



power to  
change

business in  
community  
hands



# Homes in Community Hands programme guidelines for applicants



# Contents

## Part one: About the programme

- 3 Welcome
- 4 Why community led housing?
- 5-6 Funding available

## Part two: Can you apply?

- 7-8 Is your organisation a community business?
  - Features of a community business
  - Application criteria
  - What you can apply for
  - Tips for community led housing approaches

## Part three: The application process

- 9 How to apply
- 10 The process
- 12 Grantee support
- 13 Application form questions

### About this guidance

This guidance will help you decide whether the Power to Change Homes in Community Hands programme is right for you. It includes information about the types of business development that the fund is designed to support, as well as the criteria that will be used to assess applications. The guidance also provides information that will help you complete the application form.

**Part one:** Explores the fund criteria and will help you assess whether this programme is right for you

**Part two:** Gives more information about the learning part of the programme

**Part three:** Explains more about the grant element of the programme.

**Part four:** Aims to answer any other questions that you have about the application process and answers some frequently asked questions.

If you require this guidance to be sent to you in large print or braille, please get in touch by email [comms@powertochange.org.uk](mailto:comms@powertochange.org.uk)

## Get in touch

You can get in touch with Power to Change's grant partner, **Community led Homes**, at any point during your application process for free advice and guidance.



### Support from Community led Homes

Please contact Community Led Homes by

[hello@communityledhomes.org.uk](mailto:hello@communityledhomes.org.uk)

020 3096 7795



### Support from your Local Community led Home Enabler

Power to Change is supporting the development of a Community led Housing Enabler in each of the five focus areas for this programme. The Enabler will provide local, one-to-one support through all stages of the process of developing a community led housing project and your application. [Find your nearest Community Led Housing Enabler.](#)

# Part One: About the programme

## Welcome

**Are you looking for funding to develop a community led housing project in England? The Homes in Community Hands programme provides support and grants to help you progress projects to build or refurbish affordable homes. The main focus of our funding is in five areas of England.**

Despite a nationwide housing crisis, communities are creating well-built, future proof homes designed around the needs of local people all over the country. Power to Change, the independent trust that supports community businesses in England, will help more local people do the same by awarding £4.2 million in revenue funding over the next three years to support the development of community led housing.

The Homes in Community Hands Programme provides grants to help you progress projects to build or refurbish affordable homes.

Through this programme, we will support the development of a range of projects that provide new homes, by developing brownfield sites, exception sites, infill sites, refurbishing empty properties and converting commercial buildings into homes that benefit the wider community.

The main focus of our funding is in five areas of England: Leeds City Region, Liverpool City Region, West of England, Tees Valley City Region and West Midlands. We will fund some innovative schemes outside of these areas. Find out more on page 5.

So what do we mean by community led housing? For us it means three things:

1. The community is integrally involved in key decisions throughout the design and build process. They don't necessarily have to initiate the conversation or build homes themselves.
2. The community group will take a long term role in the ownership, stewardship or management of their homes.
3. The benefits of the project to the local area and/or specified community group are clearly defined and legally protected in perpetuity.

Please read through this guidance and if after doing so, you believe your organisation fits our criteria, then we would welcome an application from you.



Rose Seagrief,  
Homes in Community  
Hands Programme  
Manager,  
Power to Change

## Why support community led housing?

In its 2013 [Home Truths report](#), the Resolution Foundation defined housing costs as affordable if they are less than 35% of disposable household income. Any more than this leads to an increased risk of arrears and the need to cut back on essentials. Many people are paying such a significant amount of their income on accommodation that the rest of their lives are impoverished. Sometimes people have to move away from their local social and support networks in order to find accommodation that is within their means.

Community led housing offers a solution to this problem. Communities can build and refurbish the housing that their community needs, cutting out profit-driven developers or landlords and increasing housing quality. Community owned housing can also generate long term income from rent which can be reinvested into local community businesses and activities needed by local people.





# Part One: About the programme

## What can you apply for?

**Power to Change will award grants averaging £50,000 to community led housing projects that will create schemes that deliver a majority of permanently affordable homes for rent or sale to locally connected people. These can be either as new build housing or by refurbishing empty properties.**



The purpose of the Power to Change Homes in Community Hands programme is to support regeneration of disadvantaged areas, through the provision of affordable housing, the strengthening of communities through greater community cohesion, and increased resilience through the long-term ownership and stewarding of assets. When we talk about housing that is affordable, this includes a range of different approaches (for example: social rent, 'affordable' rent (up to 80% of market rent), rent and sale prices linked to local incomes, shared ownership and discounted market sales).

### The grant

Grants awarded through the programme can be used for the following:

- ▶ Feasibility work to assess the viability of a site or buildings for development
- ▶ Pre-development costs to develop plans, leading to submitting a planning application (if required)
- ▶ Post-planning costs for work to get your project ready to start on site

Small amounts of capital funding averaging around £25,000 are also available to applicants to sit alongside the main revenue grant. This £150,000 funding pot is to support organisations to put down small deposits to help them secure land and buildings.

**Organisations applying should have identified a site or buildings and already undertaken some initial project work in order to gain the support of the community and other key stakeholders.**

**If their application is successful, organisations should also be ready to start any activities they are seeking funding for within three months of accepting a grant offer.**

We expect grants to be above £15,000, and below £100,000. The amount awarded will depend on whether applicants are undertaking a new build or a refurbishment project, what stage the project is at and the size and complexity of a project.

We anticipate awarding grants averaging £50,000 across the programme. We recognise that the amount applicants require will vary depending on the nature of the project. We welcome match-funding / in-kind support to sit alongside our funds.

### Did you know?

Applicants mostly struggle to demonstrate how their community business is accountable to local people. By this, we mean that local people must have shaped your community business project, and also have an ongoing say in how the business develops. Read ['12 questions to explore community accountability'](#) and see page 6. for more details about accountability.

## Part Two: Can you apply?

### Is your organisation a community business?

To be considered for funding through the Homes in Community Hands programme your project and organisation must be based in England, and will need to clearly evidence how you meet each of our 10 criteria below:

#### 1. Based in England

Most of this fund will be focussed in the following five areas, and local authorities:

##### Leeds City Region

- ▶ Barnsley
- ▶ Bradford
- ▶ Calderdale
- ▶ Craven
- ▶ Halifax
- ▶ Harrogate
- ▶ Huddersfield
- ▶ Kirklees
- ▶ Leeds
- ▶ Selby
- ▶ Wakefield
- ▶ York

##### Liverpool City Region

- ▶ Knowsley
- ▶ Liverpool
- ▶ Sefton
- ▶ St. Helens
- ▶ Wirral
- ▶ Halton

##### Tees Valley City Region

- ▶ Hartlepool
- ▶ Middlesbrough
- ▶ Redcar and Cleveland
- ▶ Darlington
- ▶ Stockton-on-Tees

##### West of England

- ▶ Bath and North East Somerset
- ▶ Bristol, City of
- ▶ North Somerset
- ▶ South Gloucestershire

##### West Midlands

The metropolitan county comprising:

- ▶ Birmingham
- ▶ Dudley
- ▶ Coventry
- ▶ Sandwell
- ▶ Solihull
- ▶ Walsall
- ▶ Wolverhampton

Some funds are also available in other parts of England for genuinely innovative projects, where communities are testing out new ways of tackling their housing issues. If you have a genuinely innovative project based outside these five areas, please [fill out this enquiry form](#) to tell us about it. We will invite a small number of genuinely innovative projects from other areas to apply.

#### 2. Power to Change only funds community businesses

In order to be considered for funding, your organisation must be a community business, or your intention must be to set up a community business by the time you have completed your scheme. Community businesses are run by local people for local people. There are many types of community led housing projects that meet community business criteria. What they all have in common is that they are inclusive and give decision making power to local people and that any profits they generate flow back into the community to deliver positive local impact.

Most of the applications that we reject across all our programmes don't give strong enough evidence of how applicants meet or intend to meet the four key features of a community business set out in this guidance.

Before applying, please think carefully about whether you can demonstrate strong evidence for these in your community led housing project. Your organisation may not yet meet all of the criteria of a community business; however, we expect you to be able to demonstrate your commitment to becoming a community business through the community led housing project you are proposing and to be able to explain how support from this programme will help you move along this journey.

## Part Two: Can you apply?

### Four key features of a community business

#### Locally rooted

By locally rooted, we mean a business started by local people that will benefit the immediate community around it. In a town, that could be a neighbourhood. In the countryside, that could be several villages. This is the area your community business will benefit. The majority of your staff, volunteers and other stakeholders should be drawn from this area and reflect its diversity.

##### Are you locally rooted?

You must be able to demonstrate that your organisation and community led housing project is or aims to be rooted in a defined geographic place and is supporting local people to develop solutions that respond to local housing needs.

##### Granby Four Streets

In 2009 a group of local residents took direct action to improve their local living environment, including cleaning the local streets, painting the boarded-up houses and planting flowers and plants in the streets. While doing this, they realised that there was an appetite among those living in the local area to begin broadening out the direct action, specifically to do something about the empty homes. The community formalised the work they were doing in 2011 and registered as an Industrial and Provident Society within which Granby Four Streets CLT was formed. They have successfully refurbished 11 houses and have plans to refurbish more.



#### Accountable to the local community

Your organisation and the development of the community led housing project is accountable to the local community. This can be demonstrated in many ways (for example your membership structure, a broad range of local trustees, community participation with the project, local ownership through community shares). You must have evidence of regular and meaningful community input into decision making.

##### Will you be accountable to the local community?

Whether through membership, legal structure, regular community involvement or a community share offer, you will give local people real, ongoing decision-making power to shape the community led housing project and your organisation overall.

##### New Wortley Community Association

New Wortley is a community business in Leeds which has local residents on the management committee as a matter of principle. There are eight trustees, five of whom have lived in the local area for most of their lives, who meet monthly. Staff and volunteers are drawn from the local area and co-produce plans for the work of the organisation. Their new community centre was co-designed with residents, and a similar approach is being taken to work with local residents to co-design a new housing project. Consultations with members of the community - both young and old - were run in community centres, GP surgeries and schools covering a range of topics (e.g. build materials, landscaping, size of properties, etc.).



## Part Two: Can you apply?

### Four key features of a community business (continued)

#### Trading for the benefit of the local community

We support community businesses that trade for the benefit of the local community, with any surplus that is generated (by collecting rents, for example) being used to deliver further local benefits. Your project must deliver a majority of affordable housing to benefit local people and the affordable housing will be permanently affordable.

#### Will your community led housing project include affordable housing?

If organisations are developing affordable housing for rent, Power to Change will support projects in which organisations are aspiring to own some or all of the new properties that are built and/or to manage some of the housing, so that any surplus income is used to deliver further local benefits. This might be through developing more community led housing projects or funding local community services or projects

#### Keswick CLT

Keswick CLT started up in 2009, with no money, land or experience, but with the help of a community led housing expert and a local housing association the community built their first scheme of eleven affordable homes at The Hopes. They have since gone on to convert four flats for single people at Banks Court and are currently constructing twenty-two more homes at Calvert Way. They now own £6 million worth of assets, against less than £1 million in debt. Each of their building projects needs to be self-sustaining. In time, as their mortgage is paid off, they will be able to secure further finance and reinvest money in more homes or other services for the community.



#### Broad community impact

As well as providing housing, your project will have a positive social impact on the broader community. The community led housing project will engage with a variety of different groups in their community and deliver impact against a range of different community needs.

#### Will your community led housing project have a broad community impact?

Your project will have positive social impact on the broader community. This could be through the design process with local people, how the housing is constructed, the employment of local people, through ongoing community led management and/or perhaps through other complementary community services and activities (such as tenancy support, managed workspace, a community garden or community space which are open to all of the community to use). These elements may foster community cohesion, reduce loneliness and develop the skills and confidence of community members.

#### St Ann's Redevelopment Trust

When part of St Ann's Hospital in Haringey, North London was put up for sale to private housing developers, only 14% of those proposed new homes were classed as "affordable". In response, a group of Haringey residents and workers set up a membership organisation of 350 people who live in, work in or have strong connections to Haringey. It aims to ensure that a much higher proportion of genuinely affordable homes are built on the hospital site and the design includes a community managed open space for promoting health and well-being for all the residents of Haringey. The organisation was awarded support through the Power to Change Bright Ideas Programme to help build up the capacity of the organisation and develop its initial plans.





## Part Two: Can you apply?

### Application criteria

#### 3. Be incorporated

The Homes in Community Hands programme will only fund incorporated organisations. This means that your organisation is registered as a recognised legal entity in its own right, rather than as a collection of individuals. Examples of incorporated organisations include:

- ▶ Charitable Incorporated Organisation
- ▶ Community Benefit Society
- ▶ Community Interest Company Limited by Guarantee
- ▶ Community Interest Company Limited by Shares
- ▶ Company Limited by Guarantee
- ▶ Company Limited by Shares
- ▶ Co-operative Society.

Examples of unincorporated organisations, which we won't fund, include: charitable trusts and unincorporated associations.

#### 4. Charitable purpose

The purpose of this programme is the provision of affordable housing, the strengthening of communities through greater community cohesion, and increased resilience through the long-term ownership and stewarding of assets.

You must have a charitable purpose at the heart of the project you're asking us to fund, which meets a charitable need in your community. This does not mean that you have to be a charity, as we will fund

a variety of legal structures, however, we cannot fund projects which don't further a charitable purpose.

The organisations selected to receive grants will normally be not-for-profit either due to their structure (such as Community Benefit Societies, Community Interest Companies), or because of the way in which they are run, reinvesting all/most profits into their charitable purposes.

Providing housing alone is not a charitable purpose, but through housing you can meet charitable purposes, such as the relief of poverty through the provision of affordable housing and the advancement of education, training or retraining, particularly amongst unemployed people.

If you are a membership organisation like a housing cooperative or cohousing group set up to house its members, you will need to show how your project is meeting local housing need and has a charitable purpose for public benefit that extends into the wider community and does not just benefit the members housed by it.

#### Did you know?

The charitable purposes for community benefit that apply to the Homes in Community Hands Programme include the following:

- ▶ Advancement of education, training or retraining
- ▶ Arts, culture, heritage or science
- ▶ Assisting socially/ economically excluded to integrate
- ▶ Citizenship or community development
- ▶ Environmental protection or improvement
- ▶ Health or the saving of lives
- ▶ Housing, facilities, services to relieve financial hardship
- ▶ Prevention or relief of poverty
- ▶ Promotion of social inclusion
- ▶ Promotion of sustainable development
- ▶ Regeneration in areas of social and economic deprivation
- ▶ Relief of unemployment
- ▶ Workspace/ assistance to provide training/ employment
- ▶ Youth, age, health, disability, finance
- ▶ Other

You can find more information about charitable purpose on the [Charity Commission website](#)



## Part Two: Can you apply?

### Application Criteria

#### 5. Public benefit

For a community led housing project to be charitable, it needs to have both a charitable purpose and to be for public benefit. This means your housing must help people who are experiencing disadvantage (for example by relieving poverty through the provision of affordable housing or providing accommodation that meets the needs of disadvantaged groups such as the young, old or people with a disability). The housing must have a fair and open allocations policy for local people.

**If your community led housing project is providing housing to your members and membership is not open to local people in housing need, or if you will only provide housing to people who aren't experiencing disadvantage, we will not fund your project.**



#### 6. Share our impact goals

Your project must be able to demonstrate positive impact on at least one of the impact areas below. If your application is successful, at the end of spending the grant, you will be asked to report against the impact area(s) you selected.

- ▶ Reduce social isolation
- ▶ Improve health and wellbeing
- ▶ Increase employability
- ▶ Create better access to basic services
- ▶ Improve local environment
- ▶ Enable greater community cohesion
- ▶ Foster greater community pride and empowerment

#### 7. Accounts

Your organisation should have a least one year of formal accounts - preferably at least one year of financial accounts. This could be your management accounts or your annual accounts. Alternatively, if your organisation is a subsidiary of an established organisation, you can provide the financial accounts of the parent organisation.

We will also require you to submit a one-year cashflow forecast for your organisation, which includes your community led housing project, to understand how your community led housing project sits alongside any other community business activities and to understand the viability of your organisation.

#### Limiting private benefit

Any personal benefits people receive through the community business must be no more than a necessary result or by-product of delivering public benefit. Private benefits need to be incidental in both nature and amount. Personal benefits could include financial payments to the owners of a property that an organisation uses. Returns from community shares are allowable. [Find out more.](#)

#### Diversity and inclusion

Power to Change is committed to the advancement of diversity and inclusion. It seeks to be a genuinely inclusive organisation by advancing diversity and inclusion through its policies and practices. We encourage and welcome applications from community businesses from all backgrounds, which meet our grant requirements and are looking to make a real difference to the lives of their local communities.

Please email [comms@powertochange.org.uk](mailto:comms@powertochange.org.uk) if you need this guidance in **large print or braille**.

## Part Two: Can you apply?

### Application Criteria

#### 8. Other funding sources

Power to Change is unlikely to fund the full costs of your project. You will be expected to have other sources of funding either confirmed or in the process of being applied for and you will be expected to give details about other potential sources of funding in your application. This may include in-kind support or using in-house resources.

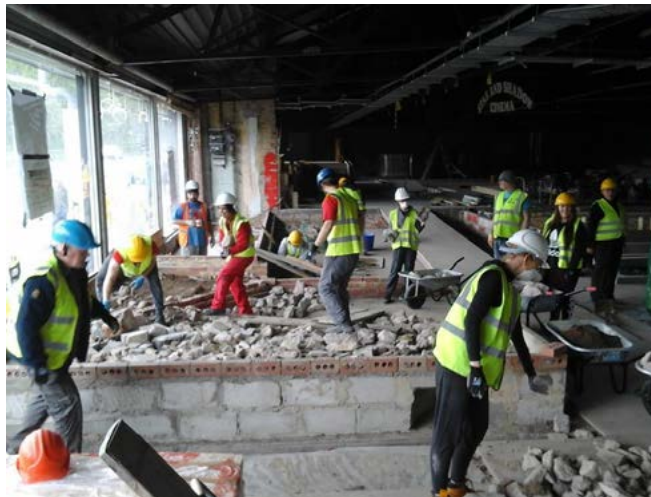
#### 9. State Aid

State Aid relates to certain EU regulations around competition, which Power to Change must abide by. Unlawful State Aid will have to be repaid by grantees. Our application process will help us identify the State Aid position of your application. We recommend that you take independent advice on this matter. You will be asked to make a statement about State Aid in the application. This is covered in Part Three – Financial Information of the Application Form.

#### 10. Readiness

Organisations applying should have identified a site or buildings and already undertaken some initial project work in order to gain the support of the community and other key stakeholders.

You must be ready to start delivering your project within 3 months of accepting your grant offer. The tasks you are asking us to fund should normally be completed within 12 months, though we understand that bigger or more complex projects may take longer.



#### Why would State Aid affect my application?

Power to Change grants qualify within the European Union definition of State Aid. State Aid refers to forms of assistance given on a discretionary basis to provide an activity or service, which may distort competition in the European Union market by favouring one provider over another.

State Aid rules are complex, but as a general guide projects involving trading activities are unlikely to breach State Aid rules if they are: small scale; delivered in a defined local area; are for charitable, social, cultural or educational purposes, and do not affect trade between member states of the European Union.

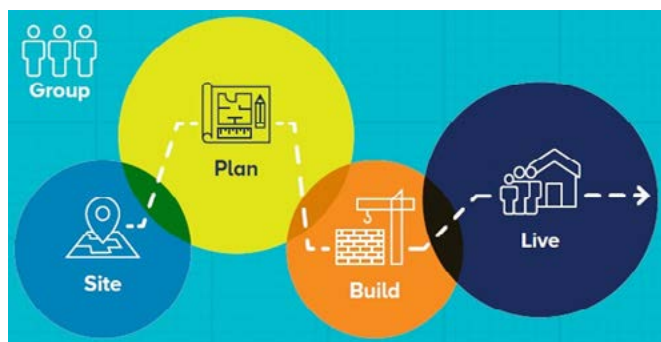
We recommend you take independent advice on this matter as you may have to repay money if this isn't properly checked.

[Find out more about State Aid.](#)

## Part Two: Can you apply?

### What you can apply for

**Because so many terms are used to describe the process of developing homes, we have identified five stages: Group, Site, Plan, Build and Live.**



You can find out more about all of the five stages of development on the [Community Led Homes website](#).

The Power to Change Homes in Community Hands Programme aims to support groups that have a clear vision of what they want to achieve with their housing project and require help to reach the Build stage and eventually the stage when local people can Live in their new homes. The programme will provide successful organisations with funding towards the kinds of activities described below for the Group, Site and Plan stages.

#### 1. Group stage

The Group stage refers to setting up and resourcing of a group of local people to take on and run a community led housing project. However, keeping the community engaged and giving local

people opportunities for collective decision making throughout is what makes community led housing different to mainstream housing development. To get started, your group will need to constitute as a community led housing organisation, with defined objectives to meet local housing needs. We expect organisations to have completed early Group Stage development *before* applying to this programme, so that they have a governance structure in place and are incorporated.

This programme can help you build the capacity of your organisation to secure the finances you need to be able to demonstrate you are a reliable partner in the development process. It can also help you improve your financial management systems and governance arrangements to help you to attract capital finance.

The grant can be used for:

- ▶ Developing further accountability/ membership/ project governance
- ▶ Development training: costs, risk, tenure options
- ▶ Partnership options and negotiating terms
- ▶ Clarity of roles and responsibilities
- ▶ Community led plans/ community engagement
- ▶ Detailed business planning and investment readiness
- ▶ Self-help workforce recruitment and training
- ▶ Peer mentoring support from experienced community led housing organisations

#### 2. Site stage

This stage relates to finding and acquiring a site for development, or a building for redevelopment or refurbishment. You will need support from a range of professional services covering site identification, the feasibility of development, due diligence and the acquisition of the site/buildings, as well as staff time and/or volunteer expenses to make progress.

This programme can help you in undertaking site/building surveys once you have identified a site and pay for legal costs to help you secure the ownership or a lease of a site/buildings.

The grant can be used for:

- ▶ Valuation
- ▶ Negotiating an interest in land/property
- ▶ Sourcing finance for site purchase/ option/ lease
- ▶ Development appraisal of site/building
- ▶ Pre-planning advice
- ▶ Site investigations
- ▶ Sketch project layout
- ▶ Outline financial feasibility/ viability
- ▶ Risk evaluation
- ▶ Competitive bidding/ procurement
- ▶ Acquisition options
- ▶ Due diligence

The purchase of a site will not normally be covered by this fund. However, we may support the cost of an option on a site or building, or to put down a deposit, or if property values are very low,



## Part Two: Can you apply?

### What you can apply for

cover the cost of a building for refurbishment, by awarding a small capital grant. Capital grants will average around £25,000 and will be considered on a case by case basis.

#### 3. Plan stage

This next stage relates to the work you need to do to submit a planning application and/or enter into a build contract. The programme can pay for project staff time and/or volunteer expenses and support you to access professional services and the grant can be used for:

- ▶ Detailed design of the development or refurbishment
- ▶ Working up the planning application or Community Right to Build Order
- ▶ Any surveys needed for planning application
- ▶ Financial feasibility / viability update
- ▶ Build options including custom build
- ▶ Specification/ Employers requirements
- ▶ Contract options
- ▶ Negotiating & securing development finance
- ▶ Value engineering
- ▶ Agreements with Local Authority
- ▶ Budgetary control
- ▶ Agreeing contract

This programme will not support the fees for submitting a planning application.

#### What we won't fund

A grant from the Homes in Community Hands Programme cannot be used for the following:

- ▶ To reimburse money already spent. We will not provide retrospective funding
- ▶ To pay for costs which someone else is paying for, whether in cash or in kind
- ▶ Existing day-to-day running costs or any activity which is not directly associated with developing the community led housing project
- ▶ Pre- development costs for community facilities, unless they are integral to the design of a cohousing scheme
- ▶ Small capital items - generally this means that a purchase results in owning a lasting asset such as computers, photocopiers etc.
- ▶ Capital costs of delivering the housing (building or refurbishment costs)
- ▶ Existing staff costs that are not backfilled by another staff member
- ▶ Planning fees to your Local Authority
- ▶ Professional fees with day rates higher than £600 +VAT
- ▶ General contingency for unknown costs or cost overruns

We are unlikely to fund projects which are asking only to cover the cost of staff salaries, unless you are able to clearly demonstrate how this will help your organisation significantly move the project through to the build phase.

If you are successful in getting through to the assessment stage, we may ask you to revise your funding proposal as we learn more about your project.

We may offer you only part of the funding initially requested or suggest other types of support that are available. Before considering any of these steps we will talk to you about the reasons why this might be appropriate and how it would affect your project.

## Part Two: Can you apply?

### Tips for a strong application

Here are a few tips on what we will look out for in your application:

#### Housing that meets local needs

Housing 'need' is defined by the number of households which do not have access to accommodation that meets certain standards. Housing needs can be met by providing suitable housing for older people, families, people with special needs, and those with disabilities, etc. Housing need might be based on affordability, insecurity of tenure or housing that is unsuitable due to its size, type or condition.

While we would prefer to support projects that are 100% affordable, the projects we will support may contain a mix of tenures of both affordable and market rate properties to meet the needs of the local community and ensure the project's viability. Mixed developments can support the financial viability of a community led housing project and can diversify tenure options, encourage stability and bring economically active households and spending power into an area to help develop local economic resilience.

#### Trading for the benefit of the local community

If your project is developing accommodation to rent, we are looking for organisations that aspire to own and/or manage some or all of the housing available for rent. The grant can support you to

look at finance options and develop a business model to enable both asset ownership and trading as a community business. The programme aims to help community businesses achieve long-term financial sustainability, including building up an asset base against which to borrow, in order to deliver further community led housing projects.

#### Partnerships with housing associations

Projects where a community organisation works in partnership with an existing housing association where they will take the responsibility for securing capital funding, building, managing and owning all the rental units will not be a priority for Power to Change to fund.

Organisations choosing to develop projects in which a housing association will own all the properties, will be advised to seek the support they require from their local Community Led Housing Enabler and seek any revenue funding they require from the Community Housing Fund run by Homes England. There is no requirement to be a Registered Provider to access the Power to Change Homes in Community Hands funds, but if you are interested in gaining support to become a Registered Provider, then please look at the support and funding available on the [Community led Homes website](#).

#### Identifying sites

If your organisation has been looking across a wide area for a site (for example across a city), you will need to have identified a potential site and explain how your project is rooted in that geographical community and accountable to that community. You must also prove how the organisation will be developed as a community business for the benefit of the community in that neighbourhood.

#### Membership

Power to Change will need to see how membership is open to local people in housing need, how local community members are being actively recruited and ask questions about your allocation policy.

We will look at how the organisation's and the project's governance, as far as it is possible to do this, reflects the type of community the project will serve. How the project is engaging and involving members and benefiting the wider community at all stages of development will also be considered. Non-membership organisations will have to demonstrate how they remain accountable to their communities.

## Part Two: Can you apply?

### Tips for community led housing approaches

#### Mixed developments and complementary businesses

This programme can support mixed developments of housing and co-located community facilities. Funding to develop detailed plans for the co-located community facilities can be applied for from Power to Change's [Community Business Fund](#).



If you are looking to set up a complementary community business on site, such as an apprenticeship scheme or a food growing business, the [Bright Ideas Fund](#) is available to help you explore new community business start-up ideas. Find out more about these complementary funding sources on this page.

#### Other funding opportunities

##### Start up support

##### [Community Led Homes start-up grants](#)

If you are at the early 'Group Stage' of your project and require support to establish a group, incorporate, explore community led housing approaches and find a site, we recommend that you apply for start-up funding before you apply to this programme. For more information please visit [the Community Led Homes website](#).

##### [Bright Ideas Fund](#)

The Power to Change [Bright Ideas Fund](#) give community groups in England the support to start setting up a community business or to develop a new idea. Groups accepted onto the programme receive business development support, and may apply for a small grant to fund development and start-up costs, such as feasibility studies, governance, taking ownership of a building or land, community engagement, and business planning. The programme is delivered by Locality. The next round of funding opens in February 2019. Please note this programme is highly competitive.

##### Match funding opportunities

To find out about all the types of funding that are available to support community led housing projects please look at the funding page on the [Community Led Homes website](#).

##### [Community Housing Fund](#)

The Government's [Community Housing Fund](#) has revenue grants available from Homes England to help community led housing projects reach the Build Stage. Power to Change's Homes in Community Hands Programme grants are ideal match-funding to sit alongside a Community Housing Fund revenue grant. Find out more on their website and then speak to your regional Homes England representative to discuss funding for your project.

##### [Community Shares Booster Programme](#)

The Power to Change funded [Community Shares Booster Programme](#) matches the investment raised by community businesses through community share issues. It offers up to £100,000 in matched funding and a possible £10,000 business development support grant to get share offers ready. The programme is delivered by the Community Shares Unit.

##### [Community Business Fund](#)

Reopening in April 2019, the Power to Change [Community Business Fund](#) is aimed at existing community businesses to make their organisation more sustainable. You can apply for grants between £50,000 and £300,000 to increase your ability to trade within 18 months. Read more to explore whether you could apply for additional funding for non-housing-related community business projects co-located or delivered within your housing scheme.



## Part Three: The Application Process

### How to apply

#### Before you begin

Applicants will need to have completed some initial outline project planning. You will need to be able to explain why you have confidence that the project is deliverable. You will need to have completed at least the Group Stage and Site Stage activities below:

#### Group Stage activities:

- ▶ You are incorporated as a new community led housing organisation or have developed your project's governance through your existing incorporated community business
- ▶ You have identified local housing needs and can provide evidence of community support for the project
- ▶ You can describe how your organisation and community led housing project will meet the definition of a community business

#### Site Stage activities:

- ▶ You have identified one (or perhaps two) sites, or identified existing buildings available to convert or refurbish<sup>1</sup>
- ▶ You can demonstrate the land or building owner(s) is supportive
- ▶ You can demonstrate positive conversations with your Local Authority
- ▶ You have undertaken some basic scheme viability modelling

<sup>1</sup> Refurbishment project costs may relate to just one or two properties, a number of properties to be renovated, or a pipeline of properties.

#### Accessing the application form

To access the application form, fill in the online eligibility checker. If you successfully complete the eligibility checker and the responses you provide deem you eligible to apply, we will email you a link to an electronic application form.

We strongly recommend that you read through *Part 4: The application form*, in this document before you start filling in the application form. This will help you to make sure you have the right information available and help you to answer the questions.

You should make sure you have the evidence you need to make a strong case for funding. If you are still at an early, exploratory stage with the project, it may be better to apply to other community led housing start-up funding available. Please see p.14 for information about other funding sources.

#### How to complete an application form

If you start your online application but are unable to complete all the required information, don't worry. Each time you complete a page and click "Next", this section will save, and you will be able to close the form and return to it as many times as you like.

To access your form again, please use the link provided in the email we will have sent to you upon completion of the eligibility checker. On receipt of your application, we will undertake

a due diligence exercise and then will be in touch to let you know if you are moving on to the assessment stage.

#### How likely am I to get funding?

Power to Change has £4.2 million available to spend by December 2021 and is expecting to support around 75 projects in England, with the majority in the five focus areas.

We expect demand to be high, which means that even if your project meets all the eligibility criteria, it may not be progressed.

The grant amount will depend on what stage you are at and the size and complexity of your project. We anticipate awarding grants averaging £50,000 across the programme, with a minimum ask of £15,000.



# Part Three: The Application Process

## The Process



### Application

- ▶ Read this guidance to check if your project is eligible.
- ▶ Fill in the online eligibility checker. If you successfully complete the eligibility checker, we will email you a link to an electronic application form.
- ▶ Fill out the application form online. You can submit this at any time as this is a rolling programme and we will accept applications until December 2021 or for as long as funds are available.
- ▶ Wait for a decision. We will tell you if your application has sufficiently demonstrated your project's eligibility, passed due diligence tests and is being progressed to a full assessment within 3 weeks, but this will depend on how quickly applicants respond to any due diligence queries.
- ▶ If your project can be taken forward, we will assign an assessor to review your project. If your application isn't being taken forward, we will email you to let you know the reasons why.

### Assessment

- ▶ An assessor will contact you to discuss your proposal.
- ▶ This may involve the assessor calling and/or visiting you to talk through your project in more detail and to assess the capability of your organisation to take this project forward. The assessor may suggest you make certain revisions to your application and your supporting documents.
- ▶ The assessor will complete an appraisal report which will be presented to the Power to Change Grants Committee. The time it takes to assess your application will depend on the number of queries the assessor has and the time it takes you to respond to any queries.
- ▶ If it becomes apparent that your project is not eligible or ready for funding through the Homes in Community Hands programme, we will get in touch with you to explain why your application is not being recommended to the grants committee.

