

## COMMUNITY FUND

### What is it?

The Community Fund is a new idea to allow tenants to bid for £500 to £1000 to carry out small projects to enhance their local communities. Up to 10 bids each year will be considered twice annually by the Community Fund Panel (CFP), with applications closing on 31 March and 30 September. Projects need to:

- benefit a sufficient number of residents on the estate
- be properly costed and have a measurable outcome
- be delivered and maintained by the residents
- deliver something that Haig Housing would not normally provide

### Examples:

- improvements to communal areas eg flower beds, allotments or benches
- support for a befriending service for residents
- community activities through a tenants' group – eg coffee mornings or local clubs
- equipment for communal benefit

### Who can apply?

Staff or residents can put forward an idea, which must be supported by a number of tenants. The attached form is to be sent to the Housing Manager (HM) for checking and submission to the Community Fund Panel (CFP), who decide which projects to fund. The HM will then coordinate how the grant is to be paid.

### Practical tips

Money is limited and so not all projects can be funded. The panel will look for the most benefit to residents, impact and clear evidence that residents will make the scheme a success. Additional local fundraising is a great way to show commitment to the project.

### Impact

We want to see the impact of the projects that we fund and share the successes. So as a condition after the project is complete or underway please provide:

- the number of people who have benefitted
- what difference it has made – in their own words
- lots of pictures!

Speak to your HM early – they have lots of practical advice and can help you!

## Annex A: Community Fund Application Form

1. Your details (name, address, email & phone). If you are applying on behalf of a group of homes, estate or community please provide the lead applicant's details.
2. Please give an outline of your project, what will be achieved and when (less than 150 words).
3. List all costs including materials, equipment and any works (with 3 quotations, not estimates). All expenses require a receipt. If you have raised money, say so.
4. Provide details of who will benefit and the consultation that has taken place.
5. Does the project require planning permission? If yes, please provide copies of all approvals.

Yes      No

Thank you & good luck! If you need more space in boxes 1 to 5 above, continue on an extra sheet, marking which box this refers to.

### OFFICE USE ONLY

Date application went to CFP:

Outcome:

Amount approved: £

Date request processed by Finance Team: