



**Community  
Led Homes**

**Enabler Hub Grant Programme**

**Application Form – Full 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 [hello@communityledhomes.org.uk](mailto:hello@communityledhomes.org.uk) or [call 020 3096 7795](tel:02030967795)
3. Once you have completed the form and supporting documentation, please send it to Community Led Homes via [grants@communityledhomes.org.uk](mailto:grants@communityledhomes.org.uk)

This grant programme is funded by



Ministry of Housing,  
Communities &  
Local Government

<b>Check List</b>		
<b>Documentation Required</b>	<b>Enclosed? Please</b>	<b>Office Use Only</b>
A completed grant application form		
Your business plan ( <i>You can structure your business plan how you would like, but please ensure it contains the information described in the table below.</i> )		
Annex A: An appropriately scored pipeline of projects (see Project Pipeline Template provided)		
Annex B: Adviser skills checklists for each of your initial CLH Advisers (see template provided).		
Annual financial accounts for last two years, where available.		
Any additional documents which you feel will support your application (please list in covering explanation when submitting application by email).		
<b>Business Plan contents</b>		
<i>Please refer to the guidance document to look at the assessment criteria for each of these areas</i>		
<b>Topic</b>	<b>Description of information required in business plan</b>	
<b>Executive Summary</b>	Please include a summary of your plan	
<b>Background/ Track record</b>	Your track record of supporting communities and delivering CLH advice (through the existing hub, consortium members, associates etc).	
	Your track record in bringing in income from the Enabler Hub's services if you have one.	

	Who the key individuals in the Hub are including brief CVs of the Chair, Board and key staff members and associates.
<b>Consultation and Collaboration</b>	Key people/organisations who have been involved in the development of this proposal.
	Stakeholders in the area that are involved in the Hub's operation and/or governance, or that support it.
	A description of partnerships developed and further activities planned to develop partnerships to create new CLH opportunities.
<b>The Business Model</b>	Your geographical area of operation, the housing needs within it, and the opportunities you see.
	The services the Hub intends to provide. Your proposed programme of activities.
	Your project pipeline. <i>Please also include the Project Pipeline template provided to list the CLH projects that require support in your area and include any income you might receive from supporting them.</i>
	Hub's strategy for achieving sustainability How the Hub will be financed, and an explanation of how income will be generated.
	SWOT analysis.
	A risk analysis including how the identified risks will be mitigated.
<b>Forecast income and expenditure</b>	For the period covering the grant application plus 3 years afterwards which demonstrates long term sustainability of the Enabler Hub including income from the project pipeline and additional sources of income.

<b>Management and staffing</b>	How the Hub service will be staffed/resourced and what plans are there to recruit new advisers to meet demand.
	The management, HR, and contracting arrangements.
<b>Governance</b>	Governance arrangements for the Hub, including detail of any hosting arrangement within a larger organisation.
	How the effectiveness of the Hub services will be monitored and improved over time, including capturing grant programme outputs
<b>Business generation</b>	How the Hub service will be marketed.
<b>Developing the Sector</b>	How learning will be shared locally and nationally to develop the sector.

**SECTION A: Contact Details, Project Summary, And Grant Request**

Key Contact Details		
1. <b>Title/working title of your Hub:</b> Click here to enter text.		
2. <b>Lead organisation</b> Click here to enter text.		
3. <b>Key contact name:</b> Click here to enter text.		
4. <b>Phone:</b> Click here to enter text.	5. <b>Email:</b> Click here to enter text.	
6. <b>Key contact address:</b> Click here to enter text.		
7. <b>Twitter account:</b> Click here to enter text.	8. <b>Facebook page:</b> Click here to enter text.	
9. <b>Website:</b> Click here to enter text.	10. <b>Other social media:</b> Click here to enter text.	
11. <b>Key people/organisations involved in the Hub (if applicable).</b> Add more rows if you need to.		
<b>Name</b>	<b>Organisation</b>	<b>Role (max 100 words per line)</b>
12. <b>What do you hope to achieve with the grant?</b> <i>Please provide up to 5 measurable, timed outcomes that will be achieved during the funding period up to March 2021 as a high-level summary.</i>  Click here to enter text.		

<b>Project Deliverables</b>	
<p>Please fill this out to explain what outputs you will achieve in 6 months.</p> <p>We expect hubs to contribute to all of the following programme outputs. These will form part of your grant agreement.</p>	
13. No. of Advisors appointed: Click here to enter text.	14. No. of Promotion events: Click here to enter text.
15. Advisor time (No. of hours): Click here to enter text.	16. No. of promotional event attendees: Click here to enter text.
17. No. of community groups supported: Click here to enter text.	18. No. of councils engaged at level of senior officers/cabinet members: Click here to enter text.
<b>Grant Requirement</b>	
<b>Total funding in year</b>	<b>Grant required in year from this programme</b>
19. 2019/20: Click here to enter text.	20.2019/20: Click here to enter text.
21. 2020/21 Click here to enter text.	22.2020/21: Click here to enter text.
<p>23.Total grant required: Click here to enter text.</p> <p><i>(Up to £150,000 in total.)</i></p> <p><i>Please complete the Grant Request Breakdown below with further details</i></p>	