### Grants Committee

- ▶ The Power to Change Grants Committee will decide whether Power to Change will fund your project.
- ▶ We may talk to you about revising your proposal, if the committee feels your project and/or budget require any changes, or to signpost you to other complementary support programmes.
- ▶ A grants committee will be held monthly.
- ▶ We aim to contact you within five working days after the committee meeting to let you know if you have been successful or if the panel has further queries.

### Award

- If you are awarded a grant:
- ▶ Once any queries from the grant committee have been resolved, we will send you a grant offer letter which will contain details of any funding conditions you must meet.
  - ▶ Sign and return the grant offer letter and any additional information required within 28 days. You must be able to start the activities in your application form within a maximum of three months of signing your offer letter and spend the grant within 18 months, although we expect the majority of activities to be completed in the first 12 months.
  - ▶ Wait for confirmation from Power to Change before announcing your grant.
  - ▶ Celebrate, announce your grant award, and start delivering the tasks agreed with Power to Change! We will include templates/suggestions on how you can do this when we send you your offer letter.

# Part Three: The Application Process

## Grantee requirements and support

### Your reporting requirements as part of your grant agreement

You will complete an online monitoring form every six months to update us on your community led housing project and to help us understand the difference that your grant is making to the development of your project.

At the end of your project, you are required to complete a final report to detail how you have spent the money, what tasks you have delivered to progress your project and the successes and challenges you have encountered.

We will ask you to update your project milestones, provide information about any funding leveraged and your planned next steps to enable your project to start the Build Stage. Your grant agreement will include guidance about our monitoring and reporting requirements.



### We want to make it easier for community businesses not just to survive, but to thrive.

To help, successful applicants will get access to:

#### Community Led Housing Enabler support

Power to Change is supporting the development of a Community Led Housing Enabler in each of the five focus areas for this programme. The Enabler will provide local, one-to-one support through all stages of the process of developing a community led housing project. Some areas are further ahead than others in developing this service.

Once established, the Community Led Housing Enablers will be able to support the development of your applications. To find out more information about the Enabler in your area please look on the [Community Led Homes website](#).

#### Power Up! grantee events

All the community businesses Power to Change invests in are invited to our Power Up! events. There you'll find out how to maximise your relationship with Power to Change, and build connections with other community businesses across England.

### What happens if my application is unsuccessful?

If you are unsuccessful, we will send you an email which briefly explains the grants committee's decision. The decision by the Power to Change Grants Committee is final and will not be reconsidered. While unsuccessful applicants can apply again, we will reject re-applications that are the same or not significantly changed.

If you have queries about your eligibility before you apply, please speak to your local Community Led Housing Enabler if you have one in your area. You can find out if you have a [Community Led Housing Enabler near you](#).

If you do not have a Community Led Housing Enabler, then please get in touch:

[hello@communityledhomes.org.uk](mailto:hello@communityledhomes.org.uk)

020 3096 7795



## Part Three: The Application Process

### Grantee support

#### A free subscription to Twine

Twine, our digital business insight tool, helps you understand your impact and manage your business. It can help you:

- ▶ Manage your volunteers hours
- ▶ Track and measure visitor footfall and demand for your services
- ▶ Easily report on progress against your grant

Successful applicants will receive a free subscription and dedicated training and support to help you measure what matters and fulfil your

Find out more on [www.twine-together.com](http://www.twine-together.com)

#### Policy and research

Our in-house [Research Institute](#) is always commissioning research about how community businesses work and often look to our grantees for best practice. Our research can also help you make the case to other funders and investors.

Our policy team work to influence the political agenda in favour of community businesses. We often ask our grantees for evidence to submit to government committees.

#### Events, media and podcast

Power to Change tells the story of community business at a regional and national level, in the press, online and at events, including live TED talks, photography exhibitions, sector conferences and workshops throughout the year.

As a grantee, we will offer you opportunities to be interviewed or speak at events about your experience to inspire and influence others.

We also have a monthly podcast, [The Community Business Fix](#), and regularly feature our grantees.



#### Resources and advice

Our website [www.powertochange.org.uk](http://www.powertochange.org.uk) has a host of free resources for growing your community business. And our sector experts regularly give valuable insight and advice via our [blog](#) based on research and experience.

The Community Led Homes website has [free resources](#) to help develop your project and find out about other projects across the country.

### Be part of the community business movement

There are nearly 8,000 community businesses in England and lots of ways to connect and learn from other community business leaders like you:

- ▶ Find community businesses near yours by checking [our interactive map](#)
- ▶ Input your project details into the [Community Led Homes database](#) and update us on the progress you make.
- ▶ Follow [@peoplesbiz](#) on Twitter for news and updates about the community business world.
- ▶ [Sign up to the Power to Change newsletter](#) to receive details about events, training and funding opportunities straight to your inbox.
- ▶ Join the [Community led Housing Facebook](#) group for informal tips and knowledge sharing.
- ▶ Take part in [Community Business Weekend](#), a national open-doors celebration. It will take place between the 16th and 19th May in 2019.

## Part Four | The application form

### 1. Organisational details

Questions	Question guidance
1. Please provide the correspondence address for your organisation	
2. Website address	If your organisation has a website, please provide the website address
3. Facebook page	If your organisation has a Facebook page, please provide the details
4. Twitter	If your organisation has a Twitter account, please provide the Twitter username (handle)
5. Is the registered address of your organisation different from your organisation's correspondence address?	If yes, please provide your organisation's registered address.
6. In what region of England is your organisation located?	Please pick from one of the 9 drop down options provided
7. Please briefly describe the aims and objectives of your organisation	Please describe the overall purpose of your organisation in 300 words or less.
8. Please confirm if you are applying as part of a consortium ► Yes, I am applying as part of a consortium and we are the lead organisation ► No, our organisation is the only applicant  If yes, please list the other members of the consortium	If you are applying as part of a consortium of organisations, the consortium lead organisation will need to complete this form.  Organisation names should be written as they are registered with Companies House, the Charities Commission or other registration or regulatory bodies such as Financial Conduct Authority.

## Part Four | The application form

### 1.Organisational details (continued)

Questions	Question guidance
<p>9. Is your group a trading subsidiary of a parent organisation?</p> <p>If yes, provide the name of the parent organisation</p>	<p>We are asking this question to understand the level of control your community has over your organisation.</p> <p>Organisation names should be written as they are registered with Companies House, the Charities Commission or other registration or regulatory bodies such as Financial Conduct Authority.</p>
<p>10. What is your organisational legal structure?</p> <ul style="list-style-type: none"> <li>▶ Charitable Incorporated Organisation</li> <li>▶ Community Benefit Society</li> <li>▶ Community Interest Company Limited by Guarantee</li> <li>▶ Community Interest Company Limited by Shares</li> <li>▶ Company Limited by Guarantee</li> <li>▶ Company Limited by Shares</li> <li>▶ Co-operative Society</li> <li>▶ Other</li> </ul> <p>If your legal structure is 'other' please specify in 20 words or under.</p>	<p>Please chose which legal structure your organisation has from the dropdown list.</p> <p>The Programme will only fund incorporated organisations. This means that your organisation is registered as a recognised legal entity in its own right, rather than as a collection of individuals. Organisations that are incorporated and wish to set up a separate trading subsidiary for this project are eligible to apply.</p> <p>If your organisation has one of the following legal structures you are NOT eligible to apply:</p> <ul style="list-style-type: none"> <li>▶ Partnership</li> <li>▶ Limited Company</li> <li>▶ Limited Partnership</li> <li>▶ Limited Liability Partnership</li> <li>▶ Sole Trader</li> <li>▶ Trust</li> <li>▶ Unincorporated Association</li> </ul> <p>If you pick 'other', contact Community Led Homes to ask if this legal structure is eligible for this programme, before you continue with your application.</p>



## Part Four | The application form

### 1.Organisational details (continued)

Questions	Question guidance
11. When did your organisation incorporate?	<p>If you are unsure of the date, this information can be found at the following websites:</p> <p><a href="https://www.gov.uk/government/organisations/companies-house">https://www.gov.uk/government/organisations/companies-house</a></p> <p><a href="http://www.fsa.gov.uk/pages/register/">http://www.fsa.gov.uk/pages/register/</a></p> <p>We are looking to fund organisations which have formal accounts, preferably at least one year's worth of financial accounts. This could be management accounts or annual accounts. If you are a new trading subsidiary of a more established parent organisation, you are still eligible to apply to this fund as you can provide information from the financial accounts of the parent organisation.</p>
12. Does your organisation have charitable status? If yes, please provide your charity registration number.	This is not a requirement of the programme however your project must have charitable objectives.
13. Please input all company registration numbers: Company No. provided by Companies House Society Registration Number	We will use these registration numbers to search external information sources to verify information about your organisation and its finances, such as the Companies House website, the Charity Commission website and the Financial Conduct Authority website.
14. . Are you a registered provider? If yes please provide your registered provider number.	By 'registered provider' we mean a provider of social housing registered with the Regulator of Social Housing.

## Part Four | The application form

### 2. Project overview

Please tell us as much as you can at this stage about your proposed project. We have given limits on word counts so please stick to these as nothing over the word count will be seen by the assessors.

Questions	Question guidance
<b>PROJECT OVERVIEW</b>	<b>Please tell us much as you can at this stage about your proposed project. We have given limits on word counts so please stick to these as nothing over the word count will be seen by the assessors.</b>
15. Please tell us the working title for your project	
16. Please sum up your project aim in one sentence	In no more than 50 words, using simple language, describe what your project is aiming to achieve. (e.g. 'To build 10 energy efficient affordable homes to rent to young working families', or 'To renovate an existing building to create 4-flats to support elderly residents to live independently in their community for longer')
17. Pick the type of community led housing project you are aiming to deliver: <ul style="list-style-type: none"> <li>▶ New build</li> <li>▶ Refurbishment of existing housing</li> <li>▶ Conversion into housing</li> <li>▶ Combination of new build/ conversion/ refurbishment</li> <li>▶ Other - please specify - (max 50 words)</li> </ul>	Please tick one of the following options. If you pick other, please describe your type of scheme in no more than 50 words.

