

large community grant application form 2022/23



project name:
organisation name:
organisation address:
website / social media addresses:
main contact
contact name:
role within this project:
telephone number:
email address:
secondary contact
contact name:
role within this project:
telephone number:
email address:
How did you hear about this grant?

what type of organisation are you?

registered charity charity registration number:		community group	
school		social enterprise	
voluntary group		community interest company	

other (please provide details)

start date of project:

estimated end date of project:

What geographical area does the project cover? (please link this with the areas outlined in the guidance notes):

overall cost of project (£):

amount requested from believe housing (£):

If you are using match funding please detail where it is coming from, the value and whether the funding is confirmed:

Please provide us with some background information about your organisation (300 words)

Please tell us about one of your previous projects (200 words)

Have you worked with believe housing (previously county durham housing group) in any capacity?
Please briefly describe the relationship.

Please tell us about your project. (200 words).

What you are going to do

When and where it will take place, and if applicable how often

Who will take part and be involved- who are your intended beneficiaries?

Please explain how your project will meet one or more of our priorities:

Employability and training: including volunteering and other upskilling activities

Increasing household income: activities including debt and benefit advice, feeding families and employing people

Health and wellbeing: improving mental and physical health as well as building the confidence of individuals

A greener, fairer future: supporting our planet through innovative thinking and reducing waste

Tackling inequalities as a result of Covid-19

Tell us how you developed your idea and why you are proposing this project? (150 words)

Please provide evidence of how you know there is a need for your project: for example, have you identified a gap in provision experienced by your community, has there been an increase in demand for a service or have people shown an interest in the idea already?

How do you know people will access your project? (150 words)

Please demonstrate how you have engaged with your target beneficiaries or partners who may refer people to your project. What did they say and how has this been considered in your project development?

To be funded by believe a minimum of 30% of beneficiaries must be believe housing tenants. How will you ensure your project will meet this requirement? (100 words)

Please note believe housing cannot supply information on the locations of individual tenants but can provide street names for our properties.

If your project involves partnership working, please provide details of the organisations you will be working with and their role.

What positive action will you take to ensure that a diverse range of people can access the project?

what are your project milestones?

To allow us to track the progress of your project, please tell us about the milestones. A milestone is a specific point in time within a project lifecycle used to measure the progress of a project toward its ultimate goal. We need you to tell us about the key tasks and activities during the project and at which stage they will be completed.

Examples of milestones include: planning, marketing and publicity, recruitment of staff/volunteers purchase of items, events planned, delivery of key stages in project,

milestone	timescale/deadlines

what are your targets?

Targets are specific aims of the project e.g. delivery of activities, recruitment of volunteers working on the project or physical improvements.

Any targets for the project should be quantifiable, realistic and achievable and be specific to your project outcomes. A minimum of 30% of beneficiaries need to be believe housing tenants to satisfy the criteria.

If your project will deliver regular activities, please state how many and over what period of time. For resources or equipment, please state quantities

what is the target?	overall how many people will directly benefit? If your project runs on a drop in basis over a period of time, please indicate here an average weekly attendance	how many tenants will directly benefit?	Please tell us how you arrived at this figure
<i>Example: We will deliver 48 weekly 2 hour activity sessions for older people over the course of 12 months</i>	<i>100 people will attend over the period with an average of 20 per week</i>	<i>40 believe tenants overall, with approximately 6 per week</i>	<i>We currently have 100 older people registered with us and know that at least 40 of these are tenants</i>
<i>Example: We will deliver 4 x 6 week money management courses over a 6 month period (session length 1.5 hours)</i>	<i>40 people</i>	<i>15</i>	<i>Course capacity is 10 people, we have a waiting list of 20 people already, 15 of which are believe customers</i>
<i>Example: We will provide 10 laptops to be used by the community on loan for a maximum of one month each</i>	<i>120</i>	<i>50</i>	<i>Based on all laptops being in use every month.</i>

Enter your targets below, please add more rows if required:

what are the outcomes of your project?

Outcomes are the longer-term differences and changes that result from the project rather than the activities that you will deliver.

They should describe who will benefit, how it will benefit them and what the change will be at the end of the project.

Your outcomes should reflect our priorities: Health and wellbeing, employment and training, increasing household income, a greener, fairer future, or tackling inequalities as a result of Covid-19.

Outcome 1

Outcome 2

Outcome 3

sustainability

What is the long term impact of your project?

Do you envisage the project continuing after the funding period ends? If yes, please explain how you will work towards sustaining the project and what support you may require from believe housing or other agencies.

If no, please demonstrate the long term impact of your project on its beneficiaries and what your exit strategy will entail.

volunteering

believe housing operates a staff volunteering scheme. If you're interested in utilising staff volunteers to support your project, please provide some details of the opportunity below:

project costing

Please provide a breakdown and description of all the project costs below.

For items such as delivery of sessions please indicate the staffing cost per hour or per session.

If providing items such as resource packs/food packages, please indicate the number being provided. Please give as much detail as possible.

item or activity	total cost	amount requested from believe housing	match funding (if applicable)	please demonstrate how you worked out your costs
<i>Example: Staff costs</i>	£300	£300		<i>30 hours at £10 per hour. 2 sessions per week, 5 hours per session for 6 weeks</i>
<i>Example: Resource packs x 50</i>	£500	£300	£200	<i>We estimate bulk buying items will allow us to provide packs at a value of £10 each</i>

Enter your costs below, please add more rows if needed:

total				

risk assessment		
Please provide details on potential risks to the project and actions in place to avoid these risks.		
risks	risks identified for this project	current controls in place to reduce this risk
<p>Reputational damage –</p> <p>reputational risk refers to the potential for negative publicity, public perception or uncontrollable events to have an adverse impact on a company's reputation.</p>		
<p>Compliance -</p> <p>regulatory compliance is an organisation's adherence to laws, regulations, guidelines and specifications relevant to its business processes for example Health and Safety.</p>		
<p>Operational issues –</p> <p>operational risk is the prospect of loss resulting from inadequate or failed procedures, systems or policies, employee errors, system failures, fraud or other criminal activity. Any event that disrupts business processes.</p>		
<p>Financial misuse –</p> <p>financial misuse refers to finances being spent on anything other than it was intended for without prior approval, groups going “under” and close with a series of debtors in place, unable to clawback cash, loss of resources or additional income,</p>		

higher set-up or operational costs than originally calculated, appropriate financial monitoring not in place, risk of mismanagement of funds, risk of fraud.		
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- I confirm that I have read and understand the criteria and guidelines
- The information provided is to the best of my knowledge, true and accurate
- If my application is successful, the grant awarded will only be used for the purposes stated in my application form
- I agree to keep a record of all financial transactions related to the grant award and will forward receipts/invoices
- I agree to complete the required reporting

Groups with successful grant applications will be required to consent to all terms and conditions as well as any publicity and marketing that believe housing may require. This may include, but is not limited to, press and online activities of both funds being awarded and the outcomes of approved projects. Should you carry out future promotion of the outcomes of your grant application, you must reference believe housing (using relevant brand guidelines and logo(s) where required), with approval from our communications team.

contact name:
job title:
organisation:
date:
Signature: