



**Community
Led Homes**

Start Up Support

Programme guidance

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The Start Up Support Programme

The Start Up Support Programme has been established by Community Led Homes, which is run by four leading community-led 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.

The programme is funded by the Ministry of Housing, Communities and Local Government (MHCLG) through the Community Housing Fund. 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 housing sector; to provide housing that is affordable at local income levels and remains so in perpetuity.

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.

There are different routes that community groups can take to develop community led housing. Examples include:

- start-up groups responding to housing need or demand, or groups of people seeking to deliver their own homes.
- the extension of existing community-based organisations to provide housing in addition to their existing activities, for and on behalf of the community.
- partnerships with developers and housing associations supporting a community group to deliver their ambition for affordable housing in their community.

The Start Up Support Programme aims to help groups of local people to develop their own community led housing solutions. The grant programme is targeted to support the earliest stages of a community led housing group's development and help community led housing projects at an early stage to explore options, to enable community led housing solutions to become a reality.

Based on national evidence, we know that many groups go through typical stages in the development of their community led housing projects. We have identified five 'Stages of Development', each of which contain specific functions (see appendix 1).

We know that groups in the early Group Stage may require support to undertake community consultation, develop their membership, determine the most appropriate legal structure and incorporate their group or review a group's current legal structure.

Projects at the Site Stage may require support to find suitable land or property, undertake site assessments, undertake initial site or building surveys, undertake outline business planning to assess the viability of sites or how to acquire properties, and support to apply for further revenue grant funding, to enable projects to go on to develop detailed project designs.

We expect that most applicants to the Start Up Support Programme will be at the early Group Stage and Site Stage of development.

This programme aims to support groups to progress their projects to become ready to apply for further pre-development revenue grants from other programmes. Homes England's [Community Housing Fund](#) programme provides revenue grants to fund pre-development costs so that projects can complete the Group, Site and Plan Stages and are ready to start on site or acquire properties.

If you are awarded a grant through this Start Up Support Programme this can be counted towards the 10% match funding that Homes England requires when you submit an application to their Community Housing Fund programme. There are charitable funders such as Power to Change and The Nationwide Foundation who also provide revenue funding to help progress projects after they have completed some initial project work through the Start Up Support Programme. For more information about other funding programmes please look at the Community Led Homes website.

What funding is available

How much grant funding can I apply for?

Seed Corn Costs

Community led housing groups who meet the programme criteria can apply for up to £4,000 to cover the early stage costs of getting a project off the ground.

All community led housing groups will incur costs during the early stages of their project's development. Examples include community engagement costs such as room hire, volunteer expenses, staff expenses, legal fees to incorporate the group, travel costs to see other community led housing projects, training course fees, and the costs of hiring a professional to undertake site valuations and surveys.

1:1 Support from Community Led Housing Enabler Hubs

In some areas of England, there are Community Led Housing Enabler Hubs, which are regional support providers that have been set up to support community led housing projects.

Some Enabler Hubs have been allocated funding from the Community Housing Fund, to pay for local community led housing advisors to provide 1:1 start up support, to help groups to shape and progress their projects through the early stages.

To find out if you can access 1:1 start up support from a community led housing advisor via a local Enabler Hub, please look at the [list of Enabler Hubs](#). If you have an Enabler Hub in your area, please contact them to understand what 1:1 support they can provide.

If you are uncertain about whether you are in an area where a Community Led Housing Enabler Hub exists, please contact the Community Led Homes advice service via email hello@communityledhomes.org.uk or phone 020 3096 7795 during office hours.

If you have a local Enabler Hub who can cover the costs of your group working with your chosen community led housing advisor, then please arrange 1:1 start up support through your local Enabler Hub.

Support costs

A Support Grant can provide further funding to commission advice and support from community led housing advisors of up to £6,000, if this start-up support is not available through a local Community Led Housing Enabler Hub.

This may be because:

- there is no Community Led Housing Enabling Hub operating in your area.
- your group requires start up support that falls outside the skillset of your local Enabling Hub.
- your local Enabling Hub has reasonably taken the view that your group is at too early a stage, or needs additional support to become more certain about your approach before you can qualify for support from them at no up-front cost.
- you would like to work with a community led housing advisor of your choice, who is not an associate of a local Enabling Hub.

Across the country, there are experienced community led advisors who can help you to work through the early stages of your project. You may have been recommended an advisor to work with from another group or a support organisation, or you may require support to find the right advisor.

If your group applies for a Support Grant, checks will be made to see if there is an Enabler Hub operating in your area, and if there is, what support they provide to determine if your application is eligible.

A total of up to £10,000 revenue funding is available for groups to apply for, if a group is eligible to apply for both a Seed Corn Grant up to £4,000 and a further Support Grant up to £6,000 to commission 1:1 support directly from a local community-led advisor.

