



Ministry of Housing,
Communities &
Local Government



**Community
Led Homes**

Community Housing
Fund
Revenue Programme
2021/22
Prospectus

Contents

1. Introduction	4
The objectives	4
What is community led housing?	4
Routes to delivery	5
2. Fund principles	6
Supporting the later stages of pre-development	6
How long is the funding available?.....	7
Achieving milestones	7
Types of scheme.....	9
Non-standard tenures.....	10
Conversions and refurbishments.....	10
Innovation.....	10
Limits on payments	10
Who can apply?	11
Registered Provider status.....	13
What will the funding cover?.....	14
3. Bidding for funding	15
How to apply	15
Eligibility criteria	16
Bid requirements.....	17
Bidding - next steps.....	19
4. Assessment criteria	20
Eligibility	20
Strategic fit	20
Value for money.....	20
Partnerships with Housing Associations.....	21
Deliverability.....	22
Equality and diversity.....	22

Subsidy control	22
Application and assessment timetable.....	23
5. Due diligence and funding agreement	23
6. Payment of grant and reporting requirements	24
7. Support to apply	25
Appendix 1: Checklist of supporting documents	27
Appendix 2: Eligibility criteria explained.....	29
Appendix 3: Filling out the eligibility checker and application form.....	33
Eligibility Checker	33
Application Form	35
Appendix 4: Funderholders.....	61
What does a fundholder do?.....	61
What is required from a fundholder?.....	61
Who can act as a fundholder?.....	61
What is the fundholder responsible for?	62
Appendix 5: Tips and troubleshooting for completing the online application form	63
How should I prepare my answers?	63
I've completed the Eligibility Checker but haven't received an application form?	63
How long have I got to complete my application?	63
What attachments will I need to provide?.....	64
Please refer to Appendix 1 for the list of supporting information that you will need to provide.....	64
How will my data be used?	64
Public liability	64

If you require this guidance to be sent to you in large print or braille, please get in touch by email at grants@communityledhomes.org.uk

1. Introduction

The objectives

1. The objectives of the Community Housing Fund are to:
 - a. increase housing supply in England by increasing the number of additional homes delivered by the community led housing sector.
 - b. provide housing that is affordable at local income levels and remains so in perpetuity.
2. The Community Housing Fund Revenue Programme 2021/22 has made £4 million available to award grants to eligible community organisations to help cover the revenue costs of project-specific activities that will support development of community led housing proposals.
3. The Community Housing Fund Revenue Programme 2021/22 (the Programme) will support applications that will result in housing schemes achieving one or more of the following tasks: submitting a planning application (if applicable), submitting an application for capital funding (if applicable), and/or starting on site. The Programme is therefore not suitable for groups who are just forming and need start-up support or housing schemes that are at an early stage of pre-development.
4. Support will be available from the Programme until the end of March 2022.
5. The Programme will be managed and delivered by the Community Led Homes Partnership in England (outside London). For more information about a similar programme of funding in London, delivered by the Greater London Authority, please contact communityledhousing.london.
6. The Ministry of Housing, Communities and Local Government (MHCLG) are providing the funds for the Programme. MHCLG's job is to create great places to live and work, and to give more power to local people to shape what happens in their area.

What is community led housing?

7. Community led housing is about local people playing a leading and lasting role in solving local housing problems, creating genuinely affordable homes and strong communities in ways that are difficult to achieve through mainstream housing.
8. The Community Housing Fund has been set up to support housing schemes that are truly community-led. Applicants will need to demonstrate that their scheme meets the following definition of community led housing:

- a. meaningful community engagement and consent occurs throughout the development process (the community does not necessarily have to initiate and manage the process, or build the homes themselves, though some may do so).
 - b. the local community group or organisation owns, manages or stewards the homes and in a manner of their choosing, and this may be done through a mutually supported arrangement with a Registered Provider that owns the freehold or leasehold for the property.
 - c. the benefits to the local area and/or specified community must be clearly defined and legally protected in perpetuity.
9. The community led housing sector comprises a wide range of ownership, occupancy and management models including (but not limited to) community land trusts, co-operatives, and cohousing. Within the sector, a range of tenures are possible, including shared ownership, rent, and market sale. The community led housing sector is adept at developing specific ownership and tenancy arrangements that best suit the local circumstances and preferences. This diversity and pragmatism will be recognised in the delivery of the Programme wherever possible. Schemes that include a mixture of homes for market sale and affordable housing can apply to the Programme.
10. The Government is working to bring forward legislation as soon as Parliamentary time allows to prohibit new residential long leases from being granted on houses, whether new build or on existing freehold houses. There will be an exemption available for community led housing developments.

Routes to delivery

11. Broadly speaking, there are three main routes to delivery for community led housing:
- a. Group-led: Grassroots 'start-up' groups responding to housing need or demand, or people seeking to deliver their own homes.
 - b. Extension of community-based activity: Existing community organisations with local roots decide to provide housing in addition to their current activities, or increase their existing provision, for and on behalf of the local community.
 - c. Developer-Community Partnership: A local authority, landowner, housing association or small builder wants to provide housing that benefits the local area in perpetuity. They initiate the project and access community led housing expertise to recruit 'founder members' from within the community and support them to take over ownership, stewardship and/or management of the homes, or they may support an existing group or organisation to deliver their ambition.

2. Fund principles

Supporting the later stages of pre-development

12. Community Led Homes is inviting applications from community organisations wishing to develop community led housing who can demonstrate deliverability in the following ways:
 - a. a suitable site or property is in ownership or there is certainty about obtaining a legal interest in the site.
 - b. the scheme can demonstrate that it is financially viable through the feasibility work completed to date.
 - c. there is a clear route to obtaining planning consent (if this is required).
 - d. a realistic project plan demonstrates that during the lifetime of this Programme (to the end of March 2022) your project will complete the work required to progress the scheme to be able to submit a planning application (if applicable) and/or a capital funding bid (if applicable) and/or start on site.
13. The Programme is aimed at community organisations who have already undertaken some pre-development work and can demonstrate that they have attained all the tasks under Milestone 2 (see table below). Applicants will be required to submit a number of supporting documents, which are listed in Appendix 1.
14. Funding is available to the end of March 2022, to undertake detailed pre-development work. Grants will only be awarded to schemes for which the funding sought will enable the scheme to apply for planning permission (if applicable), submit a capital grant bid and/or start on site. A contribution to post-planning costs for work to get a scheme ready to start on site can be applied for, if it can be proved that other finance options are not available.
15. Grantees will need to have completed all the work and spent all of the grant received by the end of March 2022, even if they then need a little more time to submit a planning application. Grantees will need to have completed all the work required and spent the grant received by the end of March 2022, to be ready to apply for capital funding, even if they then need a little more time to submit a capital funding bid to Homes England or other funders (alongside a detailed application to the Regulator of Social Housing, if applicable). Grantees will be asked to fill in an end of grant report by 15th April 2022 and another outcome monitoring report in June 2022.
16. The Programme is not suitable for groups who are just forming and need start-up support, or schemes that are at an early stage of pre-development. For other funding

available to the sector please visit communityledhomes.org.uk/make-it-happen/get-funding.

17. Groups who have received revenue funding from previous Community Housing Fund (CHF) programmes can apply. It should be noted that there is no guarantee that previous success in applying for earlier stage pre-development costs from the 2018-2020 CHF Programme, administered by Homes England, will lead to the awarding of any further funding through the Programme. Applicants will need to demonstrate how previous grant funding has helped the scheme to progress and how the grant requested is moving the project forward. The programme will not pay for work that has been paid for before through the Community Housing Fund.
18. Groups with affordable housing schemes that are sufficiently progressed to be ready to apply for capital funding for affordable housing products may be able to bid for funding through the [Affordable Homes Programme 2021-2026](#).

How long is the funding available?

19. The Programme will be a rolling programme open for applications until December 2021 or until all funding is committed, whichever is sooner. We expect there will be high demand for the funding available and we are asking applicants to submit an eligibility checker to request an online application form within the first four weeks of the programme opening if possible (by 20th September). Grantees must have completed the work and spent their grant by the end of March 2022.

Achieving milestones

20. Using the milestone framework developed by Homes England, with additional milestones added, the Programme is aimed at enabling schemes to progress so that they can complete all the work required to enable them to go on to submit a planning application and/or submit a capital funding bid and/or start on site.
21. Applicants will need to provide evidence that they have already achieved all the tasks under Milestone 2 (see table below) before they apply to the Programme. Schemes that have achieved Milestone 3 or beyond will be prioritised for assessment.
22. If your group has decided to become a Registered Provider and/or Investment Partner, we expect that many applicants will have submitted their preliminary application to the Regulator.
23. The Programme will fund the tasks associated with completing Milestone 3, 4, 5 and/or Milestone 6 within the time period of the Programme. Applicants will need to provide a clear and realistic project plan to demonstrate how they can undertake all the work funded with the grant by the end of March 2022, to enable them to complete the work required to achieve Milestone 5 tasks.

Milestone	Key milestone tasks (if applicable)
<p>Milestone 2</p> <p>Initial proposals developed</p>	<ul style="list-style-type: none"> • Necessary professionals are involved. • Scheme appraisal. • Outline feasibility study. • Outline build proposals. • Outline financing model. • Viability/feasibility assessment. • Progress in procurement of the building works. • Support in principle from the Local Authority - from Planning Authority discussions (a basic, first stage pre-application response) or alternatively a basic planning appraisal from a RTPI planning consultant (that looks at the list of Local Plan policies, planning history and flags up any policy and site constraints). • Allocations policy drafted.
<p>Milestone 3</p> <p>Progress on developing community led housing proposals – results of feasibility study</p>	<ul style="list-style-type: none"> • Feasibility Study. • Viability model. • Any capital infrastructure works identified. • Site/property identified and confirmed as available with evidence of route to site acquisition. • Local Authority support in principle- evidence of LA support for a drafted allocations policy. • Lettings plan exists.
<p>Milestone 4</p> <p>Detailed housing proposals developed</p>	<ul style="list-style-type: none"> • Finance Plan in place. • Tangible progress with site acquisition. • Confirmation of the approach to securing planning and building control consent – usually results of pre-application planning advice. • Initial design drawings. • Procurement details for securing a builder/developer. • Confirmation of the proposed tenure for the homes (i.e. mix of rent, shared ownership or market sale etc.). • Details of the proposed allocations policy/lettings plan/marketing policy.
<p>Milestone 5</p> <p>Submission of planning, funding and</p>	<ul style="list-style-type: none"> • Planning permission or building control consent applied for as required. • Procurement strategy confirmed.

Registered Provider/ Investment Partner applications	<ul style="list-style-type: none"> • RP/IP detailed application submitted (if applicable) unless the community organisation is acting in partnership with an IP/RP. • Affordable Housing Programme and other capital grant applications submitted.
Milestone 6 Ready to start on site/purchase properties	<ul style="list-style-type: none"> • Legal interest obtained in development site. • Planning consent achieved. • All design information required to construct the project completed. • RP/IP Status achieved (where applicable). • Funding and finance in place. • Any necessary amendments to the proposals following planning permission obtained.

Types of scheme

24. The Programme will be delivered in a way that is consistent with the objective of increasing housing supply in England and delivering value for public money. Funding will therefore only be awarded to schemes that are expected to be eligible for capital funding. Projects will only be supported if the affordable homes are additional to those that would be delivered under a S106 agreement. The Programme will not fund revenue costs incurred by community organisations purchasing properties built by developers through a S106 agreement, as this is not creating additional affordable homes. Projects in which community organisations are purchasing properties from developers are eligible to apply, if these properties are additional to the affordable homes secured through planning gain, S106, or any other planning conditions or obligations.
25. We welcome applications for revenue funding to support schemes to create mixed use developments (i.e. comprising residential and non-residential elements). However, funding is only available to support the housing elements of the project (including, where relevant, communal facilities such as a resident’s lounge or a shared kitchen) in accordance with Homes England requirements on eligible costs on any capital funding bids.
26. If schemes have mixed tenures, with affordable housing and market sale, then these schemes can be supported with a proportion of pre-development costs met, based on the amount of affordable housing that is proposed in the scheme that meets the criteria of the Programme. For example, if 50% of homes will be affordable housing, then up to 50% of pre-development revenue costs can be approved. This can also include a proportion of the pre-development costs of common facilities in cohousing schemes, such as a common house.

Non-standard tenures

27. Projects with non-standard tenures, such as Mutual Home Ownership Schemes (MHOS), are eligible to apply. All applicants will need to demonstrate a clear pathway to delivery through their funding strategy and demonstrate how they will cover the capital cost of their scheme. There is currently no capital funding available through the Community Housing Fund. Some non-standard tenure schemes may be deliverable with nil capital grant, or through cross-subsidy, or through a grant from a source like their local council.
28. The Affordable Housing Programme 2021-26 supports a range of tenures and it is recommended that applicants check whether their proposed tenure can be supported through this capital grant programme. Read details of the scheme at [gov.uk/guidance/apply-for-affordable-housing-funding#for](https://www.gov.uk/guidance/apply-for-affordable-housing-funding#for).

Conversions and refurbishments

29. In addition to new build homes, the Programme will support activities that will lead to the conversion or refurbishment of existing buildings for housing, where there is evidence of need for this form of development and where new affordable housing is being created. Applicants will need to show how they have secured in-principle agreements for capital funding.

Innovation

30. Community Led Homes recognises that some of the best developments are designed using a degree of innovation in response to particular characteristics of the local area or the needs of specific groups. When developing community led housing schemes, prospective bidders are encouraged to consider recent publications and research, to develop new ideas and concepts, and to build on appropriate good practice to develop schemes that are innovative in terms of design, delivery, management, tenure, funding, and location.
31. In particular, through this fund, we are keen to see proposals that show a commitment to good design, use of innovative housing construction products such as modern methods of construction, and make use of innovative funding mechanisms.

Limits on payments

32. Community Led Homes will not apply a strict cap on the amount of grant funding that any single project may receive under the Programme. It is not expected, however, that the Programme will cover more than 90% of the total costs of a bid. Bidders will be expected to demonstrate that they have maximised other sources of funding (such as finance or joint working with local partners) to lessen reliance on central government funding.

33. Our expectation is that applicants should contribute at least 10% of the estimated costs of developing the community led housing proposal. The minimum 10% provider contribution can be other funding secured previously such as grants, partner contributions or community shares (as long as it is not other central government funding). It can also include 'in kind' contributions based on previous spend/work already done, provided that the applicant can demonstrate that the work carried out is of a sufficient value and that it is attributable to the proposed community led scheme. We recommend that the applicant uses local hourly rates for similar roles to calculate the value of 'in kind' contributions.
34. There is not a strict cap on the amount of grant funding that any one project may receive under the Fund (subject to the recipient's compliance with State subsidy requirements, and control requirements under the UK-EU Trade and Cooperation Agreement ("the TCA") where relevant – see paragraph 85).
35. Prospective applicants should be aware that, in order to deliver value for money in respect of the available funds, we may need to limit the total amount of central government funding made available to any individual project. Any funding awarded under the previous Community Housing Fund programmes– or from other central government sources – will need to be taken into account in the assessment of applications for further funding from the Community Housing Fund. Where the scheme applying for funding has previously received funding from the Community Housing Fund, Community Led Homes will take account of how this previous funding has been used when assessing the application.
36. In areas where the local authority has unspent Community Housing Fund revenue funding available to groups to help fund pre-development costs, this funding source should be prioritised by groups before applying to the Programme. Assessors will scrutinise whether there are alternative local CHF funds available and determine whether additional funding from this national programme is required. A mix of revenue funding from local authority CHF funds and the Programme could be possible.

Who can apply?

37. Bidding is open to all community organisations that are constituted as a body corporate¹, or an equivalent form of constituted body. Eligible organisations include (but are not restricted to):
- a. Registered charity,
 - b. Charitable Incorporated Organisation,

¹ A body corporate is anybody which has been formally incorporated, usually by registration as a company with Companies House under the requirements of the Companies Act 2006.

- c. Company Limited by Guarantee,
- d. Community Benefit Society,
- e. Co-operative Society,
- f. Community Interest Company,
- g. an organisation of another type operating as a social enterprise and principally reinvesting their surpluses for social benefit,
- h. Company Limited by Shares, if it is a subsidiary solely owned by a parent organisation.
- i. Armshouses

38. If you have set up a subsidiary to own and/or manage homes then you will be asked to provide details of this constituted body as well as the parent organisation. Either the parent organisation or the subsidiary can apply if it is incorporated.
39. If you are a housing association, local authority, town council or parish council, who has initiated a Developer-Community partnership which does not yet have an incorporated community organisation partner, please fill out the [Expression of Interest form](#). We will be in touch to discuss if your project is eligible, and the supporting documents you will need to submit with your application. You will need to be sent an application form directly rather than filling out the online application form for community organisations.
40. If you are a housing association, local authority, town council or parish council who is working with an incorporated community organisation, please support the community organisation to apply to the Programme. The assessors will want to see that an active role is being taken by the community organisation. The community organisation can nominate a fundholder if they prefer.
41. Consultants and Enabler Hubs cannot submit applications on behalf of community organisations, but we expect that they will offer advice and support to help organisations to write the bid.
42. There are some Enabler Hubs who are working in partnership with a local community organisation as a local delivery partner, to develop and/or manage housing on the community organisation's behalf. The application should be submitted by the community organisation, and the main contact and back-up contact must be from the community organisation. The Hub could be nominated as the fundholder. Hubs can apply to the Programme if they are delivering their own schemes and meet the Programme's eligibility criteria.

Registered Provider status

43. Because the Programme does not entail the provision of grants directly towards the construction costs of affordable housing, it is not a requirement for organisations bidding to be a registered provider of social housing.
44. It should be noted, however, that organisations who intend to be the landlord of completed low-cost rental properties funded by Homes England capital grant must be – or intend to be – registered as a provider of social housing with the Social Housing Regulator before completion of any developments funded through those programmes and any payment of funding. Full details of how to register are available online at: [gov.uk/register-and-de-register-as-a-provider-of-social-housing](https://www.gov.uk/register-and-de-register-as-a-provider-of-social-housing).
45. Organisations should have considered the implications of seeking registration with the Regulator and familiarised themselves with the ongoing obligations of being a Registered Provider of social housing. Information can be found at [gov.uk/government/publications/regulatory-standards](https://www.gov.uk/government/publications/regulatory-standards) and [gov.uk/government/publications/social-housing-regulation-regulating-the-standards](https://www.gov.uk/government/publications/social-housing-regulation-regulating-the-standards).
46. Fees now apply to registered providers – the initial fee is currently £2,500 (payable on successful registration) and there is an annual fee dependent on the numbers of units a provider has. Further information can be found at: [gov.uk/government/publications/fees-for-social-housing-regulation](https://www.gov.uk/government/publications/fees-for-social-housing-regulation).
47. This Programme will fund the associated costs of becoming a Registered Provider/ Investment Partner, including staff time to submit the application to the Regulator, consultancy fees to help you through the process, and the fee to the Regulator. We do not expect that all applicants will complete registration with the Regulator of Social Housing during the period of their grant. It usually takes three to six months from the time that the Regulator receives a complete detailed application for the Regulator to seek assurances that the applicant has demonstrated whether it meets the registration criteria. If applicable to their scheme, we will expect applicants to have a project plan that shows that all the work required to submit a detailed application to the Regulator will occur, with submission in Spring 2022.
48. Organisations would also need to consider alternative plans should their application for becoming a Registered Provider of social housing not be successful.
49. The requirement to be a Registered Provider of social housing does not apply to organisations that will not act as the landlord of low-cost rental property. Where an organisation is delivering homes for low-cost homeownership (Shared Ownership for example), there is no requirement for that organisation to be a Registered Provider.

