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|  | **community led housing .****london** |

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 |
|  | resource and advice hub |  |

**CLH London Advice and Funding**

Community-led housing London is supported by the Mayor of London and hosted by CDS Co-operatives. We run the following kinds of support:

**Initial Advice Sessions** available free from the CLH London hub for interested groups. Get in touch on info@communityledhousing.london or 020 3096 7769, before using this form.

**Accredited Advisers** paid for by the hub, to guide, mentor, and support CLH groups at an early stage. Advisers will encourage community groups to think clearly about their objectives and advise on how to best achieve them, explaining the implications of different incorporation and governance options. They will pass on a broad knowledge of housing development, delivery and management. We can also provide access to [www.landinsight.io](http://www.landinsight.io)

**Community Housing Fund - ‘Site’ Stage Revenue Funding** will allow CLH organisations to commission business planning, development appraisals, site capacity and due diligence work, or provide formal professional legal advice or financial advice to help secure a site. Funding can also go towards incorporation costs, capacity building, and training. Funding to recently incorporated CLH organisations will usually be accompanied by Adviser time.

**Community Housing Fund - ‘Plan’ Stage Revenue Funding** is available to prepare planning applications and technical design to start on site, where there is a legal interest in a viable site.

You can apply for Community Housing Fund ‘Capital’ funding separately [here](http://www.london.gov.uk/clh).

Provide additional evidence and detail in support of your application where you can.

There is more background and guidance at the end of this form. Contact us with any questions.

**YOUR DETAILS**

|  |  |
| --- | --- |
| Group / Organisation:  |  |
| Primary contact name: |  | Title: |  |
| Position held: |  |
| e-mail: |  |
| Telephone: |  |
| Registered Organisation / Bank Account Address(if available): |  |
| Correspondence address (if different): |  |
| I’m seeking (either / both): | [ ]  **Adviser time** [ ]  **Community Housing Fund** |
| How did you hear about the CLH London hub? |  |

**YOUR PROJECT / CONCEPT**

1. **What is your community led housing project? How did it come about?**

Describe the general context and specific housing needs and any other issues you are seeking to address. Tell us what motivates you, what you want to do, and how you plan to do it. Describe how you have come to this point. Tell us about any other assets you plan to include as part of your project or are already running.

1. **What are the aims and objectives of your group or project?**

 Prioritise the most important. You may wish to address several issues in the community or a specific area of housing need. You may feel there are a high number of empty homes, or that you don’t have a strong sense of community, self-build or an environmentally positive approach which are particularly important. Outline how the project will meet the needs and priorities of the intended community, who will benefit and in what way.

1. **Is the project mainly:** [ ]  **for yourselves as a community?** [ ]  **for a wider community?**
2. **Roughly how many homes (housing units) are you aiming for?**
3. **Do you have specific ideas, including potential sites, scale and types of development?**

Do you have a focus on a specific site / scheme? We’d like to understand the scope of your plans, even if they change. Let us know if you are looking to innovate in design, construction, tenures, or funding models.

**YOUR STRUCTURE AND SUPPORT**

1. **Who is involved in your project, and what skills do they have?**

List core steering group / board members, any advisers, consultants etc.

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** (e.g. core group member, steering group member, consultant, adviser etc.) | **Skills/knowledge** (e.g. business planning, negotiation, management, publicity, fundraising, development, or project management) |
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1. **Have you consulted with wider communities, or spoken to specific people?**

Tell us about any public meetings, surveys, research etc. that you have held to engage with communities, or other voluntary and local groups. Do you expect to do anything like this? Who else have you talked to about your ideas? What has the response been? We would like to understand challenges as well as support.

1. **Have you engaged Boroughs or other organisations?**

It’s fine if you have not engaged with Boroughs or others yet. If you have, tell us who you talked to or contacted. If possible, set out names and/or departments of borough officers or councillors. Describe any support, with evidence (e.g. emails, letters, agreements), and whether they are one-off statements or working relationships.