How long is the funding available?

There is £800,000 funding available in the programme to commit to community led housing groups by the end of March 2020.

The grant programme will be a rolling programme open for applications from mid-February 2019 until mid-February 2020, or until all funding is committed, whichever is sooner.

Grantees must have spent their grant within 12 months of their offer letter, or by the end of March 2021, whichever is sooner.

Eligibility criteria

Your community-led group will need to meet all the following eligibility criteria in order to be able to apply for this programme:

- Your community organisation is based in England.
- Your community organisation is exploring community-led options.
- Your community organisation is looking to create some permanently affordable housing to meet local housing needs.
- Your community-led project is an early stage in the project's development.
- Your community organisation is looking for revenue funding.
- Your community organisation must have been established for charitable, benevolent or philanthropic purposes.
- 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.

- Your community organisation must have a bank account with two signatures who are not related and live at separate addresses, or you have identified an eligible incorporated organisation to act as your fundholder.

Eligibility criteria explained

Please refer to the information below for more details about each of these eligibility criteria:

Your community organisation is based in England

This programme can only fund community-led groups based in England that are also developing community-led projects in England.

Your community organisation is exploring community-led options

For the purpose of this 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, though some may do.
- the local community group or organisation owns, manages or stewards the homes and 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 must be clearly defined and legally protected in perpetuity.

Your community organisation is looking 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 is aiming to create some affordable housing and providing 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). Any housing assets are expected to be permanently affordable for local people on local wages. We understand that to make some 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 and Minority Ethnic (BME) 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 community-led project is an early stage in the project's development

The programme is designed to support groups whose project is at the earliest stages of development. You may require support to develop your organisation, incorporate or review your current legal structure, consult and engage the community as your project develops, find suitable land or property, undertake site surveys, and start to undertake outline business modelling to understand how to develop a viable plan.

Your community organisation is looking for revenue funding

The Start Up Support programme can only provide small revenue grants to cover the early stage costs of getting your project off the ground. To find out about other sources of funding such as larger revenue grants for larger scale projects, capital grants, loan finance and Community Shares please look at the [funding pages](#) of the Community Led Homes website.

Your community organisation must have been established for charitable, benevolent or philanthropic purposes

The organisations selected to receive grants will normally be not-for-profit either due to their structure (such as Community Benefit Societies, Community Interest Companies, Charitable companies), or because of the way in which they are run, with

rules to reinvest all/most profits into their charitable, benevolent or philanthropic purposes.

You may be an existing community organisation that has been established to further the social, economic and environmental wellbeing of local people or a community or interest, or you might be in the process of setting up your organisation specifically to solve local housing problems by providing housing for people in housing need.

Any surpluses (profits) generated by the organisation may only be used to benefit your defined community of benefit.

We will ask you to upload your governing document to check that your organisation is eligible to apply. If you are an unincorporated association this may be a simple constitution which states the aims of your group, who can become members, your community of benefit, and how any funding or income generated will be used to benefit your defined community.

Your community organisation must have a membership of five or more unrelated members who are all living at different dwellings, including three unrelated committee members who are all living at different dwellings

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.

Community-led groups applying to this programme can be unincorporated or incorporated. The Start Up Support Programme cannot fund individuals, but we can fund unincorporated associations. We expect that unincorporated organisations will seek support through this programme to choose an appropriate legal structure and work towards incorporation.

Unincorporated organisations will need to nominate an incorporated fundholder to act as an accountable body to receive and manage the grant. There is more information about groups which are eligible to be a fund holder for applicants in appendix 3.

Your community organisation must have a bank account with two signatures who are unrelated and live at separate addresses, or you

have identified an eligible incorporated organisation to act as your fund holder

Community organisations who do not have a bank account that meets this criteria, or unincorporated associations, will be asked to identify an eligible incorporated organisation to be a fundholder, to act as an accountable body to hold the funds on their behalf. There is more information about groups which are eligible to be a fund holder for applicants in appendix 3.

What the grant can and can't be spent on

Examples of Seed Corn Grant costs that can be funded, up to £4,000:

- Community consultation (room hire costs, publicity materials, printing etc).
- Travel costs to visit other schemes.
- Legal fees for incorporating your group, reviewing your group's existing legal structure and setting up a subsidiary group.
- Professional fees (surveyors, architects etc.) to complete required specialist studies such as site assessments, site/building surveys and valuations, housing needs assessments, ecology surveys, and develop outline scheme designs for housing etc.
- Relevant training courses for volunteers or staff.
- Staff time – both new and existing staff to work on the community led housing project (existing staff will need to show that their hours are in addition to current responsibilities or some of their existing responsibilities are being back-filled).
- Costs associated with peer mentoring support from experienced community-led groups.
- Volunteer expenses.
- Fees for pre-planning advice from your Local Authority.
- Public indemnity insurance for your group.
- Undertaking a housing needs survey.
- Developing your group's website (up to £300).