## 24. 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. salaries		CLH Adviser: delivering support to groups (2 days a week) and coordinating strategic development of hub (3 days a week)	1 FTE role@ £40k + on- costs & overheads £60k x 1.5 years	90,000	80,000	10,000	01/09/2019	31/03/2021
e.g. consultancy/ freelancer costs		Develop a pool of CLH advisors	£500 day rate +VAT  60 days support to groups (420 hours)	30,000 + 6000 VAT= 36,000	36,000	0	01/06/2019	31/03/2021



e.g. event costs - venue & catering		4 x community engagement events	Budget based on cost per head.  (100 people per event x £10)	4,000	0	4000	01/09/2019 31/01/2020
				0	0	0	
				0	0	0	
				0	0	0	
<b>Total</b>				<b>124,000+ 6000 VAT = 130,000</b>	<b>116,000</b>	<b>14,000</b>	

State Aid	
<p><b>Please complete this section to explain your view of the State aid treatment of the funding you are applying for.</b></p> <p>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.</p> <p>Please refer to the guidance document Appendix 2 and the following website for more info: <a href="http://clh toolkit.org/legal/dealing-state-aid">clh toolkit.org/legal/dealing-state-aid</a> . Please contact the Community Led Homes advice service if you are unsure at <a href="mailto:hello@communityledhomes.org.uk">hello@communityledhomes.org.uk</a></p>	
<p><b>25.If the funding WOULD NOT be State aid, please tick the box and provide details why.</b></p> <p><input type="checkbox"/></p> <p>Click here to enter text.</p>	<p>Please refer to guidance.</p>
<p><b>26.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:</b></p> <p><b>a) De minimis <input type="checkbox"/></b></p> <p><b>How much State aid have you received in the last 3 rolling fiscal years?</b></p> <p>£ Click here to enter text.</p> <p><b>b) Services in the general economic interest ('SGEI') <input type="checkbox"/></b></p> <p><b>Please provide details including, where relevant, how much SGEI de minimis State aid you have received in the last 3 rolling years</b></p>	<p>Any organisation may receive up to €200,000<sup>1</sup> 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.</p> <p>Broadly, SGEI cover certain public services (though its precise definition must be applied on a case-by-case basis).</p> <p>An organisation that provides SGEI is entitled to €500,000 de minimis SGEI aid over a rolling three-year period.</p>

<sup>1</sup> The following converter can be used to convert other currencies (including euro) to GBP: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/infoeuro/index\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/index_en.cfm).

<p>£ Click here to enter text.</p> <p><b>c) General Block Exemption Regulation ('GBER') <input type="checkbox"/></b></p> <p><b>Please explain how the GBER exemption applies including by stating the relevant article number.</b> Click here to enter text.</p> <p><b>d) If the funding would be unlawful State aid tick here <input type="checkbox"/></b></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><b>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"/></b></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</p> <p>To meet this requirement procurement processes should be proportionate to the spend involved (see guidance).</p>

**Other Funding**

**27. 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)

**SECTION B: Company Information**

<b>Company Details</b>	
<b>28.What is the legal structure of the Enabler Hub?</b> Click here to enter text.	
<b>29.If the Enabler Hub is unincorporated please tell us about the legal structure of the fundholder (host organisation or accountable body) and complete questions 28 – 36 with <i>their</i> details.</b> Click here to enter text.	
<b>30.Registered number:</b> Click here to enter text.	
<b>31. Trading address (if different from above):</b> Click here to enter text.	
<b>Bank Account</b>	
<b>32.Bank account name:</b> Click here to enter text.	
<b>33.Account number:</b> Click here to enter text.	<b>34.Sort code:</b> Click here to enter text.
<b>Audit Firm</b>	
<b>35.Company:</b> Click here to enter text.	<b>36.Name:</b> Click here to enter text.
<b>37.Phone:</b> Click here to enter text.	<b>38.Email:</b> Click here to enter text.

## SECTION C: Additional Information

### 39. 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.](#)

### 40. How have you engaged stakeholders in your area of operation and in surrounding areas?

Please provide additional information, if not covered within your business plan, on how you have taken reasonable and positive steps to engage other organisations and individuals in your area with relevant skills, and to consider how their services might be incorporated into your work or to provide reasonable grounds for not involving them. Have you liaised with any surrounding enabler hubs in development?

Please describe how other key stakeholders have been engaged and are involved with the Enabler Hub and what their roles will be (max 300 words).

[Click here to enter text.](#)

### 41. Support for full range of CLH approaches

You don't need to be able to fully meet the needs of every group taking every approach, but you must be willing to provide a reasonable level of support to each approach (and hybrids) and have plans to develop the necessary skills. Please tick those you are able to support and provide comments on those you do not support at present, including where you plan to develop your support in those areas.

Approach	Supporting?	Comments (max 100 words per line)
Cohousing	<input type="checkbox"/>	
Co-operatives	<input type="checkbox"/>	
CLTs	<input type="checkbox"/>	
TMOs	<input type="checkbox"/>	
Self-build	<input type="checkbox"/>	
Housing association partnerships	<input type="checkbox"/>	

Groups going alone (no partner HA)	<input type="checkbox"/>	
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**42. Project pipeline**

Please provide here a brief summary of how this grant will enable you to support the delivery of your project pipeline, and how you intend to grow the pipeline over the duration of the grant period (max 200 words).

Click here to enter text.

**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