1. **Have you received support from other grants, donations or ‘pro bono’ support?**

Please list these sources and amounts and say if they are restricted to any particular purposes. Describe any fundraising activities within your community and how successful these were.

|  |  |  |  |
| --- | --- | --- | --- |
| **Source**  | **Value**  | **Purpose**  | **Status** (Spent / Available for the project / Applied) |
|  | £ |  |  |
|  | £ |  |  |
|  | £ |  |  |
|  | £ |  |  |

**FURTHER DETAIL AND FUNDING NEEDS**

**Please complete this section if you wish to apply for funding.**

**You do not need to complete this section if you are only applying for Accredited Adviser time. You can always apply for funding later or re-apply for more as you need it.**

1. **If you are an incorporated organisation, please provide your number and legal form**

Please submit a copy of your constitution or other documentary evidence of your governance arrangements

|  |  |
| --- | --- |
| Number: | Legal Form: |

1. **What is the decision-making process for the project?**

How many parties are involved, and how does this relationship work?

1. **Have you identified a site(s) or property?**

If you have identified one or more sites, tell us as much as you can, including locations, ownership, land owner willingness and any known site or title restrictions such as legal covenants, contamination; planning designations etc. Explain any previous planning applications. Set out your plans for securing sites or properties. Alternatively let us know what steps you plan to take to identify a suitable site or property.

1. **Set out any legal interest you have on the site**

For example, freehold, leasehold, subject to planning agreement, or other legal agreement that such interest will be granted upon completion of construction, e.g. an agreement with a development partner.

1. **Roughly how many homes do you hope to provide by tenure?**

Please include the most up to date numbers and submit any supporting studies.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Affordable / social rent | Shared ownership | Resale price covenant | Market sale / rent | Other Tenures (give details) |
| Bedspaces  |  |  |  |  |  |
| 1 bed home |  |  |  |  |  |
| 2 bed |  |  |  |  |  |
| 3 bed |  |  |  |  |  |
| 4 bed + |  |  |  |  |  |
| Total  |  |  |  |  |  |

1. **Have you thought about how you will deliver the project?**

Who will carry out the work and manage delivery? How will the building work be procured? How will you ensure it is delivered effectively? Who will manage the property upon delivery? Explain any steps you have taken to explore the possibilities. Set out whether you intend to procure builders/contractors, bring in a project / development manager, or identify a partner and agree your involvement with them.

1. **Do you have an estimate of the full capital costs? Have you thought about financing?**

Tell us if you have reserves you can use, are looking to borrow money, or applying for capital funding elsewhere. Let us see any outline financial appraisals. You can apply for capital funding through the Community Housing Fund [here](http://www.london.gov.uk/clh).

1. **List the top 3 risks you expect to encounter and your strategy for dealing with them**

|  |  |
| --- | --- |
| **Risk** | **Strategy for minimising / dealing with the risk** |
| 1. |  |
| 2.  |  |
| 3.  |  |

1. **Please complete the following table to outline the activities you are seeking funding for.**

We cannot cover costs which have already been incurred. We won’t generally fund membership fees, non-essential items, and overvalued costs. Please provide an indicative date by which you expect to complete each activity.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Timeframe for delivery** | **Cost** (incl. VAT) | **What will this achieve** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | Total (incl VAT) |  |  |

1. **How have you arrived at these costs, and how do you plan to deliver the activity?**

For example, have you gone through a process of getting several quotes to your brief/specification. Indicate where any figures are notional. Set out how you will ensure the funding is spent well / as intended.

**DECLARATION**

The Information provided on this form will be electronically stored and is necessary to provide efficient administration of your application. This includes contacting you with information about further / alternative funding and information events.

A key purpose of CLH London is to share knowledge and resources amongst community-led housing organisations and other relevant organisations. This includes contacting you about opportunities and resources for your project. We will also use funded projects as examples to promote our support. Such information may also be given to appropriate third parties, including relevant press, unless otherwise previously requested.

To aid the development of the community-led housing sector, we may share relevant information with key partner organisations such as the national membership organisations and the Greater London Authority (GLA).

**Please confirm your consent to this use of your data** [ ]

Please contact us if you have any questions or would like to request the removal of your data.

**By submitting this application, I declare that all the information I have provided is true and accurate** **and that all relevant information has been submitted. I understand that my application may be refused, or any grant offer withdrawn, 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 (preferably as a word document) to:

**info@communityledhousing.london**

**IF YOU ARE SUCCESSFUL**

1. **We will require a bank account with at least two unrelated signatories. You may wish to provide these details now to speed up the process if you are awarded funding.**

|  |  |
| --- | --- |
| Bank Account Name: |  |
| Bank Sort Code (6 digits): |  |
| Bank Account Number (8 digits): |  |
| Authorised Signatory (name, email, phone): |  |
| Authorised Signatory (name, email, phone): |  |

1. **We will ask all funding recipients to sign a grant award letter. The terms and conditions of funding awards can be viewed on our template grant award letter.**
2. **We will get in touch for short monthly updates to find out how you are getting on.**
3. **We reserve the right to carry out financial due diligence checks. We may request your:** Governing Documents (if available); Organisation Finance Policy / Financial Regulations; Financial Accounts for the last 2 years and Latest Financial Monitoring Statement (if available).

If it is found that any material information provided on the application form was misleading, inaccurate or fraudulent, you will be required to reimburse the costs of any support received.

**CLH London Advice and Funding**

**Background and Guidance**

**Eligibility criteria**

To be eligible for support from the CLH London hub, you must be:

1. looking to provide housing in Greater London
2. incorporated, seeking to incorporate, or develop a project which meets the definition of community-led housing [www.communityledhousing.london/about](http://www.communityledhousing.london/about).

We would be happy to discuss if you have any questions about whether you meet these criteria.

**Eligible groups and organisations will be offered access to the following support:**

**Initial Advice Sessions**

Interested groups should get in touch for an initial advice consultation. We will meet to understand your needs, and prepare a note of advice, signposting, feedback and key areas for further thought or exploration. This should inform applications for adviser time and funding.

We may find at this stage that your ideas do not meet the definition of community-led housing and may suggest you consider aspects of your project. This is often around your long-term intentions.

Some groups will be further progressed, or operating as established community-led organisations, and the following may not run in sequence or all be required.

**Accredited Advisers**

The role of Accredited CLH Advisers is to guide, mentor, and support CLH groups at an early stage. Advisers will encourage groups to think openly and clearly about their objectives and how to achieve them, thinking through the implications of incorporation and governance options. They should be able to pass on a broad knowledge of housing development, delivery and management, as well as helping to think through the next steps. Generally, working with a CLH Adviser should be a collaborative active engagement.

You can apply for Accredited CLH Adviser time by completing questions 1 – 9 above. We will use this information and our initial discussions to assign a suitable CLH Adviser, paid for by the hub.

Normally CLH Advisers will be assigned to work with a group for small predefined doses of time. Sessions and assignments will be coordinated by the hub and may be treated flexibly as required.

We will not typically pay for existing advisers you may be working with. Although we will usually be happy for you to continue working with them if you wish to do so. You do not need to work with an Accredited CLH London Adviser to access funding, and you may not need advisers at all.

We will provide an MoU letter to you naming the Adviser and setting out the scope and basis of the Adviser support/guidance to be provided. In receiving guidance from the CLH Adviser, the ‘group’, must appreciate that, while the CLH Adviser has wide experience of the qualities and requirements of community-led development, they are not acting as a surveyor, solicitor, land agent, accountant etc. Where appropriate the CLH London hub or CLH Adviser can help the ‘group’ to find relevant professionals, but the ‘group’ acknowledges that they will be wholly responsible for ensuring that all relevant and independent advice is obtained, and all necessary contractual obligations are in place.