What will the funding cover?

50. Organisations can apply for revenue funding to support a wide range of activity which will support the preparation and instigation of community led housing proposals. Costs may include:

- a. Remaining feasibility tasks.
- b. Site/property investigation costs.
- c. Project-specific professional fees (such as architects, design fees, quantity surveyors for cost estimates).
- d. Legal fees.
- e. CLH adviser costs.
- f. The costs of forming a subsidiary body.
- g. Registration fees charged by the Regulator of Social Housing.
- h. Project management costs (both internal staff and external).
- i. Pre-application and planning application fees.
- j. Board and staff training, governance work.
- k. Community consultation.
- l. Volunteer expenses related to this project.
- m. Any administrative and operational costs arising from any such activities.
- n. Any costs associated with joining a consortium to obtain support on capital funding bids.
- o. Any loan arrangement fees for loans to pay towards the pre-development costs.

51. Examples of costs that the grant cannot be spent on:

- a. Paying debts, fines or expenses already incurred or paid to cover retrospective costs.
- b. Funding activities that have been already occurred or been funded through another support programme, including the Community Led Housing Enabler Hub

Grant Programme.

- c. Core costs of the applicant's organisation (for example staffing costs, running costs, repairs etc.).
- d. Paying for volunteer time – however, reimbursement of reasonable out-of-pocket expenses is eligible.
- e. Capital items – generally this means that a purchase results in owning a lasting asset such as computers, photocopiers or digital projectors.
- f. Other capital costs – for example, building costs or costs associated with refurbishing a building (these are covered in the capital funding bid to Homes England).
- g. General contingency for unknown costs or cost overruns.
- h. Day rates for community led housing advisors above £550 (excluding VAT and reasonable travel expenses).
- i. Any fees charged from a fundholder for being a fundholder.

52. We recommend that you only apply for funding for activities that you hope to start at least six weeks after the date of submitting your application. We cannot fund activity that has happened in the past, or prior to the grant being awarded. Please do not start spending any money until your grant has been approved and you have received a grant agreement and confirmation from us in writing.

53. Funding will be paid by instalments in advance, based upon the attainment of milestones as set out in Chapter 6.

3. Bidding for funding

How to apply

54. Community Led Homes welcomes applications from any eligible organisations. To request a link to an online application form, community organisations will be asked to complete an eligibility checker on the [Community Led Homes website](#). If you have answered yes to all the questions you will be asked to submit your contact details and an indication of how much you are going to apply for, to receive a link to an online grant application form. An email containing a unique link to the application form will be sent to you overnight.

55. We request that you complete the eligibility checker and request an application form within the first 4 weeks of the programme opening, if possible (by 20th September), so we can assess demand for the programme.
56. The Fund will remain open to receive applications until funding is fully committed (or until 31 December 2021, whichever occurs first).
57. Guidance about how to complete the application form questions can be found in Appendix 3.

Eligibility criteria

58. Community organisations will need to meet all the following eligibility criteria in order to be able to apply for the Programme:
- a. Your community organisation is incorporated.
 - b. Your organisation is based in England and outside the Greater London Authority area.
 - c. Your community organisation is developing a community led housing project.
 - d. Your community organisation is looking to create some permanently affordable housing to meet local housing needs.
 - e. Your community organisation is looking for revenue funding.
 - f. Your community organisation has completed sufficient feasibility work to demonstrate your project is deliverable.
 - g. Your project will complete the work required during the lifetime of the Programme to enable the project to progress and be able to submit a planning application (if applicable) and/or a capital funding bid (if applicable) and/or start on start.
 - h. Your community organisation is incorporated and must have been established for charitable, benevolent, or philanthropic purposes.
 - i. Your community organisation must have a membership of five or more members who are not related and who are all living at different dwellings, including three committee members who are not related and who are all living at different dwellings.
 - j. Your community organisation must have a bank account with two signatures who are not related and live at separate addresses. You can also identify an eligible incorporated organisation to act as your fundholder.

For more information about these criteria, please refer to Appendix 2.

59. If you are a housing association or local authority who has initiated a Developer-Community partnership, you will need to submit documentation to demonstrate the approach to working with the community and demonstrating how you are developing a community led housing project. Please fill out an [Expression of Interest form](#). We will be in touch to discuss if your project is eligible to apply and the supporting documents you will need to submit with your application. You will need to be sent an application form directly.

Bid requirements

60. All applicants will be required to fill out an online application form, which will include the information set out below. Please refer to Appendix 3 for guidance to help you fill in each question in the application form.

61. Details of the bidding organisation including:

- a. Name of lead applicant organisation.
- b. Type of organisation (e.g., Company Limited by Guarantee, Community Interest Company, etc.).
- c. Your organisation's governing documents/rules.
- d. Company/society registration number.
- e. Date of registration.
- f. Registered office address.
- g. Registered provider number (if applicable).
- h. Website address (if any).
- i. Principle contact for all enquiries.
- j. The principle contact's position or job title within the applicant organisation.
- k. Address, telephone number and email address for correspondence.
- l. Name(s) of other partner(s) associated with the bid.
- m. One-year cashflow for your organisation.

n. Latest annual/ management accounts.

62. Details of the scheme including:

- a. Number of homes, type of accommodation and their tenure.
- b. Community benefit – An outline of how the community will benefit from the proposed scheme, including details of who is expected to buy/rent the homes to be developed.
- c. Details of community engagement already carried out and proposed.
- d. Proposed allocations policy.
- e. Confirming that a specific and suitable site/property is available and if not in ownership, there is a formal agreement to secure a legal interest in the site/property from the owner (options agreement in place, signed heads of terms of exclusivity agreement, Memorandum of Understanding (MOU) from the Local Authority assets team agreeing to in principle transfer freehold interest etc.).
- f. The current planning use of the site.
- g. Feasibility work completed to date including any capital infrastructure works identified and any outline build proposals.
- h. Outline financing model demonstrating viability.
- i. Information about the necessary professionals involved (for example, an architect or quantity surveyor) to ensure proposals have the necessary level of technical expertise to succeed.
- j. Forecast milestone dates and a clear and realistic project plan to achieve them.
- k. Strategy for project procurement and management – An explanation about who will develop/refurbish the housing and who will own and manage any rented accommodation once built/refurbished.
- l. Planning advice – Advice from the Local Planning Authority (a basic, first stage pre-application response) or a basic planning appraisal from a RTPI planning consultant (that looks at the list of Local Plan policies, planning history and flags up any policy and site constraints).
- m. Funders Support – Confirmation of positive conversations about capital funding (grant and loan) with funders.

63. Details of the grant request including:

- a. The total amount of grant sought.
- b. Total costs for the associated works/activity.
- c. A summary of the activity for which funding is sought.
- d. An explanation of how the budget lines were developed.
- e. All funding sought or obtained from elsewhere and the contribution to be made from the applicant's own resources.
- f. Funding secured previously, the funder and what progress was made with this funding.

64. Applicants will be asked to upload relevant documents to their form to support their applications. A checklist of supporting documents is provided in Appendix 1.

65. The application form will ask you to explain how you have developed your budget and quotes should be uploaded onto the electronic form. Quotes will not be required for every budget item, but you will need to explain how you have arrived at each cost.

66. You must secure value for money in the purchase of goods and services and have appropriate procurement policies and procedures in place. For items under £10k one quote is sufficient, but for items over £10k a competitive tender process should be used and at least three quotes sought. Where there is only one supplier capable of providing the goods and services you may follow a single tender procedure.

67. Appointing suppliers can occur after the grant has been approved. If services need to be procured by undertaking a tendering process, this should be explained in the application form and a timetable given. The ability to undertake pre-development work and spend the grant by the end of the grant funding period will be one aspect of deliverability that the grant assessors will look at.

Bidding - next steps

68. Following submission, Community Led Homes will assess applications received against the assessment criteria for the Programme. These are set out in Chapter 4. Additional information may be sought from the bidding organisation at this stage if required.

4. Assessment criteria

69. Community Led Homes will assess all bids received against the following key criteria:

- a. eligibility,
- b. strategic fit,
- c. value for money,
- d. deliverability.

Eligibility

70. The assessment will consider if the scheme meets the definition in Chapter 1 of community led housing and the applicant and application meets the eligibility requirements for the programme listed in Appendix 2.

Strategic fit

71. Assessment will take account of the extent to which the proposed scheme is likely to contribute to the aims of the Community Housing Fund as outlined throughout this prospectus:

- a. increase housing supply in England by increasing the number of additional homes delivered by the community led housing sector.
- b. provide housing that is affordable at local income levels and remains so in perpetuity.

72. In order to ensure that the schemes supported by the Programme are genuinely community led (according to the definition in Chapter 1), applications will be assessed on the level of community engagement, accountability to the community, and support shown throughout the development process.

73. We expect the close collaboration of the community to lead to community led housing delivering important additional benefits in respect of the quality of design, innovative construction technologies, tenures, and approaches to financing.

Value for money

74. Community Led Homes will assess bids based on the value for money that they demonstrate to ensure that the Programme can deliver maximum impact. Assessors will look at the pre-development costs incurred previously by the scheme and the

revenue funding requested from the Programme to consider if this is value for money for the type of scheme and approach being taken.

75. Applications which have a total CHF revenue grant per unit of £5,000 or less (cumulative total of all CHF revenue grant previously awarded to the project from the Homes England CHF programme and the quantity of grant applied for in this Programme) will be prioritised for an assessment. If your CHF revenue grant per unit will be higher than £5,000, we still encourage you to apply.
76. In order to ensure the funding available supports as many projects as possible, we will expect applicants to ask for the minimum level of funding required to support development of their proposals.

Our expectation is that groups should contribute at least 10% of the estimated pre-development costs of the community housing proposal. Whilst there is a requirement of 10% match funding, bidders will also be expected to demonstrate that they have taken full advantage of alternatives to central government funding. Assessors will look to see that other funding opportunities have been explored and secured. Please refer to communityledhomes.org.uk/make-it-happen/get-funding for information about other funding sources.

77. Groups with a secure site and planning consent often have the opportunity to secure pre-development finance. If you are applying for a contribution towards post planning costs, your viability model will need to show why a CHF grant is needed to help the scheme to get to start on site in addition to, or instead of securing pre-development finance.
78. Cross-subsidy through the inclusion of some homes for market sale or rent is encouraged to reduce a project's capital grant requirements.

Partnerships with Housing Associations

79. Many community led housing schemes decide to partner with a housing association (HA), where the HA will take the responsibility for securing the capital funding, building, managing and owning the rental units. In this type of partnership model, we expect that the HA will cover a proportion of the pre-development costs, as they would do for other schemes they build. Community organisations choosing to develop projects in which a HA will develop and own all the properties will need to apply to the Programme and demonstrate in their application why a CHF grant is required to make the project viable. If applicants have a written agreement with a HA, they should be clear on discussions they have had about the financing the HA will provide, and why the CHF grant is needed as part of the mix.

80. Funding contributions do not need to be fully in place at the time of applying for funding. Evidence should, however, be provided with the application to show that an appropriate fundraising strategy is in place.

Deliverability

81. The Programme will run until the end of March 2022. All grant-funded work must be completed by this date.

82. It is not expected that applicants will have fully worked up community housing schemes before applying, however applicants will need to have reached a stage where they can demonstrate that their schemes are deliverable. Applicants will need to provide clear and realistic project plans to demonstrate that they can undertake all the work funded with the grant by the end of March 2022. This work must enable the project to progress and achieve key tasks at Milestone 5 – either submitting a planning application (if applicable) and/or submitting capital funding bids (if applicable) and/or start on site. We would also expect applicants to complete all the tasks required so that they can progress to submitting a detailed application to the Regulator of Social Housing to achieve Registered Provider status, if this is applicable for the scheme. Projects which have progressed furthest towards the build phase are likely to be able to make the strongest case for funding on deliverability grounds. Schemes that have achieved Milestone 3 and beyond will be prioritised for assessment.

83. Consideration will also be given to the group's capacity to deliver the project and any key risks identified.

Equality and diversity

84. We want to be sure that housing funded under the Programme will be available to meet the diverse housing needs of all sections of our communities, whether defined by geography, need or interest. We encourage applications for community led housing schemes that provide housing for residents with a particular need or community of interest.

Subsidy control

85. There is a legal requirement to consider whether the grant could be a subsidy under the UK-EU Trade and Cooperation Agreement (“the TCA”), and therefore unlawful. Funding can constitute a subsidy if:

- a. assistance arises from the state or resources of the state;
- b. it is given to an economic actor;
- c. it confers an economic advantage on one or more economic actors and is specific insofar as it benefits, as a matter of law or fact, certain economic

actors over others in relation to the production of certain goods or services;

- d. and it has, or could have, an effect on trade or investment between the UK and EU.

86. There is currently a minimal financial assistance threshold (previously known as a de minimis exemption) of circa. £350,000 calculated over a rolling three-year period. This means that an individual economic actor can lawfully receive up to a maximum of £350,000 in grants over three years without it constituting a subsidy. It is important to note that the £350, 000 maximum is per recipient and must account for *all* grants received, over the three years whether from this fund or from other funds for different projects. Applicants should seek and rely on their own legal advice regarding subsidy control compliance matters.

Application and assessment timetable

87. The application process will remain open to receive new applications until funding is fully committed (or until 31 December 2021, whichever occurs first).

88. Bid assessment will be carried out continuously throughout the funding period, and dependant on the level of bids received, we would anticipate that the decision-making process on a full application would take no more than six weeks from the time of the initial bid submission. Recommendations about who is awarded a grant are made by a team of assessors based on how well the application criteria have been met. Each recommendation will be reviewed by a fortnightly grants panel before the grants panel approves or rejects an application for funding.

89. Although each application will be looked at on a first come, first served basis, it is the quality of the application that will determine whether it will be recommended for funding.

5. Due diligence and funding agreement

90. We will inform you by email whether you have been successful or not. We aim to let you know the outcome of your application within a month if you have included all the relevant information in your application.

91. Where we intend to make an allocation, our Grant Administrators, Groundwork UK, will conduct a due diligence check. The time it takes to complete the due diligence process is dependent on applicants providing satisfactory information.

92. For the due diligence process, you will be asked to provide bank account details for your organisation (or for the fundholder who will hold the funds on your behalf), details of at least two independent authorised signatories on the account (including names,

home addresses, telephone numbers and email addresses) and a bank statement dated within the last three months for the bank account where you wish the grant to be paid. Groundwork UK will only be able to make payments to incorporated organisations, therefore you will be asked to provide your registration number. If you are using a fundholder they will need to supply these details.

93. You will also be asked to confirm that you have appropriate public liability insurance in place for your project.
94. All successful applicants to the Community Housing Fund will be required to enter into a legally binding funding agreement with Community Led Homes.
95. Organisations are required to declare any grant received through this fund in any future State Aid/subsidy control declarations to other grant giving bodies to whom they make a grant application.

6. Payment of grant and reporting requirements

96. A signed funding agreement needs to be in place before any payment can be made.
97. Once you have satisfactorily submitted all the information requested to Groundwork UK, you will receive your grant payment within 10 working days. If some information is missing or needs clarification, you will be contacted by Groundwork UK. When planning the start date for your project, please allow at least 20 working days for Groundwork UK's process. Applicants must be able to start the activities within one month of signing their offer letter and must spend the funding by the end of March 2022.
98. Groups will be asked to submit a monitoring report including evidence of progress and expenditure. This will include a breakdown of expenditure to date, as well as submitting invoices and receipts for any items over £1,000.
99. Payments under the Programme will be paid on a scheme-by-scheme basis. Funding will be paid out in instalments and payments will be paid in advance to help groups to fund the next milestone.
100. As groups achieve Milestones 3, 4, 5 and 6 as laid out in the table, this will require self-certification by applicants and the production of specific relevant evidence as shown in the milestone table. Self-certification should be carried out by qualified professionals involved with the proposal or someone with a defined role named in the legal documents of the body corporate. After a milestone has been completed and a progress report has been received, a further instalment of the grant will be paid to complete the next milestone. The key test for the next instalment of grant to be released is that all

the milestone tasks have been achieved and approximately 80% of expenditure of the first grant instalment can be evidenced.

101. Applications to the Programme will not need to cover the costs for achieving all of the milestones, only the tasks required to enable their scheme to progress to achieve one or more of the following Milestone 5 tasks: submit a planning application (if applicable) and/or submit a capital funding application (if applicable). We would also expect applicants to be undertaking the work required to enable them to submit a detailed application to the Regulator of Social Housing to achieve Registered Provider status, if this is applicable for the scheme. If some of these tasks have already been achieved, the applicant can also request funding for tasks to progress to achieve Milestone 6 if other post-planning finance is not available.
102. The end of grant report will ask you to describe what progress you have made as a result of the funding; self-certification of any milestones achieved and supporting documents to provide evidence of this; and a breakdown of your expenditure. The report will also ask you to submit invoices and receipts for any items over £1,000. Grantees will be asked to fill in an end of grant report by 15th April 2022 and another outcome monitoring report in June 2022.
103. Any unspent funds will need to be returned to Groundwork UK. Full details of reporting requirements and how to pay back any unspent funding will be provided by Groundwork UK with the terms and conditions of the grant offer, and at the end of the grant reporting process.

7. Support to apply

104. We recommend that you seek advice from a community led housing advisor before applying to the Programme. An experienced advisor will be able to help you to consider the costs you are likely to incur and help you put together a budget.
105. To discuss particular scheme proposals and whether the Programme is suitable, applicants are invited to contact their local Enabler Hub for advice. Details of your local Enabler Hub can be found here communityledhomes.org.uk/find-your-local-hub.
106. If applicants have specific questions about the application process or application form that can't be answered by the nearest Enabler Hub, please contact grants@communityledhomes.org.uk.

Applicants should note that where there are questions raised that might apply to all prospective applicants, these and our response will be published on the Community Led Homes website.

107. If you are a community organisation representing people from one of more of the nine protected characteristics² and/or your community led housing project is going to provide housing specifically for people from one or more of the protected characteristics, then we can offer support to help you find experienced advisers to help you submit an application.

108. Appendix 5 has tips and troubleshooting for completing the online application form.

² Under the Equality Act, there are nine protected characteristics: Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex.

Appendix 1: Checklist of supporting documents

Here is a list of documents that we require you to upload to your application form.

Supporting Documents	Guidance
Governing document	If you are a subsidiary applying for a grant, we will also require you to submit your parent organisation's governing document and annual/management accounts.
Annual accounts	If you are a subsidiary applying for a grant, we will also require you to submit your parent organisation's annual accounts. The assessor may request the last 3 years of annual accounts.
Management accounts	If you are a subsidiary applying for a grant, we will also require you to submit your parent organisation's management accounts.
Cashflow forecast	Please submit a cashflow for your organisation for 2021/22. We would like to see that your organisation is in good financial health. This should include the CHF grant that you are asking for, other project funding secured and/or applied for, and your other projected income and expenditure for your organisation. You can use a template or you can use your own version.
CHF funding breakdown spreadsheet	This spreadsheet can be found on communityledhomes.org.uk/chf-revenue-programme-202122 . There are four tabs to fill in: <ul style="list-style-type: none"> • Scheme cost, • Pre-development costs, • CHF 2021/22 budget breakdown, • Other funding.
Quotes for CHF funding requested	Quotes will not be required for every budget item, but you will need to explain how you have arrived at each cost in your funding breakdown.

Outline or full Feasibility study	The feasibility study should link through to all the aspects of the submission, especially the viability model.
Viability model	This might be included within your feasibility study or be your own spreadsheet or an appraisal tool (PAMWIN, ProVal etc).
Valuation reports (land/ property and rental values)	Please provide copies of valuation reports to advise on the valuation of the land/property and rental values. The valuation needs to be undertaken by an independent valuer with an appropriate RICS qualification.
Allocations policy and lettings plan	Please provide a copy of your proposed allocations policy and if you have one your lettings plan. Please provide any evidence you have from the relevant Local Authority department, ideally the Housing department, to show that they support your allocations policy/lettings plan.
Evidence of planning advice	Please provide evidence of advice from the Local Planning Authority (a basic, first stage pre-application response) or alternatively a basic planning appraisal from a RTPI planning consultant (that looks at the list of Local Plan policies and planning history and flags up any policy and site constraints).
Evidence of site/property ownership or agreement to secure a legal interest	Please upload evidence of ownership or a formal agreement to secure a legal interest in the site/property from the owner (options agreement in place, signed heads of terms of exclusivity agreement, MOU from the Local Authority assets team agreeing in principle to transfer freehold interest etc).
Evidence of support from other funders	Please provide evidence that a reputable funder has indicated that they will make you a capital funding offer.

Appendix 2: Eligibility criteria explained

Your community organisation is incorporated.

Bidding is open to all community organisations that are constituted as a body corporate³, or an equivalent form of constituted body.

Your organisation is based in England.

The Programme can only fund organisations based in England (outside of the Greater London Authority (GLA)) that are also developing community led projects in England.

Your community organisation is developing a community led housing project.

For the purpose of the Programme, community led is defined as follows:

- There is meaningful community engagement and consent occurs throughout the process. The community does not necessarily have to initiate and manage the development process or build the homes themselves.
- The local community group or organisation owns, manages or stewards the homes in a manner of their choosing. This may be done through a mutually supported arrangement with a registered provider that owns the freehold or leasehold for the property.
- The benefits to the local area and/or specified community of interest must be clearly defined and legally protected in perpetuity.

Your community organisation aims to create some permanently affordable housing to meet local housing needs.

The Community Housing Fund aims to support an increase in housing supply in England by increasing the number of additional homes delivered by the community led sector, to provide housing that is affordable at local income levels and remains so in perpetuity.

Applicants will be asked to explain how the project aims to create some affordable housing and will provide housing for people in housing need.

When we talk about housing that is affordable, this includes a range of different tenures (for example, homes provided at social rent and 'affordable rent' (80% of market rent), rent linked to local incomes, shared ownership, and homes for sale at discounted market values when the discount is retained for future resales). We understand that to make some

³ A body corporate is anybody which has been formally incorporated, usually by registration as a company with Companies House under the requirements of the Companies Act 2006.

projects viable, there may be a mix of tenures, including homes for sale and rent at market rates alongside the affordable housing.

There are many definitions of housing need. This can include the need for different sizes and designs of housing to support young people, elderly people, people with disabilities, Black, Asian, and Minority Ethnic (BAME) communities, or a community of interest etc. Your community may need to diversify its housing mix to ensure local services like schools and bus services can be maintained.

We will ask you to explain how you know your emerging project ideas are supported by the local community or a community of interest.

Your project requires revenue funding.

Your project requires revenue funding for the later stages of pre-development.

You have completed sufficient feasibility work to demonstrate your project is deliverable.

Community Led Homes is inviting applications from community organisations wishing to develop community led housing who have completed Milestone 2 as a minimum and can demonstrate deliverability in the following ways:

- A suitable site or property is in ownership or there is certainty about obtaining a legal interest in the site.
- The project can demonstrate that it is financially viable.
- There is a clear route to obtaining planning consent if this is required.
- Local authority support in principle.

The Programme is designed to support community led housing projects that are at the later stages of pre-development.

Your project must be commercially viable in current market conditions to be able to attract capital funding, if you require capital funding for building or refurbishment works.

Your project will complete all the work required during the lifetime of the Programme, to enable the project to progress and submit a planning application (if applicable) and/or a capital funding bid (if applicable).

Applicants will be asked to submit a realistic project plan to demonstrate that the project will complete all the work required during the term of the grant (up to the end of March 2022) to enable the project to progress and submit a planning application and/or capital funding application and/or start on site.

Your community organisation must be incorporated and have been established for charitable, benevolent or philanthropic purposes.

The organisations selected to receive grants will normally be not-for-profit due to their structure (such as Community Benefit Societies, Community Interest Companies, charitable companies), or because of the way in which they are run, with rules to reinvest all/most surpluses (profits) into their charitable, benevolent or philanthropic purposes. Assets may only be disposed of to benefit the community.

You may be an incorporated community organisation that is focused on creating permanently affordable housing and/or solving local housing problems; or an existing community organisation that has been established to further the social, economic and environmental wellbeing of local people or a community of interest.

We will ask you to upload your governing document to check that your organisation is eligible to apply.

To become a Registered Provider, it is necessary to be an 'eligible organisation' in terms of having an eligible legal framework⁴. Section 112 of the Housing & Regeneration Act 2008⁵ requires that applicants are English bodies. These include:

- A registered charity whose address for the purpose of registration by the Charity Commission is in England.
- A registered society whose registered office for the purposes of the Co-operative and Community Benefit Societies Act 2014 is in England.
- A registered company that has its registered office in England.

For organisations that are already running and undertake a range of activities, but want to get involved in housing provision, setting up a subsidiary housing organisation and registering this as a Registered Provider might be an option. This support programme can

⁴ The eligibility criteria is set out in a publication from the HE entitled "Guidance For New Entrants Applying For Registration As A Provider of Social Housing" March 2017

gov.uk/guidance/register-and-de-register-as-a-provider-of-social-housing.

⁵ Section 1.9 of this Guidance states: "Section 112 of the Housing & Regeneration Act 2008 sets out eligibility conditions that include the regulator's criteria that new entrants applying for voluntary registration must meet. Such applicants must first meet condition 1 of the statutory eligibility requirements (section 112(2) of the HRA 2008) (referred to in this guidance as the 'eligibility requirements')."

help you to cover any legal advice and fees for setting up a subsidiary specifically to solve local housing problems by providing housing for people in housing need.

Your community organisation must have a membership of five or more members who are not related and who are all living at different dwellings, including three committee members who are not related and who are all living at different dwellings.

These five members might all be your Board/Committee members if you have a single tier governance structure. Individuals who live or work in the organisation's defined community or community of interest must be entitled to become voting members and be able to exert control of the organisation through most voting rights and places on the board or governing body.

Either a parent company or a housing subsidiary can apply. If you would like your housing subsidiary to apply, you will be asked to submit the governing documents of the parent company, who must meet the criteria above.

If you are planning to set up a subsidiary, the parent organisation can apply for this grant and you can use this grant to help set up the subsidiary.

Your community organisation must have a bank account with two signatures who are not related and live at separate addresses. You can also identify an eligible incorporated organisation to act as your fundholder.

There is more information about groups which are eligible to be a fundholder for applicants in Appendix 4.

Appendix 3: Filling out the eligibility checker and application form

Eligibility Checker

To apply to the Programme, please complete [the Eligibility Checker](#) to help you assess if your organisation is eligible to apply for funding. Your answers to the yes/no questions on the online Eligibility Checker will help you determine whether you are eligible to apply. If you have answered yes to all the questions you will be asked to submit your contact details to receive a link to an online grant application form.

Information requested in the initial contact details form:

Organisational details	Please provide us with information about your organisation
Organisation name	This will be the name that we will use for future correspondence.
Contact: First name Contact: Surname	Provide the contact details for the person in your organisation who we can contact about the outcome of this application. This can be anyone in the organisation. We mainly make contact via email, so please make sure that the email address provided is checked regularly.
Role within the organisation:	For example: Chair, Secretary, Committee Member/Director, CEO, Officer
Email address:	

Telephone number:	
Please provide the correspondence address for your organisation here: -Address line 1 -Address line 2 -Town -County -Postcode	
Organisation phone:	
Organisation email address:	
Organisation website:	We do not expect that all applicants will have a website for their organisation.
Organisation Facebook:	We do not expect that all applicants will have a Facebook page for their organisation.
Organisation Twitter:	We do not expect that all applicants will have a Twitter handle for their organisation.

You will also be asked to provide the following information in the initial form. This is to help the funder understand the likely demand for the funding. You will be able to change the information given at a later stage in your application form. You will be asked:

- how much grant you are intending to apply for

- the total number of homes you aspire to build or refurbish
- the estimated total quantity of Community Housing Fund grant per unit.

This should be calculated by adding up all the Community Housing Fund (CHF) grant funding received to date for this housing scheme (CHF Start Up Support Programme, CHF Becoming a Registered Provider/Investment Partner Programme, Homes England CHF Revenue Fund 2018-2020, CHF grant funding from your Local Authority) plus the grant that is going to be requested from this 2021/22 programme, divided by the number of units in your scheme.

Application Form

After submitting the eligibility checker, an email containing a unique link to the application form will be sent to you overnight. Please check your clutter folder in your email account if you cannot find the email.

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. 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 sent to you upon completion of the Eligibility Checker.

A copy of the online application questions and guidance for each question are provided, so that you can prepare your answers in advance of filling in the online form. Please keep a copy of the answers that you write into your online application form in a Word document so that you have a copy for your own records.

You will be asked to upload a number of supporting documents. A list of these can be found in Appendix 1.

Organisational details	Please provide us with information about your organisation
-------------------------------	---

<p>Alternative contact details: First name, Surname, Email address, Phone number, Position in organisation.</p>	<p>The second contact will be contacted if the main contact is not available.</p>
<p>In what region of England is your organisation located?</p>	<p>Please choose from the drop-down list provided. Only groups based in England and outside of the Greater London Authority (GLA) are eligible for the Programme.</p>
<p>Which Local Authority area in England is your organisation located in?</p>	<p>Please pick a Local Authority area from the drop-down list provided.</p>
<p>Please briefly explain the aims and objectives of your organisation.</p>	<p>Please describe the aims and origins of your organisation, in 100 words or fewer.</p>
<p>What is the current legal status of your organisation? -Company Limited by Guarantee -Company Limited by Shares -Community Interest Company (CIC) Limited by Guarantee -Community Interest Company (CIC) Limited by Shares -Charitable Incorporated Organisation (CIO)</p>	<p>Please pick a legal structure from the drop-down list provided. We will only accept incorporated organisations onto the Programme.</p>

<ul style="list-style-type: none"> -Co-operative Society (IPS) -Community Benefit Society -Trust -Other (please specify - 20 words max) 	
<p>Please tell us the date your organisation was incorporated:</p>	<p>If you are unsure of the date, this information can be found at: mutuals.fca.org.uk and gov.uk/government/organisations/companies-house.</p>
<p>Please input all applicable registration numbers:</p> <ul style="list-style-type: none"> -Company No. provided by Companies House -Society Registration Number 	<p>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.</p>
<p>Is your organisation a charity? Y/N</p>	<p>It is not a requirement of the programme to be a charity.</p>
<p>If yes, is your charity registered with the Charity Commission? If yes, please tell us your Charity Registration Number.</p>	
<p>Is the group accountable to its members and the local community?</p>	<p>In 300 words or fewer, please describe the number of members in your group, how people can become members and how your group is accountable to its members and the local community.</p>

	<p>Your group must have a minimum membership of five or more core members including three Board/Committee members, who are not related and living at different dwellings. Individuals who live or work in the group's defined community or community of interest must be entitled to become voting members and be able to exert control of the organisation through a majority of voting rights and places on the governing body (Board/Committee).</p> <p>If you have decided that your housing subsidiary will apply, you will need to explain how your parent organisation meets the eligibility criteria.</p> <p>Fully mutual cooperatives will need to explain if their membership is open and how many members are people that are in housing need.</p>
<p>Tell us about the people who help to run your organisation.</p>	<p>Input data for the number of all the full-time staff, part time staff and regular volunteers. If you don't know the exact figures, please provide an estimate. 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 and meetings to develop your projects.</p>
<p>Are you a Trading Subsidiary of a parent organisation Y/N</p>	<p>If you answer Yes, you will be asked to add the details of the parent organisation –the address, website etc.; the aims and objectives; the legal status; any Registration and Charity numbers; staff and volunteer numbers.</p>

Supporting Documents for your Organisation	
Please upload your governing documents/rules.	Please upload a copy of your governing documents/rules. This will help us to check that your organisation has been established for charitable, benevolent, or philanthropic purposes.
Please upload a copy of your latest annual accounts and management accounts.	This will help is to check your organisation's financial viability.
Please upload a cash flow for your organisation for at least one year.	<p>We would like to see that your organisation is in good financial health. This should include the CHF grant that you are asking for and other project funding secured and/or applied for and your other projected income and expenditure for your organisation.</p> <p>You can use your own cashflow template or you can use a template on the CLH website.</p>
If you are applying as a housing subsidiary, please upload the governing document and latest annual accounts for your parent organisation.	
Are you intending to create affordable rental properties	

funded by a Homes England capital grant? Y/N	
If you answer Yes, you will be asked the following: Do you intend to be the landlord of the low-cost rental properties funded by Homes England capital grant? Y/N	Organisations who intend to be the landlord of completed low-cost rental properties funded by Homes England capital grant, must be – or intend to be –registered as a provider of social housing with the Social Housing Regulator before completion of any developments funded through those capital programmes and any payment of funding. Full details of how to register are available online at gov.uk/register-and-de-register-as-a-provider-of-social-housing .
Is your organisation a Registered Provider Y/N	You will be asked to give your Registered Provider number.
Are you in the process of registering your organisation to become a Registered Provider? Y/N	
Are you in the process of incorporating another legal body to become a Registered Provider or have done so already? Y/N	If you answer yes, you will be asked to give the contact details, current legal status and any Registration numbers and Registered Provider numbers.
Does your organisation or fundholder have a bank account that meets the programme's criteria? Y/N	Your organisation or fundholder will need to have a bank account with two signatures from different addresses.

<p>Fundholder organisation details:</p> <ul style="list-style-type: none"> -Organisation name -Address -Town -County -Postcode 	<p>If you would like a different incorporated organisation to be the fundholder please add the details here.</p>
<p>Legal status of the fundholding organisation:</p>	<p>Please pick a legal structure from the drop-down list provided.</p>
<p>Fundholder contact details:</p> <ul style="list-style-type: none"> -Name -Position in organisation -Email address -Phone number -Mobile phone number 	
<p>Fundholder's Registered Provider Number, if applicable:</p>	

<p>About your project</p>	
----------------------------------	--

Project title:	Please provide the working title for your housing project.
<p>Project description:</p> <p>Please provide a brief outline of the proposed community led housing project, including the types of housing and who the housing will be for:</p>	<p>In 200 words or fewer, please provide a brief outline of the community-led housing project, including the types of housing, the kind of affordable housing and who the housing will be for.</p> <p>For example: Are you hoping to build houses and/or flats; purchase or lease properties; convert a non-residential building; build special care units etc?</p> <p>Will there be a mix of tenures?</p>
Postcode of your site, or building(s) for renovation:	If you are purchasing a number of properties, please provide the most relevant postcode.
Name of the LA where the proposed housing will be located:	
<p>Type of scheme:</p> <ul style="list-style-type: none"> -New build -Refurbishment of existing housing -Conversion into housing -Combination of new build/ conversion/ refurbishment -Other –please specify – (max 50 words) 	<p>Please tick one of the options that describes your project.</p> <p>If you pick other, please describe your type of scheme in no more than 50 words.</p>
What type of accommodation do you propose to build?	

<ul style="list-style-type: none"> -Bedsit -Flat -House -Maisonette and bungalow -Other – please specify 	
<p>Housing Type:</p> <ul style="list-style-type: none"> -General needs -Older people -Vulnerable and disabled people -Black Asian and Minority Ethnic (BAME) Children and young people people -Ex-offenders -Refugees and Migrants -LBGTQ+ -Other –please specify 	<p>Please provide a primary housing type. You may also have a secondary housing type.</p>
<p>Is your organisation BAME-led or does it work closely with BAME communities? Y/N</p>	<p>BAME stands for Black, Asian and Minority Ethnic.</p> <p>“BAME-led” means that at least 51% of the total of your senior managers, management committee, board, governing body are from BAME groups.</p> <p>“Work closely with BAME communities” –will this scheme provide housing specifically to BAME communities and/or will the scheme have a significant representative of BAME beneficiaries relative to local populations?</p>

	If yes, please provide details.
Total number of homes you aspire to build or refurbish:	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.
What definition of affordable housing are you using for the affordable units in your project?	<p>In up to 150 words, please describe the definition of affordable housing you'll be using. For example, will rents be based on a percentage of the market rates, percentage of household income, median local incomes, related to local social rents, or based on other factors? How have you determined the market rate?</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>Tenure of homes: No. of units for each tenure</p> <ul style="list-style-type: none"> -Social rent -Affordable rent Discount market rent -Rent to buy -Shared ownership -Shared equity -Discounted market sale (percentage of market) -Discounted market sale (percentage of incomes) -Mutual home ownership -Market sale 	Please give numbers against the following types of tenure, ensuring that the total number adds up to the answer given for target number of homes. We understand that you may need support through this grant to determine the final tenure breakdown, so please indicate here what your current plans are.

<p>-Market rent -Cooperative rent -Other – please specify</p>	
<p>What is the total number of homes that you are aiming to be affordable?</p>	<p>Based on the numbers provided in the previous question. We are using the government definition of 'affordable' which is up to 80% of market rent or market sale price.</p>
<p>Please explain the need for this project and the community benefit that will be achieved.</p>	<p>In 200 words or fewer please outline how the proposed community housing scheme will meet the needs and priorities of the intended community. Applicants should include a description of the target group of residents (beneficiaries) who will buy or rent the homes.</p> <p>What housing needs data exists to prove this project will align with local LA priorities? If you wish to reference local strategies and plans, please keep this very brief and provide weblinks to specific parts of strategies instead.</p> <p>If you are including properties for discount sale or shared ownership, which will receive capital subsidy from Homes England, the proposed terms of sale of property will need to guarantee affordability in perpetuity.</p>
<p>What allocations policy will you use?</p>	<p>In 200 words or fewer please describe the allocations policy you will use to ensure people in housing need are supported?</p> <p>How will the proposed development meet the needs and priorities of the local community? Please describe the key principles in your policy to ensure homes are allocated to local people in need. If the scheme has affordable rental properties, the project must have a fair and open allocations policy for local people in housing need.</p>

	<p>Has your allocations policy got the support of your Local Authority and what evidence do you have for this? You will be asked to upload this evidence later in the form.</p>
<p>Is your proposed project innovative in any way?</p> <ul style="list-style-type: none"> -Design -Innovative construction methods - Innovative funding models - Innovative tenures -Working with small and medium sized house builders -Other – please specify -None 	<p>Please choose from the drop-down list provided. We do not require projects to be innovative, but if yours is we would like to know.</p> <p>Please provide a summary in up to 200 words setting out your intentions and aspirations around the use of innovation in the development of the proposed scheme, including good design, innovative construction methods (modern methods of construction), and working with small and medium enterprises (SMEs).</p>
<p>Please outline the community support you have developed for your project to date and what further community engagement is proposed.</p>	<p>Please describe in up to 200 words the role your local community has played in shaping your proposed housing project to date.</p> <p>Who is involved in shaping the project from the local community and the governing body?</p> <p>Please summarise the community engagement activities carried out to date and the level of community support achieved. Please detail any future plans to engage with the community regarding the proposed project.</p> <p>Please explain how the community is supporting the project: for example, through attending meetings about the projects, giving their time or expertise, making donations, or fundraising.</p>

<p>Have you been working with other stakeholders or partners to progress the project? If so, please tell us who and give brief details.</p>	<p>In 200 words or fewer, please describe any other people you are working with to progress this project. For example, you might be working in partnership with another local community group, Parish Council or church, or have entered into a delivery partnership with a local Housing Association.</p>
<p>Please describe the feasibility work you have completed to date.</p>	<p>In 300 words or fewer please demonstrate that you have achieved all the applicable tasks to complete Milestone 2 as a minimum. Please describe which milestone tasks have been completed to date (from milestone 2,3,4,5).</p>
<p>Please upload a copy of any feasibility work you have completed to date.</p>	<p>We would like to see evidence that your project is deliverable. Please upload the feasibility work completed to date. We require you to upload the following:</p> <ul style="list-style-type: none"> • Outline or full feasibility study. • Outline build proposals. • Valuation reports by a RICs valuer to advise on the valuation of the land/property and rental values. • Financial model demonstrating the viability of your scheme. You might be using your own spreadsheet, or you can upload the results of using an appraisal tool such as PAMWIN, ProVal etc. An example of an outline financial viability model for affordable rental properties is available on the CLH website, showing the type of viability information expected. • Please upload your allocations policy and any evidence you have from the relevant Local Authority department, ideally the Housing department, to show that they support your allocation policy.

