



**Community
Led Homes**

Enabler Hub Grant Programme

Grant Application Form

Development Grant

1. Please ensure that all documentation and evidence is enclosed with this application form. A checklist of documentation is provided overleaf. Applications will not be considered until all information is received.
2. If you require any help completing these forms or advice on your application, please contact Community Led Homes via hello@communityledhomes.org.uk or call 020 3096 7795
3. Once you have completed the form and supporting documentation, please send it to Community Led Homes via grants@communityledhomes.org.uk

This grant programme is funded by



Ministry of Housing,
Communities &
Local Government

Check List

Documentation Required	Enclosed? Please tick	Office Use Only
A completed grant application form		
Annex A: An appropriately scored pipeline of projects (see Project Pipeline Template provided)		
Annex B: Adviser skills checklists for each of your initial community led housing advisers (see template provided).		
Annual financial accounts for the lead organisation or fundholder for the last two years.		
Any additional documents which you feel will support your application (please list in covering explanation when submitting application by email).		

SECTION A: Contact Details

Key Contact Details	
1. Title/working title of your Enabler Hub: Click here to enter text.	
2. Lead organisation Click here to enter text.	
3. Key contact name: Click here to enter text.	
4. Phone: Click here to enter text.	5. Email: Click here to enter text.
6. Key contact address: Click here to enter text.	
7. Twitter account: Click here to enter text.	8. Facebook page: Click here to enter text.
9. Website: Click here to enter text.	10. Other social media: Click here to enter text.

SECTION B: Company Information

Company Details	
11. What is the legal structure of the Enabler Hub or host organisation? Click here to enter text.	
12. If the Enabler Hub is unincorporated please tell us about the legal structure of the fundholder (host organisation or accountable body) and complete questions 13 – 21 with <i>their</i> details. Click here to enter text.	
13. Registered number: Click here to enter text.	
14. Trading address (if different from above): Click here to enter text.	
Bank Account	
15. Bank account name: Click here to enter text.	
16. Account number: Click here to enter text.	17. Sort code: Click here to enter text.
Audit Firm	
18. Company: Click here to enter text.	19. Name: Click here to enter text.
20. Phone: Click here to enter text.	21. Email: Click here to enter text.

SECTION C: Project Summary and Grant Request**Developing the Business Model****22. What is the geographical area (counties/metropolitan/local gov areas) you propose to cover?**

We are looking to see that you will be operating across a geographical area without significant overlap with another recognised Enabler Hub

[Click here to enter text.](#)

23. What kinds of CLH support needs are there in your proposed area of operation? (max 300 words)

[Click here to enter text.](#)

24. What is the charitable, benevolent or philanthropic purpose of your proposed activities?

You must have a charitable, philanthropic or benevolent purpose at the heart of the proposal you are asking us to fund, which meets charitable needs in your community. This does not mean that you have to be a charity as we will fund a variety of legal structures, but we cannot fund projects that don't further a charitable, benevolent or philanthropic purpose. Please give details of the applicable purpose(s) (max 100 words). Please refer to Appendix 1 of the guidance document.

[Click here to enter text.](#)

25. Barriers and opportunities

You should use the development grant to better understand the barriers faced by CLH groups in your geographical area, and the opportunities to support effective delivery of CLH schemes. Please describe what barriers and opportunities you hope to explore, and any initial thinking on how best to support community led housing delivery (max 200 words).

Click here to enter text.

26. Project pipeline and potential

You will need to complete the Project Pipeline Template spreadsheet identifying any CLH groups and projects you already know about, not including those that have completed their CLH schemes. Please provide here a brief summary of the opportunity you see in your area to support community led housing projects (max 200 words).

Click here to enter text.

27. How you will provide advice on all forms of community led housing?

You will need to recruit advisers (as staff and/or a pool of associates) with sufficient skills across all five stages of a CLH project, and each of the functions required in these stages. Advisers will also be required to commit to undertake our accreditation programme, if not already completed. Please provide a summary of any individuals or organisations you plan to work with and how you intend to recruit a pool of advisers with the range of skill sets required to provide advice on all forms of community led housing (max 200 words).