## Part Four | The application form

### 2. Project Overview (continued)

Questions	Question guidance
<p>18. In which area is your project based? Which Local Authority area is your project located in?</p> <p>Pick from one of the options below:</p> <ul style="list-style-type: none"> <li>▶ <b>Leeds City Region</b> (Barnsley, Bradford, Calderdale, Craven, Halifax, Harrogate, Huddersfield, Kirklees, Leeds, Selby, Wakefield, York)</li> <li>▶ <b>Liverpool City Region</b> (Halton, Knowsley, Liverpool, St Helens, Sefton, Wirral)</li> <li>▶ <b>Tees Valley City Region</b> (Darlington, Hartlepool, Middlesbrough, Redcar and Cleveland, Stockton on Tees)</li> <li>▶ <b>West of England</b> (Bath and North East Somerset, City of Bristol, North Somerset, South Gloucestershire)</li> <li>▶ <b>West Midlands</b> (the metropolitan county, comprising Birmingham, Dudley, Coventry, Sandwell, Solihull, Walsall, Wolverhampton)</li> <li>▶ <b>Other</b>, I have an innovation project and have been invited to apply to the programme by Power to Change.</li> </ul>	<p>The main focus of the programme funding is in five areas of England.</p> <p>Some funds are also available England-wide for genuinely innovative projects, where communities are testing out new ways to tackling their housing issues. If you have an innovative project outside of the five programme areas, please provide a short description of why your project is innovative in no more than 300 words <a href="#">using this enquiry form</a>. The Programme Manager or Power to Change will contact some projects and invite some innovative projects to apply. Applications from outside of these five areas will not be assessed unless they have been invited to apply.</p> <p>If you have a query about whether your project is located in one of the five eligible areas, please refer to the list of eligible Local Authority areas provided.</p>

## Part Four | The application form

### 2.Project Overview (continued)

Questions	Question guidance
<p>19. Postcode of your site, or building(s) for renovation</p>	<p>For new build or conversion schemes we are expecting groups to have identified one or perhaps two sites that are suitable for residential development and you have had positive discussions with the landowner(s). If you have identified more than one site, then please put the postcode of your preferred site.</p> <p>This programme will not support groups to investigate a range of possible sites. If you have identified a list of sites that you need support to investigate, then we suggest you request support from your local Community Led Housing Enabler if you have one and/or apply for a start-up grant from Community Led Homes to help you narrow your list of sites down.</p> <p>If you are undertaking a refurbishment project, we expect you to have identified suitable properties in your area that are available to purchase or acquire a lease for.</p>
<p>20. For what stage of development is your project seeking funding?</p> <ul style="list-style-type: none"> <li>▶ Feasibility work to assess the viability of a site or buildings for development (Site Stage)</li> <li>▶ Pre-development costs to develop a plan, leading to submitting a planning application (if required) (Plan Stage)</li> <li>▶ Post planning costs for work to get your project ready to get to start on site (Plan Stage)</li> </ul>	<p>This fund is designed to cover feasibility and pre-development revenue costs. Please tick all that apply. You can only apply for post planning permission costs once planning permission has been obtained.</p> <p>You can find out more about the stages of development (Group stage, Site stage, Plan stage, Build stage, Life stage) by looking at the <a href="#">Community Led Homes website</a>.</p>



## Part Four | The application form

### 2. Project Overview (continued)

Questions	Question guidance
<p>21. Has your organisation previously applied to a Power to Change programme? If yes, please tick all that apply</p> <ul style="list-style-type: none"> <li>▶ Bright Ideas Fund (via MyCommunity)</li> <li>▶ Bright Sparks competition (now closed)</li> <li>▶ Community Business Fund</li> <li>▶ Community Business Leadership Programme (via The RSA)</li> <li>▶ Community Business Trade Up Programme (via School for Social Entrepreneurs)</li> <li>▶ Community led Housing Programme</li> <li>▶ Community Shares Booster Programme (via the Community Shares Unit)</li> <li>▶ Community Shares Start-Up Fund (via Crowd funder)</li> <li>▶ Empowering Places Programme (applications were by invitation only)</li> <li>▶ Health and social care community of practice</li> <li>▶ Initial Grants Programme (now closed)</li> <li>▶ Innovation and Infrastructure Fund (now closed)</li> <li>▶ More than a Pub Programme (via Plunkett Foundation)</li> <li>▶ Peer Network Programme (now closed)</li> <li>▶ Places Programme (applications are by invitation only)</li> <li>▶ Power to Change grant with Key Fund loan</li> <li>▶ Power to Change grant with SASC loan</li> <li>▶ Power to Change Research Institute grant (Community University</li> </ul>	<p>Power to Change delivers a range of support and funding programmes. You are allowed to apply to more than one Power to Change programme. If you have been unsuccessful with an application to another programme, we would still welcome an application from you if your project meets the criteria for this fund.</p> <p>Find out more about all our programmes on <a href="https://www.powertochange.org.uk/get-support/programmes/">https://www.powertochange.org.uk/get-support/programmes/</a></p>

## Part Four | The application form

### 2. Project Overview (continued)

Questions	Question guidance
<p>22. If you have a local Community Led Housing Enabler in your region, have you talked to them to help develop this application?</p> <p>If yes, please provide the contact name and email of the person connected to the Enabler who supported you with your application?</p>	<p>Power to Change is supporting the development of Community Led Housing Enablers in each of its five areas of focus.</p> <p>We recommend that you look to see if a Community Led Housing Enabler has been established in your region to see if they can offer you support and advice to write your application. <a href="#">Find out more about Community Led Housing Enablers.</a></p> <p>If, after speaking to an Enabler, you have a query unanswered about your application, then please make an enquiry about this programme by emailing Community Led Homes at <a href="mailto:hello@communityledhomes.org.uk">hello@communityledhomes.org.uk</a> or by telephone 020 3096 7795.</p>

## Part Four | The application form

### 3. Your proposed project

Questions	Question guidance										
<b>YOUR PROPOSED PROJECT</b>											
23. Please provide a brief outline of the proposed community led housing project, including the types of housing and who the housing will be for.	In up to 150 words please provide a brief outline of the proposed community led housing scheme that will be undertaken. What type of homes do you intend to provide that meets local needs? Will you provide houses, flats, shared accommodation, special care units, etc. what number of bedrooms, etc. Please briefly describe who the housing will be for.										
24. Please fill out the table below to explain your target number of homes: <table border="1" data-bbox="100 802 1131 1177"> <thead> <tr> <th>Type</th><th>Number</th></tr> </thead> <tbody> <tr> <td>New build</td><td></td></tr> <tr> <td>Refurbishment</td><td></td></tr> <tr> <td>Change of use</td><td></td></tr> <tr> <td>Other</td><td></td></tr> </tbody> </table>	Type	Number	New build		Refurbishment		Change of use		Other		We understand that the target number of homes may change as the project progresses. Please give us your understanding of the numbers at this stage of your project.
Type	Number										
New build											
Refurbishment											
Change of use											
Other											

## Part Four | The application form

### 3. Your proposed project (continued)

Questions	Question guidance
<p>25. What definition of affordable housing are you thinking of using for the affordable units in your project?</p>	<p>In up to 150 words please describe the definition of affordable housing you will be using. For example - will rents be based on a % of the market rates, % of household income, median local incomes, related to local social rents, or based on other factors? You may need help through this grant funding to decide this, but please provide information about your approach at this point in your project's development.</p> <p>We are interested in supporting a variety of approaches to affordability. We also understand that your project may include market value homes for sale or shared ownership housing to achieve a wider tenure mix.</p>
<p>26. Please estimate the number of units per type of tenure</p> <ul style="list-style-type: none"> <li>▶ Social rent</li> <li>▶ Affordable rent</li> <li>▶ Living Rent</li> <li>▶ Discount market rent</li> <li>▶ Rent to Buy</li> <li>▶ Shared ownership</li> <li>▶ Shared equity</li> <li>▶ Discounted market sale (% of market)</li> <li>▶ Discounted market sale (% of incomes)</li> <li>▶ Mutual home ownership</li> <li>▶ Market sale</li> <li>▶ Market rent</li> <li>▶ Other</li> </ul>	<p>Please give estimated numbers against the following types of tenure, ensuring that the total number adds up to the answer given for target number of homes in question 24. We understand that you will probably need support through this grant to determine the viability of the site and the tenure breakdown, so please indicate here what your current estimates are.</p>



## Part Four | The application form

### 3. Your proposed project (continued)

Questions	Question guidance
<p>27. What is the total number of homes that you are aiming to be affordable, based on the numbers you provided in the previous question?</p>	<p>To be eligible for funding, projects will be developing a majority of permanently affordable housing either as new build housing or converting or refurbishing empty homes. We understand that you will need further support to understand the viability of the scheme and the proportion of affordable homes that can be built or refurbished. Please give your current estimate.</p> <p>The government defines 'affordable' as up to 80% of market rent or market sale price, but we understand that in some very high-priced areas groups may need to offer homes at much lower percentages than in other areas where property prices are low. We are interested in supporting a variety of approaches to affordability.</p> <p>We also understand that if one of your impacts is regeneration, then including market value homes for sale or shared ownership might help to achieve regeneration benefits.</p>
<p>28. Which of the following housing impacts will your project have?</p> <ul style="list-style-type: none"> <li>▶ Increased number of affordable homes</li> <li>▶ Freeing up larger family homes</li> <li>▶ Empty properties back into use</li> <li>▶ Increasing tenure mix</li> <li>▶ Regeneration</li> <li>▶ Improve physical quality of housing</li> <li>▶ Improve quality of management</li> <li>▶ Homelessness</li> <li>▶ Tenant empowerment</li> <li>▶ Other</li> </ul>	<p>Please tick all that you think apply. If you tick other, please explain in 50 words or less.</p>

## Part Four | The application form

### 3. Your proposed project (continued)

Questions	Question guidance
<p>29. Who are you creating homes for? Please pick a max of three options.</p> <ul style="list-style-type: none"> <li>▶ Black, Asian and Minority Ethnic</li> <li>▶ Children</li> <li>▶ Disability (learning)</li> <li>▶ Disability (physical)</li> <li>▶ Ex-offenders</li> <li>▶ Homeless</li> <li>▶ Living in poverty</li> <li>▶ Long-term unemployed</li> <li>▶ Older people</li> <li>▶ Other specific target groups</li> <li>▶ Parents</li> <li>▶ People with addiction issues</li> <li>▶ People with long-term health conditions</li> <li>▶ People with mental health needs</li> <li>▶ Refugees and migrants</li> <li>▶ Victims of crime</li> <li>▶ Young people</li> <li>▶ No specific disadvantaged groups</li> </ul>	<p>Power to Change is a Charitable Trust and as such can only provide funding to projects which have a charitable purpose. This does not mean that your organisation must be a charity.</p> <p>We ask this question to understand how your project meets the needs of people experiencing disadvantage in your community to understand the charitable need your project is addressing.</p> <p>Priority will be given to projects that support communities facing the most challenging circumstances.</p>

## Part Four | The application form

### 3. Your proposed project (continued)

Questions	Question guidance
<p>30. What charitable purposes for public benefit will your project promote?</p> <ul style="list-style-type: none"> <li>▶ Advancement of education, training or retraining</li> <li>▶ Arts, culture, heritage or science</li> <li>▶ Assisting socially or economically excluded to integrate</li> <li>▶ Advancement of amateur sport</li> <li>▶ Childcare or nursery provision</li> <li>▶ Citizenship or community development</li> <li>▶ Environmental protection or improvement</li> <li>▶ Health or the saving of lives</li> <li>▶ Housing, facilities, services to relieve financial hardship</li> <li>▶ Prevention or relief of poverty</li> <li>▶ Promotion of social inclusion</li> <li>▶ Promotion of sustainable development</li> <li>▶ Promotion of urban and rural regeneration</li> <li>▶ Regeneration in areas of social and economic deprivation</li> <li>▶ Relief of unemployment</li> <li>▶ Workspace or assistance to provide training or employment</li> <li>▶ Youth, age, health, disability, finance</li> <li>▶ Any other charitable purposes, specify</li> </ul>	<p>Please select up to three charitable purposes that your project will meet from the list provided.</p> <p>Power to Change requires that the groups they fund have a charitable purpose and there must be a charitable purpose at the heart of the project which meets needs in the community. The provision of housing stock on its own is not a charitable purpose, so the type of housing must be delivering other charitable purposes. For example, by the provision of housing to relieve financial hardship or the relief of those in need for the reason of youth, age, health, disability or other disadvantage, by the design of the housing being created. Please refer to page 8 for more information.</p> <p>If you selected 'other', please describe your other charitable purpose in up to 100 words.</p>

## Part Four | The application form

### 3. Your proposed project (continued)

Questions	Question guidance
<p>31. What allocations principles will you use?</p>	<p>How will local people in housing need be accommodated? What allocations policy will you use to ensure people in housing need are supported? You may not have created an allocations policy yet but please describe the key principles you intend to develop into a policy to ensure homes are allocated to local people in housing need in a fair way. Please use no more than 300 words.</p> <p>To ensure your project has a charitable purpose and can be funded through this programme, the housing must have a fair and open allocations policy for local people in housing need. If your project is providing housing to your members and membership is not open to local people in housing need, or you will only provide housing to people who aren't experiencing disadvantage and housing need, it is unlikely that we will fund your project.</p>
<p>32. Is your proposed project innovative in any way? Please tick all that apply.</p> <ul style="list-style-type: none"> <li>▶ Design</li> <li>▶ Innovative construction methods</li> <li>▶ Working with small and medium sized house builders (SMEs)</li> <li>▶ Innovative tenures</li> <li>▶ Innovative funding models</li> <li>▶ Other (please specify)</li> <li>▶ None</li> </ul>	<p>Please choose a drop down and then provide details in up to 150 words for each one you have ticked.</p> <p>If your project is within the five areas of the programme's focus, it is not a requirement that your project is innovative, but we would like to know if you are being innovative in your plans. If your project is outside our five areas of focus, we do require projects to be innovative and these projects will be invited to apply.</p>



## Part Four | The application form

### 4. Locally rooted

Questions	Question guidance
IS YOUR ORGANISATION LOCALLY ROOTED?	<b>Power to Change funds groups that are locally rooted within a particular neighbourhood or part of a town/city. This section allows you to tell us about how your area of benefit and how your project has been developed by local people.</b>
<p>33. Please provide up to three postcodes which are representative of your area of benefit and the communities your group serves.</p> <ul style="list-style-type: none"> <li>▶ Postcode 1</li> <li>▶ Postcode 2</li> <li>▶ Postcode 3</li> </ul>	<p>We understand that the area you work in may be larger than three postcodes. Power to Change will use these postcodes to access relevant statistics and data about your local area to help us understand the needs of the communities your business serves.</p>
<p>34. Please describe the geographical area(s) your community business serves, describe the housing needs faced by the local community and how your scheme will meet local housing needs.</p>	<p>A community business works to bring benefits to its local community. This is a clearly defined geographical area e.g. a neighbourhood, a ward, a village or part of a city. This is your area of benefit.</p> <p>In 200 words or less we would like to describe the area of benefit of your organisation, the community you belong to and the people your organisation is working for. What are the housing needs within your area of benefit and where your community led housing project will be located? How will the proposed development meet the needs and priorities of the local community? Some community led housing groups develop due to the housing needs of their members across a wider area (sub city/citywide/ countywide). Community led housing groups that form to meet a housing need and then look across a number of neighbourhoods to secure a site will need to provide evidence how they are locally rooted to the geographical community that their site is located in at the point of applying for funding and how they intend to develop this through consultation, governance, volunteering and membership with the help of a grant.</p>

## Part Four | The application form

### 4. Locally rooted (continued)

Questions	Question guidance												
35. Please provide us with an estimate of the population size of your local community (your area of benefit)	This should show the number of people living in your local community, not just the number of people your organisation is currently engaged with.												
36. Please tell us if your organisation already owns any assets in your area of benefit: Yes/ No  If Yes, please list the community assets you own	By assets we mean a community asset such as a community building or a piece of land. We do not expect all applicants to own assets.												
37. Tell us about the people who help to run your organisation. <table border="1" data-bbox="143 802 1111 1139"> <thead> <tr> <th></th><th>Total no of people engaged</th><th>No of people from your community</th></tr> </thead> <tbody> <tr> <td>Full time staff</td><td></td><td></td></tr> <tr> <td>Part-time staff</td><td></td><td></td></tr> <tr> <td>Regular volunteers</td><td></td><td></td></tr> </tbody> </table>		Total no of people engaged	No of people from your community	Full time staff			Part-time staff			Regular volunteers			<p>This question will help us to understand the current level of community engagement in the day to day running of the community business. Input data for all that apply. If you don't know the exact figures, please provide an estimate. For example, your organisation employs 5 staff in total and 3 of these staff are from your local community. In this situation, input: Total number of people engaged = 5 and number of people from your community = 3.</p> <p>Regular volunteers are the people, not including board members, who work with your organisation on a frequent basis, for example, weekly, fortnightly or monthly to arrange activities, attend meetings and develop your projects.</p>
	Total no of people engaged	No of people from your community											
Full time staff													
Part-time staff													
Regular volunteers													
38. How many Full Time Equivalent (FTE) staff does your organisation employ in total?	Example: A standard working week is five days. If you employ someone who works for 5 days a week, that person is full time, and this corresponds to 1 FTE. If you employ 3 people who work part time and each works 2.5 days, each person is 0.5 FTE. In total, you have 3 x 0.5 = 1.5 FTE.												

## Part Four | The application form

### 4. Locally rooted (continued)

Questions	Question guidance
<p>39. On average, how many hours do your volunteers contribute to your organisation each week in total?</p>	<p>To calculate the total number of hours per week, please add up the total number of hours contributed by each volunteer. For example, if you have two volunteers, one who gives 7 hours a week and another gives 2 hours a week, the total number of hours volunteered per week is 9.</p>
<p>40. Tell us about the role your local community has played in shaping your proposed housing project to date.</p>	<p>Please describe (in up to 300 words):</p> <p>1. How you know there is demand for the type of housing you will be providing in your local community and any consultation or market research which you have completed to demonstrate this. (e.g. have people attended meetings and expressed concern about specific housing needs, has there been a housing survey, has there been a public campaign or other show of support for the project)? Can you give an example of any changes you have made as a result of what your community has told you?</p> <p>If you wish to reference local strategies and plans, please keep this very brief and provide weblinks to specific parts of strategies instead. We would like to hear from your community's perspective.</p> <p>2. Please explain how the community is supporting the project, e.g. through attending meetings about the projects, giving their time or skills, making donations or giving via crowdfunding. Please explain how the board has been involved in the development of the project.</p>

## Part Four | The application form

### 5. Accountable to the local community

Questions	Question guidance																		
<b>ACCOUNTABLE TO THE LOCAL COMMUNITY</b>	<b>Power to Change funds groups that are run by and are accountable to their local community. This section allows you to tell us about how your group actively engages local people in decisions about your project and your organisation.</b>																		
<p>41. Please tell us about the number of people involved in your organisation's governance.</p> <table border="1" data-bbox="103 727 1117 1477"> <thead> <tr> <th></th><th>Total number of people</th><th>Number of people from your community</th></tr> </thead> <tbody> <tr> <td>Trustees or directors (unpaid)</td><td></td><td></td></tr> <tr> <td>Trustees or directors (paid)</td><td></td><td></td></tr> <tr> <td>Member shareholders (e.g. members who have purchased community shares)</td><td></td><td></td></tr> <tr> <td>Investor (e.g. people who have financially invested in your organisation and are not members)</td><td></td><td></td></tr> <tr> <td>Members who aren't trustees or directors or shareholders (e.g. society or charity members)</td><td></td><td></td></tr> </tbody> </table>		Total number of people	Number of people from your community	Trustees or directors (unpaid)			Trustees or directors (paid)			Member shareholders (e.g. members who have purchased community shares)			Investor (e.g. people who have financially invested in your organisation and are not members)			Members who aren't trustees or directors or shareholders (e.g. society or charity members)			<p>Please provide the total number of people involved as well as letting us know how many of those people come from your community (your area of benefit).</p> <p>Input numbers against all that apply for your organisation. If you don't have exact figures, please provide an estimate. We want to understand the level of community ownership of your community business.</p>
	Total number of people	Number of people from your community																	
Trustees or directors (unpaid)																			
Trustees or directors (paid)																			
Member shareholders (e.g. members who have purchased community shares)																			
Investor (e.g. people who have financially invested in your organisation and are not members)																			
Members who aren't trustees or directors or shareholders (e.g. society or charity members)																			



## Part Four | The application form

### 5. Accountable to the local community

Questions	Question guidance
<p>42. If your organisation has members, please tell us about your membership structure and who your members are.</p>	<p>Please describe in up to 300 words who your members are. We would like to know the following about your members:</p> <ul style="list-style-type: none"> <li>▶ Who is eligible to become a member?</li> <li>▶ Is your membership open to everyone?</li> <li>▶ How do people become a member?</li> <li>▶ Are there any fees charged to become a member and are their ongoing fees?</li> <li>▶ What powers do members have over the running of your organisation?</li> <li>▶ How engaged are your members in the running of your business?</li> <li>▶ When was your last public meeting (e.g. your Annual General Meeting) and how many people attended?</li> </ul> <p>If you have undertaken a community share offer, please tell us about how you engage with your member shareholders.</p> <p>If your community led housing project is providing housing to your members and membership is not open to local people in housing need, or you will only provide housing to people who aren't experiencing disadvantage and housing need, it is unlikely that we will fund your project.</p>

## Part Four | The application form

### 5. Accountable to the local community (continued)

Questions	Question guidance
<p>43. Please tell us how your organisation will ensure that its governance, staff and volunteers are representative of the local community in which your community led housing project will be based?</p>	<p>Communities can have a genuine say in how your organisation and community led housing project is run in many ways including regular consultation, membership and ownership. Please tell us in no more than 300 words:</p> <ul style="list-style-type: none"> <li>▶ How your organisation actively engages local people in ongoing and regular decisions about your proposed project and your organisation?</li> <li>▶ What do you do? How often? What groups and people do you engage with?</li> <li>▶ How will you be engaging local people in your community led housing project over the next 12 months?</li> <li>▶ How does your organisation actively encourage equality of opportunity for a wide variety of people from your local community, particularly those experiencing disadvantage?</li> </ul> <p>If your organisation has an equality and diversity policy, how do you put this into practice in the day to day work of your organisation?</p> <p>If you are a community led housing organisation that has been looking for sites across a number of neighbourhoods, you will need to provide strong evidence about how you will be accountable to the geographical community where the housing site is located.</p>

## Part Four | The application form

### 6. Trading for the benefit of the community

Questions	Question guidance
<b>TRADING FOR THE BENEFIT OF THE COMMUNITY</b>	<b>This section asks about the current trading performance of your community business and how this trading benefits your local community. We understand that new groups undertaking housing projects may not yet be trading – that is, taking in income from rents or sales of property but you must aspire to trade through this project.</b>
<p>44. Is your organisation currently trading? Yes/ No</p> <p>If yes: What year did your organisation start trading?</p> <p>If yes: What is your organisation's total annual income from trade?</p> <p>If yes: What percentage of your income, if any, is currently generated from housing?</p>	<p>If you are trading you are earning income through providing community services, collecting rents or the sales of homes etc. Organisations who have not started trading are still eligible to apply.</p> <p>If yes, please tell us the year did your organisation start earning income. You can take your total annual income from your latest annual accounts. Power to Change is keen to support community businesses who are scaling up their housing work and new and existing community businesses who are delivering community led housing for the first time.</p>
45. What year do you expect your organisation to start generating rental income or sales from this housing project?	Please give your best estimate of this date.

## Part Four | The application form

### 6. Trading for the benefit of the community

Questions	Question guidance
<p>46. Please tell us how income from the housing project will be used for the benefit of the community in perpetuity?</p>	<p>In 300 words or less please tell us about how your organisation will be trading for the benefit of the community.</p> <p>Is your organisation looking to own or lease some or all of the properties once ready for occupation? It might be that all rental income will be utilised to maintain the affordable housing. Or you may generate a small surplus that can fund complementary community services.</p> <p>If you are selling homes, how are you using the income from the sales? This might be funding some of the affordable housing in the scheme.</p> <p>If you have decided to partner with a housing association to help deliver the project, who will take responsibility for building, owning and managing the properties? If you have decided that a housing association will take on these responsibilities for all the properties, so that the only income you may receive is from ground rent, then this will not be considered to be sufficient trading to be a community business activity for this programme and we recommend that you gain support from an Enabler if you have one and apply to Homes England for revenue funding from the Community Housing Fund.</p>

## Part Four | The application form

### 7. Broad community impact

Questions	Question guidance
<b>BROAD COMMUNITY IMPACT</b>	<b>This section asks about the broader impact your community led housing project will have on your community.</b>
<p>47. Apart from housing people in need, please select one primary impact area for your project from the list.</p> <ul style="list-style-type: none"> <li>▶ Increased employability</li> <li>▶ Improved health and well-being</li> <li>▶ Better access to services</li> <li>▶ Reduced social isolation</li> <li>▶ Improved local environment</li> <li>▶ Greater community cohesion</li> <li>▶ Greater community pride and empowerment</li> </ul>	<p>Power to Change supports projects which have developed clear aspirations and plans in place for achieving wider community benefits.</p>
<p>48. Apart from housing people in need, please select one secondary impact area for your project from the list.</p> <ul style="list-style-type: none"> <li>▶ Increased employability</li> <li>▶ Improved health and well-being</li> <li>▶ Better access to services</li> <li>▶ Reduced social isolation</li> <li>▶ Improved local environment</li> <li>▶ Greater community cohesion</li> <li>▶ Greater community pride and empowerment</li> </ul>	



## Part Four | The application form

### 7. Broad community impact (continued)

Questions	Question guidance
<p>49. In addition to housing, if your project will provide another facility, services or activity please pick from the following options:</p> <ul style="list-style-type: none"> <li>▶ Art Centre, Facility or Activities</li> <li>▶ Business or Workspace</li> <li>▶ Care service or Facility (e.g. Nursing Home)</li> <li>▶ Childcare/ Nursery Provision</li> <li>▶ Community Centre Hub, Facility or Space</li> <li>▶ Community Pub, Shop or Café</li> <li>▶ Conservation of the Environment</li> <li>▶ Construction Activities</li> <li>▶ Employment, Training, Business, or Education Support</li> <li>▶ Energy</li> <li>▶ Environment or Nature</li> <li>▶ Food Catering or Production (incl. Farming)</li> <li>▶ Finance or Credit</li> <li>▶ Mental or Physical Health, Care or Wellbeing</li> <li>▶ Income or Financial Inclusion</li> <li>▶ Leisure Facility (e.g. cinema)</li> <li>▶ Library</li> <li>▶ Media or Publishing</li> <li>▶ Post Office</li> <li>▶ Sport Facility, Activities &amp; Leisure</li> <li>▶ Transport</li> <li>▶ Visitor facilities or Tourism</li> <li>▶ Waste Reduction, Reuse or Recycling</li> </ul>	<p>Please select any category that applies from the following list or leave blank.</p> <p>Power to Change supports projects which have developed clear aspirations and plans in place for achieving wider community benefits. However, groups do not need to be providing additional services, facilities or activities as well as housing to be eligible for this programme.</p>

## Part Four | The application form

### 7. Broad community impact (continued)

Questions	Question guidance
<p>50. Please describe any other facilities, services or activities that you will provide for your residents or the wider community?</p>	<p>Other than the homes themselves, will your scheme include any other community activities or benefits (for example, services to support tenants, shared facilities, play areas, any energy saving or other environmental measures)? Please describe the facilities, services or amenities that you ticked in question 49 and any others in no more than 150 words.</p>
<p>51. What will be different about your community and your local area when your homes are completed and occupied? Please refer to the primary and secondary impact areas you have chosen.</p>	<p>Please use no more than 300 words. Please relate this to the impact areas you have selected in the previous questions.</p> <p>Tell us about:</p> <ul style="list-style-type: none"> <li>▶the changes you want to see</li> <li>▶the current strengths and assets in your local area and how your project aims to build on these to address any challenges your community faces.</li> <li>▶how your project will benefit local people and address any needs you have identified in your community.</li> </ul> <p>The housing scheme may have a positive social impact on the broader community perhaps through its design, how the housing is constructed, through ongoing community led management and/or perhaps through other complimentary community activities such as a community garden, playground or community space which are open to all to use.</p> <p>The tenure mix of your housing might help to stabilise your community and attract a broader range of households into your area which may lead to wider regeneration effects and improved neighbourhood management.</p>

## Part Four | The application form

### 8. Project delivery

Questions	Question guidance
<b>DELIVERING YOUR PROJECT</b>	<b>The following questions will help us to assess the deliverability of your project.</b>
52. How will this project be financed?	What type of funding are you hoping to secure for the Site and Plan stages and also the next Build stage? This programme can help you to develop a detailed business plan and funding strategy but we are interested in your thoughts at this stage. In 300 words or less explain what information you have about the types of funding you hope to secure. Do you know what types of capital funding you will need to secure the land/ building and start building /renovating empty homes? This programme will also fund small amounts of capital funding alongside a revenue grant to help groups secure land and buildings. Will you be approaching lenders (mainstream or social investors)? Do you have plans to access capital grant funding from the Community Housing Fund from Homes England? Have you considered a community share offer?
53. Please upload the results of your pre-feasibility work to date.	We expect groups to have undertaken some outline pre-feasibility work before applying to this programme to explore the outline viability of a scheme. This might have been funded through a small start-up grant programme, be developed with support from an Enabler or completed by internal staff and resources. This could be a short pre-feasibility report, an outline financial spreadsheet and/or some outline scheme designs. Please provide the most useful document only. You can combine one or 2 files into 1 if you require.

## Part Four | The application form

### 8. Project delivery (continued)

Questions	Question guidance
<p>54. What is the status of the land or buildings on which your project will be developed?</p> <ul style="list-style-type: none"> <li>▶ We own the freehold</li> <li>▶ We own the leasehold</li> <li>▶ Letter of agreement with landowner to sell/lease</li> <li>▶ Legal agreement to sell/lease e.g. option with landowner</li> <li>▶ In negotiation with landowner(s)</li> <li>▶ We are still exploring sites/buildings for our housing project</li> </ul>	<p>Please pick one of the drop down options. We will support projects to overcome a variety of obstacles including securing land. If you have identified a list of sites that require investigation then we suggest you request support from your local Enabler if you have one and <a href="#">investigate what start up support programmes are available</a>.</p>
<p>55. Please provide details of the status of the land or buildings.</p>	<p>Please provide details in 300 words or less. Please describe details of the terms of any legal agreement. For example - the length of lease. Please supply details of any written agreement from the landowner if you have them. Please provide details of any informal discussions you have had with the landowner. If you are trying to secure the land or buildings, when do you anticipate being able to take ownership of the building or land if your application to this fund is successful?</p>
<p>56. Please upload a copy of evidence of support from the owner and any other key stakeholders. Opportunity to upload 3 docs.</p>	<p>Please upload any correspondence that you have that shows that the owner is supportive of your scheme. This might be a letter, email, council minutes etc. Please combine files into 1 document where you can.</p>
<p>57. Current planning use of land:</p> <ul style="list-style-type: none"> <li>▶ Residential</li> <li>▶ Commercial</li> <li>▶ Industrial</li> <li>▶ Agricultural</li> <li>▶ Other - please specify</li> </ul>	<p>What is the planning use for the site? Please pick an option</p>

## Part Four | The application form

### 8. Project delivery (continued)

Questions	Question guidance
<p>58. What have you achieved at Plan Stage to develop your scheme design?</p> <ul style="list-style-type: none"> <li>▶ No progress yet on planning application</li> <li>▶ Planning discussions underway with planning office</li> <li>▶ Outline planning submitted</li> <li>▶ Outline planning approval granted</li> <li>▶ Detailed planning submitted</li> <li>▶ Detailed planning approval granted</li> </ul>	<p>Please pick one sub category.</p>
<p>59. Which stakeholders have been involved in the development of your community led housing project?</p>	<p>Have you begun to consult a range of local stakeholders including the landowner, local residents and other key agencies? Please describe briefly those you have worked with, e.g. community groups and activists, support organisations and other key stakeholders. Do you have effective relationships with the key people/agencies that could have a direct impact on the project's progress? Please use no more than 150 words.</p>
<p>60. Please give details of any discussions with the Local Authority about the particular site or refurbishment scheme.</p>	<p>Please use no more than 150 words.</p>
<p>61. What are you proposing to spend the grant funding on?</p>	<p>Please give an indication of the activities outlined in the budget. Please indicate whether you can start these immediately. Please be aware that if your application is successful, you will need to be able to start your project within three months of accepting the grant. Please use no more than 150 words. If your application is successful, we will use the dates given in your budget to choose five key performance indicators and measures of success that our funding will help you to achieve over the next 12 months. For example: Detailed design proposals completed, drawn up and costed, June 2019</p>



## Part Four | The application form

### 8. Managing your project

Questions	Question guidance
<p>62. Please give actual or projected months and years for the completion of the following milestones:</p> <ul style="list-style-type: none"> <li>▶ Site Stage - Outline business/viability/feasibility</li> <li>▶ Site Stage - Site Secured</li> <li>▶ Plan Stage- Planning application submitted / detailed refurbishment plans completed</li> <li>▶ Plan Stage -Development Funding Secured</li> <li>▶ Build Stage - Start on Site</li> </ul>	
<b>MANAGING YOUR PROJECT</b>	<b>The following questions will help us to understand who is managing the project and the experience they have.</b>
<p>63. Project Team</p> <ul style="list-style-type: none"> <li>▶Name</li> <li>▶Position in organisation</li> <li>▶Background (e.g. skills and experience relevant to your project)</li> <li>▶Involvement (e.g. role they are playing in the project)</li> </ul>	<p>Please provide information about up to three key people from your organisation who will be involved in your project. Please explain your track record in 150 words or less. If you have managed a large capital project or other large projects before, please include this in your background to show relevant skills and experience. Don't worry if you have not undertaken an asset development project before. This programme is designed to support groups who are delivering capital projects for the first time and to support experienced groups undertaking new asset-based projects.</p>

## Part Four | The application form

### 9. Finances

Questions	Question guidance
<p>64. Delivery partners:</p> <ul style="list-style-type: none"> <li>► Delivery partner name</li> <li>► Involvement (e.g. developer, lawyers, architects, housing/tenant manager, etc.)</li> <li>► Status (e.g. initial conversation, working relationship, partnership agreement in place)</li> </ul>	<p>Please list up to three delivery partners/services providers you have already identified that you may work with on this housing project.</p> <p>Do you know who will develop/refurbish the housing, who will manage any rented accommodation once built/refurbished? Many applicants will need support through this grant to determine who their delivery partners will be so do not worry if you do not have any delivery partners in place yet.</p>
<b>FINANCES</b>	<p><b>This section asks about financial data for your project. This section also asks about any other sources of funding you are seeking for this project, as Power to Change seeks to draw in other support to work alongside its funds.</b></p>
<p>65. Project Funding Breakdown: Please provide a detailed budget breakdown of the funding required for the stage of the project you are undertaking, using the separate Excel spreadsheet.</p>	<p>You can download the excel template from the <a href="#">Community Led Homes website</a>. Please attach this spreadsheet electronically to your application form and label all attachments with the Project Name and Document Type (for example: Great Estate - Project Funding Breakdown)</p>
<p>66. Amount of grant you are requesting from Power to Change.</p>	<p>Please make sure that the total amount you are asking for is the same total as in the Funding Breakdown excel spreadsheet (column I in your Excel financial breakdown) The range of grants we will award will be from £15,000 upwards. We envisage an average grant of approx. £50,000 across the programme.</p>

## Part Four | The application form

### 9. Finances (continued)

Questions	Question guidance
67. Amount of revenue funding you are requesting from Power to Change	We expect grants to be above £15,000, and the amount awarded will depend on whether applicants are undertaking a new build or a refurbishment project, what stage the project is at and the size and complexity of a project. We anticipate awarding grants averaging £50,000 across the programme. We recognise that the amount applicants require will vary depending on the nature of the project. For exceptional innovation projects, we will consider grants of up to £150,000.
68. Amount of capital funding you are requesting from Power to Change	Small amounts of capital funding (averaging c£25,000) are also available to applicants to sit alongside the main revenue grant. This funding is to support organisations to put down small sums to help them secure land and buildings.
69. Amount of match funding	Power to Change is unlikely to fund the full costs of your project. You should have other sources of funding either confirmed or in the process of being applied for. Securing other funding is not a requirement for this programme at the time of applying but we are looking to see that you are making plans to secure other sources of funding or in-kind support to help you to get to the Build Stage. Please make sure your total figure matches the total in column J in your Excel financial breakdown (question 65).

## Part Four | The application form

### 9. Finances (continued)

Questions	Question guidance
70. Match Funding Details	Please describe in up to 300 words your strategy for raising the remaining funding required to enable your project to reach the Build phase (either start on site or refurbishing properties)?
71. Total Funding Secured to Date	Please make sure this matches the total in the 'Funding Secured' table in your Excel financial breakdown.
72. State Aid - In your opinion would funding from us be lawful State Aid? Yes/No Please provide reasoning.	<p>You are responsible for ensuring that if you were in receipt of a grant this would not constitute unlawful State Aid. Have you received other funding and support from government that is considered to be state aid? There is a Euro 200,000 limit over 3 years on the value of support under the de minimis exemption which includes grants, loans at preferential rates, discounted public land etc.</p> <p>Please refer to <a href="http://clhtoolkit.org/legal/dealing-state-aid">http://clhtoolkit.org/legal/dealing-state-aid</a> for more information. Please seek professional advice if you are unsure.</p>

## Part Four | The application form

### 10. Risk, monitoring and learning

Questions	Question guidance
73. What is the total cost of developing your housing project (all of the costs you estimate will be required to get the project to the start of the Build stage (start on site)?)	<p>Please enter the estimated total cost of developing your proposal to develop community led housing. This should include all the funding you have secured to date and still require from different funding sources to reach the Build stage. Note: this should not include the cost of the housing development/ refurbishment itself, just the pre-development revenue costs (Group, Site and Plan stage costs).</p> <p>Please include any costs incurred to date and future projected costs. Please provide the best estimate you can at this stage.</p> <p>Power to Change is interested in this information to understand the costs of</p>
<b>RISK, MONITORING AND LEARNING</b>	<b>This section is for you to tell us about the potential risks surrounding your project, what you can do to lessen those risks, and how you will monitor your progress and disseminate learning from your project.</b>
<p>74. Risk assessment and mitigation plan</p> <p>Please give us a high-level brief summary of any key risks and mitigation you have identified, in order of priority, starting with the highest risk:</p> <ul style="list-style-type: none"> <li>▶ Risk</li> <li>▶ Description</li> <li>▶ Mitigation/Comments</li> </ul>	<p>Example:</p> <p>Risk -Site contaminated</p> <p>Description - Brownfield garage site</p> <p>Mitigation / Comments - Early ground condition survey</p> <p>There is a word limit of 20 words per box.</p>

## Part Four | The application form

### 11. Supporting documents

Questions	Question guidance
<p>75. Monitoring plan</p> <p>Please describe how you plan to monitor and report back on your progress, within your organisation and to your wider stakeholders, including spend of this grant.</p>	<p>You have up to 150 words.</p>
<p>76. Sharing the learning</p> <p>Please describe how learning from the project will be shared within your organisation, locally and with the wider Community led Housing sector. If you are recruiting an external project manager, how will this project develop the capability of your organisation?</p>	<p>You have up to 150 words.</p>
<b>SUPPORTING DOCUMENTS</b>	<b>Please upload the following documents and label all attachments with the Project Name and Document Type (for example: Great Estate - Cashflow Forecast)</b>
<p>77. Please upload a forward cash flow forecast for your organisation for at least one year.</p>	<p>This should include the proposed project funding secured or applied for and your other projected income and expenditure for your organisation. You can use your own cashflow template or you can use the <a href="#">template provided on Community Led Homes website</a>.</p>
<p>78. Please upload your Governing Documents/Rules.</p>	<p>Please upload a copy of your governing documents/rules. This will help us to check your charitable purpose and governance.</p>



## Part Four | The application form

### 12. References and terms and conditions

Questions	Question guidance
<p>79. Please upload your latest financial accounts and/or management accounts. Please indicate which of the following documents you have attached:</p> <ul style="list-style-type: none"> <li>▶ Your organisation's annual accounts</li> <li>▶ Your organisation's management accounts</li> <li>▶ Your parent organisation's annual accounts</li> <li>▶ Your parent organisation's management accounts</li> <li>▶ We do not have one year's financial accounts</li> </ul>	<p>Please select all the documents that apply and upload your financial documents. This will help is to check your financial viability. Please upload the last year of annual accounts that are available. Please also upload your organisation's management accounts. If you are a new organisation and do not have a year of annual accounts then please upload your most recent management accounts.</p>
<p>80. Please upload copies of quotes to match your budget headings</p>	<p>Please upload up to five documents. Where possible please combine your quotes into one pdf or word document to upload.</p>
<p>81. References Please provide references and read and agree to the following terms and conditions.</p> <p>References: Name, Role, Org, Email, phone number, Notes on relationship</p>	<p>Please suggest up to two references external to your organisation (this can include any delivery partners named in question 64 above) who we can contact to discuss the potential impact, robustness and viability of this specific project idea. For less well-known organisations we may also ask about their track records. Please contact your referees in advance to ask them if this is alright. It will be your liability to ensure you have requested their consent if you add their details to this application form.</p>

## Part Four | The application form

### 12. References and terms and conditions (continued)

Questions	Question guidance
<p>81. Terms and Conditions</p> <p>By submitting information via this form you agree to the following: I certify that the information in this form is true and correct, that I have the authority to act on behalf of this organisation and that this proposal has been approved by the Trustees/Directors or members of my management committee.</p> <p>I agree that Power to Change, Locality and our programme partners may use the data you have provided. Wherever your personal information may be held by us, we will take reasonable and appropriate steps to ensure that the information you share with us is protected from unauthorised access or disclosure.</p> <p>I agree that Power to Change, Locality and our programme partners may contact our group to obtain feedback on the support we have received from this programme.</p> <p>Yes, I confirm I have read and agree to the terms of this web form submission</p>	<p>We will use the information you give us during assessment and during the life of your grant (if awarded) to administer and analyse grants and for research purposes. We may give copies of all or some of this information to individuals and organisations we work with, including CLH Enablers, when assessing applications, administering the programme, monitoring grants and evaluating funding processes and impacts. If you have made applications for match funding we may contact the funder to understand how the application you have made aligns to requests for funding from other programmes.</p> <p>We have a duty to protect charitable funds and for that reason we may also share information with other organisations and funders for the prevention and detection of crime including fraud and money laundering. By submitting this form you are agreeing for us to use this data in the Community Led Homes database.</p> <p>Power to Change is creating an inspirational map of community businesses across the UK. If you tick this box you agree to data about your group being part of a public facing interactive map. No personal contact information will be shared.</p>
<p>82. Privacy and Data protection</p> <p>Please indicate that you've read and accept these statements by ticking the box below:</p> <p>Yes, I have read and accept the terms of the privacy statement and data protection statement</p>	<p>Locality is the data processor on behalf of Power to Change as data controller. Please read <a href="#">Locality's Privacy Statement</a> carefully, which explains how Locality keeps, uses and protects your data. Please also see the following <a href="#">Data Protection statement</a> from Power to Change.</p>

## Part Four | The application form

### 12. References and terms and conditions (continued)

Questions	Question guidance
<p>83. Marketing preferences</p> <p>If you would like to receive our regular news, updates, events invitations and information from Power to Change and Community Led Homes, please tick the box below.</p> <p>Yes, please sign me up</p>	<p>We will contact you via email or phone to let you know the outcome of your application. We'd also like to keep in touch with your organisation about Power to Change news, including information about new funding programmes.</p> <p>We'd also like to keep in touch with your organisation about news from Community Led Homes, including information about new funding programmes. We will never share your information with third parties for marketing purposes.</p>
<p>84. How did you find out about this programme?</p> <p>Please tick the boxes below</p> <ul style="list-style-type: none"> <li>▶ Power to Change newsletter</li> <li>▶ Local Community Led Housing enabler service</li> <li>▶ Another community group</li> <li>▶ Community Led Homes website</li> <li>▶ Twitter</li> <li>▶ Facebook</li> <li>▶ Other</li> </ul>	<p>We would like to know how you found out about this programme to help us with future marketing.</p>