	<p>If you have submitted an outline RP/IP application, we recommend that you attach the following supporting documents from that application to your application form unless these have been superseded by more detailed documents:</p> <ul style="list-style-type: none"> • Outline business plan, • Financial Model, • Allocations policy, • Rent setting policy, • Market rent assessment, • Risk register. <p>Please limit the number of documents you upload by combining the information into one document where possible.</p> <p>We ask for evidence that you will be obtaining a legal interest in the site and have obtained evidence about the route to achieving planning consent in separate questions in the application form.</p>
Feasibility documents list:	Please list the supporting documents that you are attaching to this application to demonstrate the feasibility work completed to date.

	If some documents are too big to upload, please provide hyperlinks to online documents in the answer to this question.
Milestone dates:	<p>Please provide a project timeline, showing the dates you achieved or expect to achieve the following milestone stages.</p> <ul style="list-style-type: none"> • Milestone 3: Progress on developing community led housing proposals, results of feasibility. • Milestone 4: Detailed housing proposals developed. • Milestone 5: Submission of planning, capital funding applications and RP/IP applications (if applicable). • Milestone 6: Ready to start on site/purchase properties.
Please describe your project plan to achieve the remaining milestones.	<p>Please outline the project delivery plan with key dates. Please refer to the dates in your budget breakdown. Do you need to tender for any of the tasks, and what is the timeline for this?</p> <p>During the lifetime of the Programme (end of March 2022), your project must complete the work required to enable the project to progress to being able to submit a planning application (if applicable) and/or a capital funding bid (if applicable).</p>
<p>Current planning use of land:</p> <ul style="list-style-type: none"> -Residential -Commercial -Industrial -Agricultural 	What is the planning use for the site? Please pick an option.

-Other -please specify	
Are there any restrictions with the site?	For example: planning covenants, listed building status, environmental protection, site contamination.
Planning advice: How do you know the site or building is suitable for housing? Please give details of any discussions with the Local Planning Authority or planning consultants.	<p>We would like to see evidence that your community led housing project has a good chance of planning success (if planning consent is required).</p> <p>Please summarise any advice from the Local Planning Authority (a basic, first stage pre-application response) or alternatively a basic planning appraisal from a RTPI planning consultant (that looks at the list of Local Plan policies, planning history and flags up any policy and site constraints)</p> <p>Please use no more than 200 words.</p>
Please upload any relevant documents relating to planning advice received.	
What is the status of the land or buildings on which your project will be developed?	<p>Please pick one of the drop-down options:</p> <ul style="list-style-type: none"> • We own the freehold, • We own the leasehold, • Legal agreement to sell or lease,

	<ul style="list-style-type: none"> • In negotiation with landowner(s), • Other (please specify).
Please describe the status of ownership of the land or buildings in respect of you project.	<p>In 200 words or fewer, please describe the site or buildings you have identified and their suitability for your housing scheme. Tell us about the owner(s).</p> <p>Please explain what interest you have in the site/property (land in ownership, options agreement in place, signed Heads of Terms of exclusivity agreement, MOU from the Local Authority assets team agreeing to in principle transfer freehold interest etc., availability of suitable properties to purchase for refurbishment). An informal agreement with the landowner to sell the land to your organisation will not be sufficient.</p>
Please upload a copy of evidence of ownership or support from the owner. Evidence of support from any other key stakeholders can also be uploaded here.	<p>Please upload evidence of ownership or the agreement to secure a legal interest in the site/property from the owner.</p> <p>If you have evidence of support from other key stakeholders such as a relevant LA department, a Parish Council, etc. you can also upload this here.</p> <p>You are able to upload up to three documents here. Please combine files into one document if required.</p>
Project procurement and management	<p>In 200 words please outline the strategy for project procurement - who will carry out the work and manage delivery? How will the building work be procured? Who will develop/refurbish the housing? Who will own and manage any rented accommodation once built/refurbished? Is it yourselves or a Housing Association, for example? How will you ensure it is delivered effectively?</p>

	Organisations seeking to become an RP should develop and operate to a procurement policy as the Regulator may ask you to retender for services if you are not following a procurement policy.
<p>Delivery partners:</p> <ul style="list-style-type: none"> -Delivery partner name -Involvement (e.g. developer, lawyers, architects, housing/tenant manager etc.) -Status (e.g. initial conversation, working relationship, partnership agreement in place) -Lead contact (a named individual from the partner organisation) 	Please list any delivery partners/services providers.
<p>Project Team</p> <ul style="list-style-type: none"> -Name -Position in organisation -Background (e.g. skills and experience relevant to your project) -Involvement (e.g. the role they are playing in the project) 	<p>Please provide information about the key people from your organisation who will be involved in your project.</p> <p>Please explain your track record. 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.</p> <p>Do not worry if you have not undertaken an asset development project before. The 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>
In addition to housing please select any other facilities, services	Please select any that apply from the list, or none if you haven't identified any.

<p>or activities that you hope your project will provide:</p> <ul style="list-style-type: none"> -Common House -Garden -Community centre -Shop -Office -Post office -Pub -Energy generation -Allotment/farm -Health centre -Childcare -Care service or facility (e.g. nursing home) -Other – please state in 50 words or less. 	
<p>Is your proposed project located in a designated Neighbourhood Plan area? Y/N</p>	<p>We are asking this because you may be eligible for further technical support for your project through the national Neighbourhood Planning programme.</p>
<p>If yes, please give details about the Neighbourhood Plan in place or the progress on the plan being developed.</p>	<p>In 100 words or less, please give details about the Neighbourhood Plan in place or the progress of the plan being developed.</p>

<p>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"> • Risk example: Site contaminated, • Description: Brownfield garage site, • Mitigation/comments: Ground condition survey. <p>There is a word limit of 20 words per box.</p>
--	---

Finances	
<p>Has this scheme previously received Community Housing Fund grant funding? Y/N</p>	<p>Has your scheme received money from any of the following programmes or sources?</p> <ul style="list-style-type: none"> • CHF Start Up Support Programme, • CHF Becoming a Registered Provider/Investment Partner Programme, • CHF funding from Homes England (2018-2020) - revenue or capital, • CHF grant funding from your Local Authority, • Other, • None.

	Please add the details of this grant funding to the Funding Breakdown Excel template in the “Other Funding” tab.
Does your Local Authority have Community Housing Fund revenue monies available in 2021/22 for local groups to apply for? Y/N	If yes, in 200 words please explain if your group is expecting to secure any CHF revenue funding from your Local Authority in 2021/22 or explain how you have pursued this funding and determined that it is unavailable for your scheme. Please explain why.
Total funding secured to date.	Please make sure this figure matches the ‘total other funding’ in the “Other Funding” tab of your Funding Breakdown Excel spreadsheet.
Please give the amount of funding you are requesting from the Programme.	<p>Please make sure that total amount you are asking for is the same total as in the Funding Breakdown Excel spreadsheet.</p> <p>The CHF programme will only fund a proportion of the total revenue costs, appropriate to the level of affordable housing being provided on the site. So, if 50% of provided housing is affordable housing, 50% of revenue pre-development costs can be approved. This can also include a proportion of common facilities in cohousing schemes, such as a common house and other communal facilities.</p> <p>For example, if a scheme comprises 50% affordable housing, the funding requested should be for no more than 50% of total pre-development costs.</p>
CHF grant per unit	<p>If this grant request is approved, what will be the total quantity of CHF grant per unit?</p> <p>This should be calculated by adding up all the CHF grant funding received to date for this housing scheme from the Homes England CHF programme plus the grant requested in this 2021/22 programme, divided by the number of units in your scheme.</p>

<p>What is the total revenue cost of developing your housing project (all the pre-development revenue costs you estimate will be required to get the project to the start of the build stage [start on site/purchasing property])?</p>	<p>Please enter the estimated total pre-development revenue costs.</p> <p>Note: this should not include the cost of the housing development/refurbishment itself, only the pre-development revenue costs. Please include any costs incurred to date and future projected costs.</p> <p>Please ensure this figure matches the figure on your Funding Breakdown Excel spreadsheet (Pre-development revenue costs).</p>
<p>Project Funding Breakdown: Please provide a detailed budget breakdown of the funding required using the separate Excel spreadsheet.</p>	<p>Please download the Funding Breakdown Excel spreadsheet.</p> <p>Please attach this spreadsheet electronically to your application form.</p> <p>The Excel spreadsheet contains four tabs to fill in:</p> <ul style="list-style-type: none"> • Scheme Costs, • Pre-development Costs, • CHF 2021/22 Budget, • Other Funding. <p>Quotes will not be required for every budget item requested, but you will need to explain how you have arrived at any indicative costs. Appointing suppliers can occur after the grant has been approved. The ability to undertake pre-development work and spend the grant by the end of the grant funding period will be one aspect of deliverability that the grant assessors will consider.</p>

	You can include VAT if this is included in any quotes you receive.
Please outline what you are proposing to spend the funding on.	Please indicate whether you can start each piece of work immediately, or if a lead is needed for some of the budget lines. If services need to be procured by undertaking a tendering process, this should be explained, and a timetable given. Please use no more than 200 words.
Please upload copies of your quotes to match your budget headings.	Where possible, please combine your quotes into one document to upload.
How will you secure the capital funding required?	In 300 words or fewer explain your funding sources. Please provide details of how the proposed development will be financed, detailing any funding already secured and how the remainder will be fund raised. Have you approached social investors? Do you have plans to access capital grant funding from the Affordable Homes Programme and what conversations have you had with Homes England? Please refer to the figures in your viability spreadsheet.
Please attach evidence of support from funders.	This could be a Homes England offer or email confirming that they welcome a future bid, a capital funding offer in principle and/or confirmation of positive conversations with other finance providers.
In your opinion would funding from the Programme be lawful subsidy? Y/N	<p>You are responsible for ensuring that if you were in receipt of a grant this would not constitute unlawful subsidy.</p> <p>There is currently a minimal financial assistance threshold (previously known as a de minimis exemption) of circa. £350,000 calculated over a rolling three-year period. This</p>

	means that an individual economic actor can lawfully receive up to a maximum of circa £350,000 in grants over three years without it constituting a subsidy.
Has your project received any funding from any other European grant-giving bodies in the last three years under 'de minimis' provisions? If so, how much?	<p>Please list all the previous funding you have received in the 'Other Funding' table in the Funding Breakdown Excel spreadsheet and indicate whether they were considered State Aid/subsidy. Please make sure this information matches your answer here.</p> <p>Please seek professional advice if you are unsure.</p>
Are you a paid member of any of the following organisations?	<p>Please tick all that apply:</p> <ul style="list-style-type: none"> • National NLT Network, • Confederation of Cooperative Housing, • UN Co Housing Network, • Locality.
<p>References:</p> <ul style="list-style-type: none"> -Name -Role -Organisation -Email -Phone number -Notes on relationship 	<p>Please suggest up to two references external to your organisation and any delivery partners named in your application, whom we can contact to discuss the potential impact, robustness, and viability of this specific project idea. Please contact them in advance to ask them if this is acceptable. It will be your liability to ensure you have requested their consent if you add their details.</p> <p>If you are working with an Enabler Hub, we suggest that you approach them as one of your referees.</p>

Declaration	<p>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. I understand that if the information provided is false or misleading, then this may invalidate my application.</p> <p>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>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 government 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.</p> <p>I agree that Locality and the other Community Led Homes delivery partners can contact our group to request further information and obtain feedback on the support we have received from this Community Housing Fund Revenue Programme 2021/22.</p> <p>I agree that by submitting an application, I am providing data, including personal details and those of the alternative contact and referees. Locality, Groundwork (as grant administrator), the Community Led Homes delivery partners and the funders of the programme (MHCLG) will use this data to process our application and may use our data for the purposes of any research or evaluation which might be commissioned in respect of community-led housing.</p>
-------------	--

	<p>I agree that by submitting an application, I am providing data which will be shared with the third parties who make up the independent grant committee, for the purposes of assessing the application. These third parties may offer applicants funding, finance or other useful services in the future.</p> <p>I confirm that I have read and agree to the terms of this web form submission.</p> <p>Please read the Privacy Statement carefully, which explains how Locality keeps, uses, and protects your data.</p> <p>Please indicate that you've read and accept this statement by ticking the box.</p>
<p>Marketing preferences:</p> <p>Please let us know how you want to be contacted, or if you don't want any contact that is not related to this proposal. Please select all that apply:</p> <ul style="list-style-type: none"> -Post -Email -SMS/text -Mobile/ phone -Social media -I only want Community Led Homes to contact me about my application. 	<p>We will contact you via email or phone to let you know the outcome of your application.</p> <p>We'd also like to keep in touch with your organisation about news from the Community Led Homes partnership, including information about new funding programmes. We will never share your information with third parties for marketing purposes.</p>

Appendix 4: Funderholders

What does a fundholder do?

A fundholder generally takes responsibility for the legal and financial management of a grant given to a project. The fundholder will act as an accountable body and will receive the funding from the Programme, will hold and administer grant funds on behalf of the community led housing group, and are legally responsible for the proper use and management of those funds.

What is required from a fundholder?

A fundholder must:

- Be solvent and have proven competence and experience in administration and financial management.
- Be a legal entity.
- Have effective systems of management to deliver projects.
- Be able to monitor project performance.
- Be incorporated.

An agreement needs to be put in place between the fundholder and the grantee stating that the grant can only be used by the grantee and for the purpose approved by the Programme. The grant cannot be used to pay the fundholder an admin/service fee.

Who can act as a fundholder?

Any legal entity that meets the above requirements.

For example, these may be:

- Companies Limited by Guarantee or Shares,
- CICs,
- CIOs,
- Registered housing cooperatives.

Housing Associations, Local Authorities and Enabler Hubs can act as a fundholder for the grantee, as long as they meet the above criteria.

What is the fundholder responsible for?

The fundholder will hold any grant monies it receives from Groundwork UK and will act on instructions given by the group delivering the project (or the grant recipients) if they are in line with the grant offer.

The fundholder needs to ensure that all payments from the grant monies are permitted expenditures and are in accordance with project specification and grant offer.

The fundholder will return any grant that is not spent to Groundwork UK.

The fundholder must keep money from the grant in a bank account that has at least two authorised signatories - from which the money should not be moved or converted to cash.

The fundholder is responsible for ensuring the grant recipients are using the grant monies in accordance with the grant offer and should also report any failures in observing the grant offer to Groundwork UK as soon as they become aware of a breach.

All fundholders will be requested to sign up to acknowledge the full Terms & Conditions of the grant via an online due diligence form.

The fundholder will allow Groundwork UK staff access to all files/records of the project to which they are the accountable body, if a full audit is required.

Appendix 5: Tips and troubleshooting for completing the online application form

How should I prepare my answers?

Some of the questions on the application form are required fields and some are optional. If you leave a required field blank, you will not be able to continue to the next section of the application form until you have completed it. We will provide you with text boxes to add any details that you think are relevant.

Please make sure you keep a note of any information you submit to us. You may wish to copy and paste your responses into a Word document as a backup.

I've completed the Eligibility Checker but haven't received an application form?

Once you have completed and submitted the Eligibility Checker, this will automatically generate an application form overnight. If this doesn't arrive in your email inbox, the first thing to do is to check your junk and spam folders. Alternatively, you may have incorrectly typed your email address. There are some options you can try first before emailing us.

The usual reason for not receiving the email with application URL link is that it gets caught in your organisation's spam filter. First of all, you should add the email address grants@communityledhomes.org.uk to either your whitelist or safe list in your email settings. You can also complete a new expression of interest using a different email address; for instance, if you used a work email address, you could try a personal one.

Some organisations set their spam filters very high and emails like this get blocked, particularly if you are using an @gov.uk email address. To ensure that you receive the email, you may need to speak to your IT department. They will be able to identify the email in the spam filter, push it through the system and add the email address to the whitelist/safe list.

If you still have not received the email after completing two different email addresses and adding the email to your safe list, please get in touch at grants@communityledhomes.org.uk and we will resend the application form to you.

How long have I got to complete my application?

Your link to the application form will stay live so you can revisit it at any time. It will automatically save the information you have entered if you have clicked the “next” button on the relevant page. Once you have pressed the “submit” button on the final page you will not be able to make any further change or submit your form again.

However, please note that if your internet browser is set to clear your cache and internet history at the end of the session, the data you have input on your application form will not be saved. Please amend your internet browser settings before completing this form.

Once you have pressed the “submit” button on the final page you will not be able to make any further changes or submit your form again.

What attachments will I need to provide?

Please refer to Appendix 1 for the list of supporting information that you will need to provide.

How will my data be used?

When you submit an application, you are consenting to sharing the data included in your application with Locality, the grant administrators Groundwork UK, and the Community Led Homes partners. Locality and its partners in the Programme may contact you to obtain feedback on the support you have received from the Programme.

By submitting your application to Locality, your group will also be consenting to taking part in research and evaluation. We will take appropriate steps to ensure that the data you provide us with is protected from unauthorised access or disclosure. Please see [Locality’s privacy policy](#).

The data which will be shared with the third parties who make up the independent grant committee, for the purposes of assessing the application. These third parties may offer applicants funding, finance, or other useful services in the future.

You will have the option to provide us your consent to receiving mailings from Community Led Homes with specific community led housing news, information about funding opportunities, events, and general updates that you might find useful.

Public liability

Please carefully consider the activities you will be undertaking throughout your grant funded project, and whether any of the activities pose a risk to members of your organisation or the public. Remember, risk can take many forms – injury, financial loss, reputational damage etc.

If you feel there is risk in any activities you will undertake, you will need to consider whether insurance is required. An insurance broker or financial adviser will be able to give guidance on this. You may wish to include the cost of public liability insurance as part of your application.



Community Led Homes

Community led housing is a way that people and communities can come together to solve their own housing challenges and provide high quality and affordable homes. The homes are managed or owned by the community in the way they want.

Community Led Homes is run by four leading community led housing organisations: Confederation of Co-operative Housing, Locality, National Community Land Trust Network and UK Cohousing.

We have come together to make it easier for communities to access support and build a lasting movement.

Register to hear all the news about events, training and funding.

communityledhomes.org.uk

[@commledhousing](https://twitter.com/commledhousing)

facebook.com/groups/CommunityLedHousing