

STAGE 2

Community Led Housing Fund Development 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 58347

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

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| 1) Are you a legally constituted community group? | 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 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 be located | 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 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 your group? Please tick all boxes that apply

Registered charity	<input type="checkbox"/>	Please give registration number:	<input type="text"/>
Community Land Trust	<input type="checkbox"/>	Community interest company	<input type="checkbox"/>
Company limited by guarantee	<input type="checkbox"/>	Social Enterprise	<input type="checkbox"/>
Not-for-profit organisation	<input type="checkbox"/>	Other Community Group	<input type="checkbox"/>
Other Please describe:	<input type="text"/>		

9. Please write a brief description of your group and how it meets the eligibility criteria (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: Details of your development

11. What is the site address of your proposed development? Please attach a plan showing the extent of the land to be used at a scale of 1:1250.

12. Please provide details of site ownership? Please state who owns the site. If your organisation does not own the site, please state when you intend to purchase the site and if there will be any sale conditions.

13. Please give details of the number and size of the units to be provided? Please attach scaled plans of your proposed development.

14. What is the planning status of your development? This should include details of any pre-application advice you have sought

15. How did you identify the need for your proposed development? For example, please give us details of community support for the proposal and any housing needs surveys you have undertaken?

16. Please give details of any site constraints and/or issues that may restrict development of the site.

17. Timetable for the development Key milestones should include Planning approvals, site acquisition (if required), procurement, start on date and completion.

Start date:		Completion Date:	
Scheme milestones:		Dates:	

Section 4: Implementation

18. Who will manage the development?

19. What risks have you identified during implementation and how will you address them? Please continue on a separate sheet if necessary

20. Who else will be involved in the development? (Architect, Register Provider etc)

Section 5: Funding

- 21. What is the total capital cost of your development** (The total capital cost should include any fees as well as the build cost. If costs are not confirmed yet, then provide the best estimate, stating that it is an estimate and provide reasons why)

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- 22. Please outline how you will procure contractors to undertake the development?**

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- 23. Funding requirements from the Community Housing Fund** (Please write a brief description of what you require funding for, including cost).

Type of funding	Total Cost	Grant cost	Details of provider

- 24. What other, if any, sources of funding will be used?**

Funding source	Amount	Confirmed Yes/No

Section 6: Future Management of the development

25. Who will and how will the properties be managed once occupied?

26. Please provide details of your Allocations Policy and how you decided this? Please provide a copy of your Allocations Policy

27. How will you ensure that the properties remain affordable in perpetuity?

Section 7: Supporting information

28. 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:

29. 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 it's 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 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

30. 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 Form, Personal Contact Details relate to Section 1 Questions 4 -7 above.