Click here to enter text.

28. Income generating activities to become financially self-sustaining

To achieve financial sustainability, Enabler Hubs need to generate sufficient income to cover their core costs beyond the funding period. These typically include charging fees for support when projects complete, fees for ongoing management/governance services, income from assets (such as rental homes) and securing local sources of funding/in-kind funding. Please provide a summary of the income sources you hope to develop or explore (max 200 words)

Click here to enter text.

29. Which key risks have you identified, and how will they be mitigated?

Risk description	Mitigation plan/ideas
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Other comments on risk (max 50 words): Click here to enter text.	

Consultation, Collaboration and Partnerships

30. Key people/organisations involved in the development of this proposal. Add more rows if you need to.

Name	Organisation	Role (max 100 words per line)

31. How have, and will you engage stakeholders in your area?

You must have taken reasonable and positive steps to engage other organisations and individuals in your area with relevant skills, and with CLH groups, and to consider how their services might be incorporated into your Enabler Hub work, or to provide reasonable grounds for not involving them. Please describe how other key stakeholders have been engaged and are involved with the Enabler Hub so far, what their roles will be, and what further plans you have for stakeholder engagement using this grant (max 500 words).

[Click here to enter text.](#)

Governance**32. How will you develop the governance of your hub?**

The Enabler Hub should aim to become an independent entity with its own governance arrangements and ring-fenced funding. Enabler Hubs might form from a consortium of existing organisations. A new legal entity can be established for this consortium and apply for funding, or one of the partner organisations can choose to be the fund holder for the consortium. Summarise your governance arrangements here and/or how you will develop the governance of the hub (max 200 words).

[Click here to enter text.](#)

Management and Staffing**33. What management, HR and contracting arrangements are in place, or planned?**

You will need to develop strong arrangements during the funding period and have these in place before applying for a Full Grant. Summarise them here (max 200 words).

[Click here to enter text.](#)

Deliverables
34. What do you hope to achieve with the grant?

Please provide up to 5 measurable, timed outcomes that will be achieved during the 6-month funding period as a high-level summary.

Click here to enter text.

Project Deliverables

Please fill this out to explain what outputs you will achieve in 6 months.

These will form part of your grant agreement.

35. Advisors appointed: Click here to enter text.

36. No of Promotion events: Click here to enter text.

37. Advisor time (hours): Click here to enter text.

38. Promotional Event attendees: Click here to enter text.

39. Community Groups supported: Click here to enter text.

40. Councils engaged at level of senior officers/cabinet members: Click here to enter text.

Grant Requirement

You will be required to spend the grant within a 6-month period

Total funding in year

Grant required in year from this programme

41. 2019/20: Click here to enter text.

42. 2019/20: Click here to enter text.

43. 2020/21: Click here to enter text.

44. 2020/21: Click here to enter text.

45. Total grant required: Click here to enter text.

(Up to £50,000 in total.)

Please complete the Grant Request Breakdown below with further details

46. Grant Request - Breakdown of Budget

Please amend the example entries and add your own headings and additional rows if needed. Please show VAT separately. (i.e. £10,000 + £2,000 VAT = £12,000)

Item	Supplier/ provider (if known)	Purpose	How did you work out this cost?	Total project cost (£)	Amount you are asking from us (£)	Other funding if applicable (£)	Start Date	Finish Date
e.g. CLH consultancy/ freelancer costs	Will be recruiting a pool of CLH advisors	CLH Adviser/researcher – 40 days (280 hours) of support to CLH groups	£500 day rate + VAT	20,000 + 4000 VAT = 24,000	24,000	0	01/06/2019	31/12/2019
e.g. legal fees	Mark and Sons solicitors	Advice & incorporation costs	Quotes	4,000 + 800 VAT = 4800	2,800	2000	01/09/2019	31/10/2019
e.g. CLH hub development post – 6 months	Jon Brown	Develop governance of hub, promote CLH through events, develop pool of advisors, develop local CLH policy with LAs, develop business plan for hub	<i>(£37k FT plus on-costs = £45,000* 0.5</i>	22,500	22,500	0	01/06/2019	31/12/2019

e.g. Promotional events	Local printers, caterers	2x Promotional events £250 budget for printing, refreshments		5000	0	5000	01/06/2019	31/12/2019
				0	0	0		
				0	0	0		
Total				51,500 + 4800 VAT= 56,300	49,300	7,000		

State Aid

Please complete this section to explain your view of the State aid treatment of the funding you are applying for.

It is your responsibility to understand if your organisation has received other State aid and how much. You are responsible for ensuring that if you were in receipt of this grant this would be lawful State aid.

Please refer to the guidance document Appendix 2 and the following website for more info: clhtoolkit.org/legal/dealing-state-aid

Please contact the Community Led Homes advice service if you are unsure at hello@communityledhomes.org.uk

47. If the funding WOULD NOT be State aid, please tick the box and provide details why.

Click here to enter text.

Please refer to the guidance.

48. If the funding WOULD BE State aid please state whether it would be lawful State aid by ticking ONE of the following providing the details requested:

a) De minimis

How much State aid have you received in the last 3 rolling fiscal years?

£ Click here to enter text.

b) Services in the general economic interest ('SGEI')

Please provide details including, where relevant, how much SGEI de minimis State aid you have received in the last 3 rolling years

£ Click here to enter text.

Any organisation may receive up to €200,000¹ of State aid over a rolling three-year period under the de minimis exemption. All State aid received in the last 3 rolling years must be considered to determine how much de minimis State Aid remains available.

Broadly, SGEI cover certain public services (though its precise definition must be applied on a case-by-case basis).

An organisation that provides SGEI is entitled to €500,000 de minimis SGEI aid over a rolling three-year period.

¹ The following converter can be used to convert other currencies (including euro) to GBP: http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm

<p>c) General Block Exemption Regulation ('GBER') <input type="checkbox"/></p> <p>Please explain how the GBER exemption applies including by stating the relevant article number. Click here to enter text.</p> <p>d) If the funding would be unlawful State aid tick here <input type="checkbox"/></p>	<p>Quite a range of exemptions are available under GBER but the rules are technical and, if you wish to rely on a GBER exemption, specific legal advice may be needed to be presented to the grants committee.</p> <p>Please note that if you tick this box you will not be eligible to receive funding.</p>
<p>e) Please tick to confirm that where the grant is used to procure onward services, it will be through a competitive, transparent, non-discriminatory and unconditional tender process. <input type="checkbox"/></p>	<p>We require all bidders to confirm this. This is in order to ensure that onward use of the funding also complies with State Aid law. To meet this requirement procurement processes should be proportionate to the spend involved (see guidance).</p>

Other Funding

49. Other funding sources in 2019-21

Please set out other sources of funding during this period, and a description of the purpose and targets for that funding. This grant cannot be used to double-fund work.

Funder	Amount (£)	Purpose and targets	State Aid De Minimis (Y/N)	Status (secured/applied for)

Terms and Conditions

By submitting information via this form, you agree to the following: I certify that the information in this form is true and correct, that I have the authority to act on behalf of this organisation and that this proposal has been approved by the Trustees/Directors or members of my management committee. I agree that Locality and our programme partners may use the data you have provided. Wherever your personal information may be held by us, we will take reasonable and appropriate steps to ensure that the information you share with us is protected from unauthorised access or disclosure. I agree that Locality and our programme partners may contact our group to obtain feedback on the support we have received from this programme.

Yes, I confirm I have read and agree to the terms of submitting this application form

Privacy and Data protection

Please indicate that you've read and accept these statements by ticking the box below:

Please read Locality's Privacy Statement carefully, which explains how Locality keeps, uses and protects your data.

<https://locality.org.uk/privacy-policy/>

Yes, I have read and accept the terms of the privacy statement

Marketing preferences

If you would like to receive our regular news, updates, events invitations and information from Community Led Homes, please tick the box below.

Yes, please sign me up