**‘Site’ Stage Revenue Funding**

This funding is here to help meet the costs necessary to help you prepare your ideas and support you in securing sites. It can cover the cost of various professionals and consultants up to the point of securing a site, including:

* Legal and governance: establishing the CLH group as a legal entity, entering into arrangements for securing a legal interest in a site, conveyancing, preparation of partnership arrangements;
* Financial and business planning: development viability and financial models, financial advice, tax advice, contracting and partnership options and other business planning work;
* Site capacity studies, outline designs, feasibility studies, planning advice
* Organisational development needs will also be considered, and could include community consultation, training on working together, making decisions, and being a good client.

We try to be flexible about what costs we support. However, we can’t retrospectively cover costs which have already been incurred, or support the general running costs of your organisation, and certain costs such as websites or stationery will not be considered.

We will typically agree and provide funding in advance to get the project going. Further funding will be available where there is a need and progress can be demonstrated. We will not normally fund more than £50,000 for each organisation.

You will need to demonstrate that the funding you are awarded could not reasonably be met by other sources. You should start by looking at what costs you stand a good chance of meeting from other sources, including from members where relevant, and then applying to fund costs which it will be harder to fundraise from elsewhere. Our funding may be useful in leveraging funding from other sources (‘match funding’). You might want to discuss match funding opportunities with other funders before you make your application. We can treat consultants committed to working ‘pro bono’ or ‘at risk’ as a form of match funding. Please record all funding that has been applied for or is available for the project under question 9.

In order to recycle funding and support more community-led housing projects, in certain cases, you may be required to repay this funding if there is a start on site.

**Community Housing Fund - ‘Plan’ Stage Revenue Funding**

This will typically fund larger revenue costs including supporting a full planning application and technical design to start on site. Usually there should be a legal interest in the site, or a legal agreement with a supportive landowner or development partner. Where this is not the case, ‘site’ stage funding may be available to support you in achieving this.

Please see the [London Community Housing Fund Prospectus](http://www.london.gov.uk/clh) for more details. The GLA will make the funding decision and manage contracting and monitoring for applications at this stage. You will be informed if your application has been passed on to the GLA for funding.

**Other funding sources**

Other funding sources of ‘match funding’ available are listed here [www.communityledhomes.org.uk/get-funding](http://www.communityledhomes.org.uk/get-funding)

**Assessment process and criteria**

All applications are considered by a panel drawn from our steering group, who will make the final decision whether to award a grant. The Panel will meet regularly, and your application will be discussed at the next meeting after we receive it. We will let you know the outcome in writing within a week of the Panel meeting.

The Panel may make some elements of funding conditional on you clarifying or revising certain aspects of your organisation or proposals. In certain cases, the Panel may ask you to provide further information before they decide.

We have a number of criteria that we will use when deciding how and whether to support a group / project at the early stages. We will not penalise applications that are not well developed or well presented, if they are at an early stage. In some cases, we might be asking for information that you don’t have yet. If you have not finalised something, tell us your initial thoughts but don’t make up information you don’t have, and be clear about your intentions. Below are a set of questions we will be asking.

Strategic Fit (Project Concept and Group Clarity)

Have the group taken initial advice? Is their interpretation of it sensible? Is there a clear group with enthusiasm and commitment? Is the concept clear and specific about aims and objectives? Is the group / project likely to meet the CLH definition? Is there anything unique about the scheme and are there new approaches to CLH, innovation in process or design, or broadening the range of CLH being supported and delivered? Will the project provide additional housing?

Deliverability

What is the prospect of success of the project? What is the environment and context? What has been achieved already? Is the timing of an adviser or funding, right? (presence of existing advice) Are there skills, experience, or partnerships that may help?

Value for money

Is the ask reasonable and related to the proposed activity? Is the activity needed, and will this activity make success more likely? Are there opportunities for match funding, pro-bono, in-kind time that could be used?

In most cases we will offer funding to the extent it is judged to be needed at that time, or deferring further funding awards for future consideration, if progress and a need for the funding can be demonstrated.