a senior member of your committee and must not be the same as the main contact for the application.

### **Section 2 – Organisation Profile**

- To describe your organisation tick all boxes which apply and, where applicable, add your charity registration number.
- Enter the year that your organisation was established.
- When entering the aims, objectives and purpose of your organisation please consider that this will be read by people who do not know your organisation. Enter a summary, of no more than 50 words, which captures the main element of what you do. A summary of this information will be used on the Council's website if your application is successful.
- Tick the one category that describes your organisations land / premises / facilities and enter the lease expiry date or length of lease.
- If your project involves work on land or a building, including refurbishment, you must own the freehold of the land or building, or hold a lease that cannot be brought to an end by the landlord for at least 5 years.
- Enter totals for all of the people involved in your organisation, this should include your committee members or leaders of the organisation, paid or unpaid staff, volunteers and the members or participants of your organisation. If the numbers of your participants vary, please use an approximate figure.

### **Section 3 – Previous funding**

- Let us know if you have previously received a grant from the Council, when it was awarded, how much was awarded and what type of grant it was. If you do not know the exact date please give the year and approximate month.

- Let us know how you heard about the New Homes Bonus Community Fund to help us improve our communications.

#### **Section 4 – Your Project**

- Enter the dates when you expect your project to begin and when you expect it to be completed. We cannot pay retrospectively therefore these dates should not be before you are likely to hear if your application has been successful or not.
- Enter the name of your project using no more than 10 words.
- When explaining about your proposed project please be specific about what you want to achieve and what you intend to deliver to extend / develop activity in the community.
- Ensure you include a copy of your business or project plan when submitting your application which must include information on how your project will be managed.
- Refer to the Policy for the New Homes Bonus Community Fund for the key principles of the scheme and example projects that could be funded and explain how your project meets the criteria and corporate priorities.
- Check that your project meets Cheshire East Council's strategic outcomes and detail this on your application form.
- Provide information for each of the aims / objectives for the project, your intended outcomes from these aims / objectives and how you will measure the impact of the outcomes.
- Provide evidence of how your project gives added value. Check if similar projects already exist and whether your proposal is truly needed. List any partners involved in your project and what involvement they will have in helping you to achieve your outcomes.
- If you want to buy a piece of equipment, tell us what it is for and what benefit it will be in the community.
- If you want to run an activity, tell us what it is, when it will happen, who will attend and how local people and/or the wider community will benefit.
- If you want to improve facilities, tell us the location of where the work will take place, what you will do and how the community will benefit from the improved facility.
- If you want to address a problem or issue in the community tell us what the problem or issue is, how you identified it and what you intend to do to address it.
- Let us know if you will be delivering the project yourself or whether you have a delivery partner in mind, providing full contact details for the delivery partner/s.
- If you will be using volunteers provide information on whether the volunteers are already part of your organisation or from elsewhere and what role they will have in the project.
- Tell us what evidence you have to show that the project is needed and if you consulted with the people who will benefit from the project. Have you used existing plans, a survey, social media, door knocking? The New Homes Bonus has been established to achieve positive benefits based on locally identified needs and this must be demonstrated in your application.
- The New Homes Bonus is linked to the impact of housing growth and you may have had a direct impact or indirect impact in your area. Explain how your project can mitigate the impact of additional housing in your ward, town or parish.
- Tell us how you plan to evaluate your project to establish whether your intended outcomes have been achieved. Will you complete before and after surveys to provide evidence?

- When explaining how your project or service will be sustained in the future consider whether you will be applying a charge to service users, applying for grant or sponsorship, fund raising or other sources of income. If your project is intended to cease when the funding has been used you must state this on your application form.
- If applying from a school, projects must take place outside of normal school hours or in the holidays and include a wide proportion of the community who do not attend the school.

### **Section 5 – Projected Expenditure**

- Provide costs for the full expenditure of the project which you are asking us to provide funding towards.
- Do not provide the annual costs for running your organisation.
- Do not include any VAT that you can claim back from HM Revenue and Customs.
- If some elements of the project will be covered by other sources of funding the organisation name and amount must be listed and ticked if the funding has been confirmed.
- When recording non-cash or in-kind contributions consider those items which you would otherwise have to pay for such as volunteer hours (It is recommended that you use an hourly rate of £11.59 for volunteer hours), donations of goods for the project and printing of advertising literature.
- If you are unable to secure the full amount of the project costs state how any shortfall will be covered, whether this will affect the start date or if the project will not be able to go ahead.
- If you have applied for a number of other grants and funding support this may make your income look higher than it potentially could be. Should you be fortunate enough to secure all of the funding you have requested and have a surplus, you must explain how you intend to spend this or whether some grants will not be accepted by your organisation.
- If your organisation has been running for less than 15 months, provide a 12 month projection for the year when you will spend the grant. Include the amount you are requesting from the Council in your projection.
- Your bank account must be in the same name as the organisation that is applying for the grant.

### **Section 6 – Project Beneficiaries**

- This section is for you to tell us who will benefit from your project, how many people will be involved and which geographical area will benefit most from your project. If your project is mainly for local people but you also attract people from further afield enter this information.
- When thinking about who will benefit, tell us how many people will directly use the new equipment or facilities or attend the activity. What types of people or groups they are, i.e. young, older, disabled, disadvantaged etc and how the project or activity will make a difference to the quality of life of people directly or indirectly.
- We expect all activity funded by the Council to be inclusive, if you restrict access to any groups or individuals let us know and explain why you do this.

### **Section 7 – Supporting Documentation**

- Please look carefully through the list of supporting documentation and ensure that you only tick the boxes if you have the documents or policies in place, as you may be asked to supply copies to support

your application.

- You must have safeguarding policies in place relevant to your organisation and the project you are asking us to fund, even if your project does not directly involve children, young people under the age of 18 or vulnerable adults. You may witness a safeguarding incident and will need to know how to report it, having a safeguarding policy in place will enable you to follow the correct procedure in order to do this.
- Guidance for creating governing documents and policies for your organisation are available from the Council's website and through our partner organisation CVS Cheshire East.
- You must send a copy of your signed governing document and safeguarding policies with your application.
- Check that your governing documents are up-to-date and that they reflect how your organisation currently operates. Check that they are signed and dated by your current Chair or other relevant senior members of your governing body, these people must not be related.
- If your project requires planning permission you must have it before you apply. You may be required to send confirmation that planning permission is not required, or that it is required and has been granted.

### **Section 8 – Data Protection**

- Read the data protection statement and tick the box if you are happy to receive future communications from us such as our Connected Communities newsletter, funding alerts and local area information. We will never share your details with third parties.

### **Section 9 – Declaration**

- Please ensure that you read the Policy for the New Homes Bonus Community fund as you will be accepting the terms and conditions contained within that Policy when signing your application form.
- The application form should be signed by both the main contact and senior contact as detailed in Section 2 of the application form.
- Before submitting your application you must be able to tick all boxes in this section. If you are unable to do so use the contact details below to ask for advice.
- Try to submit your application in plenty of time before the deadline date in order to receive feedback. This is particularly important for the December deadline.
- Applications must be completed in full and received by the application deadline, applications not fully completed, or received after the deadline will be declined.

### **Application forms should be returned :**

By post: New Homes Bonus, Cheshire East Council, Municipal Buildings, Earle Street, Crewe CW1 2BJ

By email: [nhb@cheshireeast.gov.uk](mailto:nhb@cheshireeast.gov.uk)

Online: Applications can be made online at [www.cheshireeast.gov.uk/tbc](http://www.cheshireeast.gov.uk/tbc)

If you have any questions concerning this application, or need assistance in completing the form, call 01270 685809 or email: [nhb@cheshireeast.gov.uk](mailto:nhb@cheshireeast.gov.uk)