

STAGE 1

Community Led Housing Fund Kick Start Funding Application Form

Please refer to the guidance notes provided before completing this form. If you require the form in an alternative format please phone 01423 500600 ext 58308

You must be able to answer yes to all of the below to apply for this funding:

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| 1) Are you a legally constituted community group or are in the process of becoming one? | Yes | No |
| 2) Does your group have its own bank or building society account with 2 signatories (not related or living together) and be able to show proper accounting procedures? | Yes | No |
| 3) Will the funding be used to pay for works/activities that have not already been purchased/taken place? | Yes | No |
| 4) Will the project be delivered within the Harrogate District?
Please give details below of the area in the District your proposal will cover | Yes | No |

If you have answered "no" to any of these questions please explain why.

If you are not sure whether to answer yes or no then please contact Sarah Close on 01423 500600 ext 58308 or email CommunityHousing@harrogate.gov.uk

Summary details

Summary of proposal:

Total cost: £

Amount required from Community Led Housing Fund: £

Please provide in bullet points a summary of what the funding will pay for if your application is successful?

Section 1: Contact details for your group

1. Name of your group or proposed name

2. Address of your group

	Postcode:

3. Website address and/or Facebook/Twitter address for your group

Leave this question blank if your organisation does not have these.

The main contact person for this application

4. Title

First name

Surname

5. Position in your group (for example 'treasurer', 'secretary')

6. Address (if different from Section 2 above)

	Postcode:

7. Contact details:

Daytime

Evening

Mobile

Email:

Section 2: Information about your organisation

8. How would you describe the current status of your group? Please tick all boxes that apply

Registered charity Please give registration number:

Community Land Trust Community interest company

Company limited by guarantee Social Enterprise

Not-for-profit organisation Other Community Group

Other Please describe:

9. Please write a brief description of your group (i.e. the purpose/ aim of your organisation)

10. Your organisation (please provide numbers for any which apply):

A. How many trustees/members of the management committee do you have?

B. How many other members/volunteers do you have?

Section 3: Funding

11. Funding requirements (Please write a brief description of what you require funding for, including cost).

Item / Activity	Total Cost	Requested Funded Amount	Details of provider

12. What other, if any, sources of funding will be used?

Funding source	Amount	Confirmed Yes/No

Section 4: Aims, outcomes and need

13. What are the aims and/or outputs of your proposal and how does it meet the criteria set out in the guidance document?

14. How did you identify the need for your project/proposal?

For example, you could tell us about any community engagement work you have done including, research and surveys.

15. Timetable (for the specific support/expertise you have applied for and the total estimated length of the proposal/project)

Start date:		Finish Date:	
Scheme milestones:		Dates:	

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Section 5: Supporting information

16. Supporting documentation

Please indicate by ticking the boxes below, if you have attached the following documents with your application. If you do not have these documents or cannot attach, please indicate why in the box titled "Further details" below and contact Sarah Close on 01423 500600 ext 58308 or email CommunityHousing@harrogate.gov.uk

Set of Annual Accounts (if an existing group)

Copies of estimates for work

Copy of your constitution/rules (if an existing group)

Further details:

17. Declaration

If the following box is not ticked, your application will not be able to be processed any further.

By ticking this box, I declare that the information contained in this application form is accurate at the time of its submission. I will immediately inform Harrogate Borough Council of any change of circumstance that will affect the proposal before or during it being undertaken. I agree that the grant monies received will only be spent upon the proposal outlined in this application form and that the proposal will be completed, unless otherwise agreed with the Head of Housing and Property, within 12 months of notification of the grant. I agree that the monies will not be claimed until after the proposal has been completed, unless otherwise agreed with the Head of Housing and Property.

Date

Name

Position in organisation

18. Data Protection & Freedom of Information

Details you have provided to Harrogate Borough Council will be used for the purposes of considering your grant application and in particular, as part of this

process, may involve publishing your organisation's name, and brief details of your proposal on the Council's web site. Any individual may view this data worldwide, unless you indicate otherwise. If you do not wish for your personal contact details to be published on www.harrogate.gov.uk please put a cross in the box.

We may occasionally wish to share your personal contact details with other statutory bodies and voluntary and community organisations for use in surveys and consultations. We may also share your personal contact details with organisations wanting to send you information about matters of interest to the voluntary and community sector.

Please tick the box if you do not agree that we may use your personal contact details for this purpose.

As a public authority, Harrogate Borough Council are obliged to comply with the provisions of the Freedom of Information Act 2000. This means that we may have to disclose information that you provide to us during this process of applying for grants. If you are supplying any information that you consider to be commercially sensitive or it is provided in confidence please inform us of this. The information you provide may still have to be disclosed but your views will be considered when making this decision. Personal information will never be disclosed.

Section 6: Submitting your application

**All applications should be submitted via email to:
CommunityHousing@harrogate.gov.uk**

**For all other enquiries or questions please contact:
Sarah Close, Community Led Housing Officer,
Housing and Property, Harrogate Borough Council, PO Box 787, Harrogate, HG1
9RW. Telephone: 01423 500600 x 58347**

|For the purposes of this Application, Personal Contact Details relate to Section 1 Questions 4 -7 above.