

COMMUNITY HOUSING INVESTMENT PARTNERSHIP FUND

GUIDANCE NOTES FOR PROJECTS REQUESTING LESS THAN £50,000

Please note, concise answers are preferred and word limits for some answers have been set. Do remain within these limits, key bullet point answers are preferred rather than long essay responses.

1. Contacts details

Give the name shown in your governing document, for example on your constitution, rather than any brand name. This is the organisation that will receive the grant and sign the grant agreement if the application is successful.

The contact person must have sound knowledge about this funding application and be prepared to discuss the application with us, if needed. They should be able to talk about your project in detail and be able to supply contact details for someone who has expertise on specific areas, if required.

2. Type of organisation

Please enter your organisation's charity number (or other relevant registration) in the relevant box. If your organisation has any other registration number, please specify the number and what it refers to.

The following organisations can apply for this funding:

- Registered charities
- Constituted not-for profit groups
- Social enterprises
- Local authorities (including Town and Parish councils)
- Health authorities

3. Organisation's activities

Provide a summary of your organisations key aims and activities. For example, to provide respite care for families of disabled young people.

4. The activities or projects that will be undertaken

This gives you the opportunity to sell your project. Make sure your proposal has SMART objectives, that being Specific, Measurable, Achievable, Realistic and

Timed. If appropriate, you may want to insert a work plan, showing timescales of activity.

5. Project outcomes

Link these to your proposal outline in the previous answer. For example, 10 young people, aged 10-15 years complete 1 art workshop by the end of 2009.

It is important that you monitor the success or otherwise of your project and know how you will capture information to show how effective the project was.

6. Project fit

Under this funding stream, the CHIP Fund has three key priorities:

- a) Development of facilities for community benefit
- b) Environmental improvements
- c) Regeneration activities

Please briefly outline how your project fits one or more of these priorities. You do not have to complete each box for this section.

7. Involvement and consultation

The CHIP Fund highly values community involvement and consultation with all funding applications submitted. Projects that have community involvement and inclusion opportunities are much more likely to be a success. If you do not show strong consultation activities and inclusion of local community ideas or clear reasons as to why your group cannot consult with the local community, it is unlikely that the fund will support your application.

8. Local and/or national strategies

It is important that your project does not take place in isolation, but is recognised as a priority within the Braintree District. This may include linking in with Council strategies, Local Strategic Partnership aims or central Government policies, for example Every Child Matters.

9. & 10. Project beneficiaries

Provide information on who you will be engaging with. For example, young people aged between 11-16 years.

Provide information on the geographical area you plan to undertake consultation activities.

Provide numbers in relation to who will benefit from this project.

11. Working with young people and vulnerable adults

If you are applying for a project that works with children, young people or vulnerable adults we will need to be sure they will be safe. As a minimum you must have a policy that explains how you make sure of this and that the policy is put into practice. It is your responsibility to have acceptable child protection and vulnerable adult policies and procedures in place, which we may ask to see at any time.

You must demonstrate that any other organisations you engage with to deliver projects working with children, young people or vulnerable adults also have procedures in place for their protection.

12. Project costs

Provide information on the full costs of your proposed activities not just the amount of funding you want from us.

You may use the budget table on the application form, or include your own budget spreadsheet.

Give clear details of projected revenue, capital and overhead costs for your project. Please include details of how you arrived at your final figures.

Following grant approval, if you realise you have made an error in your calculations, the CHIP Fund will not be able to increase the grant offered. It is your responsibility to ensure the budget is properly costed.

13. Match funding

If you are putting in match funding, you must provide information about the amount of money secured or the type of in-kind support you will be including and who is providing this match funding.

14. Project continuation

We need to know how you intend to continue your project. It is important that you have a clear plan for how you are intending to get continuation funding, if applicable.

The CHIP Fund cannot guarantee to provide any additional funding following the end of the original grant.

15. Signatories

Please make sure you complete and sign this section. You must have the appropriate authority to submit this application.

By signing the form you agree that the CHIP Board can use this information to analyse grants and also for our own research. This may include giving copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding programmes work.

16. Bank account details

Please complete and sign the requested information relating to your organisation's bank account.

Grants will be paid by BACS and having this information will mean if you are awarded a grant, we will be able to pay you more quickly.

CHECKLIST

Please make sure you have:

- Answered all the questions
- Had the form signed by an authorised representative of the organisation
- Kept a completed copy for your own records
- Completed the bank account section
- Returned the completed application form with the following enclosures:
 - A copy of your most recent signed audited accounts
 - A copy of your most recent Annual Report, if available
 - A copy of your constitution
 - A copy of any relevant job description for any new posts being employed specifically through this grant
 - A work plan, if relevant

If requested information is not included or the form has not been signed, we will not be able to consider your application.

Return the completed application form to:

**Karen O'Connor
Community Investment Manager
Greenfields Community Housing
Causeway House
Braintree
Essex
CM7 9HB**

If you have any queries about the application form or guidance notes, please contact Greenfields directly at the address above or using the following:

Tel: 01376 567317

Email: Karen.O'Connor@GreenfieldsCH.org.uk