Quotes for professional surveys

In addition to the total cost, please ensure the quote includes the day rate you will be paying the professional for the survey, and the number of days they will provide.

(Please do NOT provide an hourly rate). Please note that the maximum day rate is £550 per day excluding VAT and reasonable expenses, which can be claimed in addition to the day rate.

In some instances, you may be quoted a fixed price for a technical survey or an assessment, and it will not be appropriate to calculate a day rate. In this circumstance, we expect the applicant to have checked that this is the market rate for this work, either by getting more than one quote and/or complying with their own financial regulations.

Examples of Support Grant costs that can be funded, up to £6,000

If you do not have a local Community Led Housing Enabler Hub who can support you to work with your chosen community-led advisor, then you can apply for funding up to £6,000 to cover the consultancy costs to commission this support directly.

The type of support a community-led advisor can provide includes help to form a new organisation, develop your objectives, develop your membership, explore different approaches to community-led, explore different legal structures, help to find sites and undertake an outline assessment of a site's viability for affordable housing.

You may decide that you wish to work with more than one advisor, which is fine, as long as their skills and experience and the support they are providing complement each other.

You are strongly advised to ensure that your chosen advisor(s) are appropriately experienced and qualified for the work they are delivering. You will need to explain in your application and the supporting quotation what you expect them to deliver as a result of their work, and how this contributes to your project's development. The quote you upload will need to provide background about their experience and this will be reviewed as part of the grant assessment.

Quotes for community led housing advisors

In addition to the total cost, please ensure the quote includes the day rate you will be paying the community-led advisor, and the number of days they will provide. (Please do NOT provide an hourly rate). Please note that the maximum day rate is £550 per day excluding VAT and reasonable expenses, which can be claimed in addition to the day rate.

The quote will also need to provide background about the experience of the community led housing advisor chosen. This will be reviewed as part of the grant assessment.

Expenses

Your group and your advisor are entitled to include reasonable expenses, but they will need to meet the standards laid out below:

- Travel: standard class rail fare
- Mileage: 45 pence per mile car, 24 pence per mile motorcycle
- Overnight accommodation: £90 per night maximum (£120 per night maximum in Inner London)

We expect that in most cases, advisors will live within the region of England that your group is based, so the need for overnight accommodation will need explanation in your grant application. Assessors will consider if the costs included are reasonable as part of the grant assessment process. The grant panel will have the right to reject expenses if they deem them unnecessary.

Examples of costs that the grants cannot be spent on

The Start Up Support Programme grants are not available for:

- Paying debts, fines or expenses already incurred or paid to cover retrospective costs.
- Funding activities that have already been funded through another support programme, or support provided by a local Enabler Hub.
- Core costs of the applicant's organisation (for example staffing costs, running costs, repairs etc.)
- Paying for volunteer time, however reimbursement of reasonable out of pocket expenses is eligible.
- Capital items - generally this means that a purchase results in owning a lasting asset such as computers, photocopiers or digital projectors.
- Other capital costs – for example building costs or costs associated with refurbishing a building.
- General contingency for unknown costs or cost overruns.
- Day rates for advisors above £550 (excluding VAT and reasonable travel expenses).

- Any fees charged from a fundholder to act as your accountable body.

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. 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.

Support to apply

We recommend that you seek advice from a community-led advisor or a local Community Led Housing Enabler Hub if you have one in your area, before applying to this programme. Your local Community Led Housing Enabler Hub or a local community-led advisor may be able to help you to consider the costs you are likely to incur and help you put together a budget.

Please check if there is a Community Led Housing Enabler Hub that covers your area by looking at the list on the [Community Led Homes website](#). If there is, please seek advice from them before applying to this programme.

If you do not have a Community Led Housing Enabler Hub in your area, there are experienced community-led advisors across the country who can help you to think about how to move your project forward and what support and funding you need.

You may have been recommended a consultant by other community-led groups or by a support organisation.

If you have any queries whilst filling in the form, please refer to the Frequently Asked Questions on the Community Led Homes website.

Community Led Homes also has an advice line to help you to think about what early stage support you may need and will have a list of advisors. Please email the advice line at hello@communityledhomes.org.uk or phone 020 3096 7795 during office hours.

There might also be a Local Authority community-led support programme in your area that can offer support and grant funding.

Application Process

Eligibility Checker

To apply to this programme please complete the [online Eligibility Checker](#).

This will help you assess if your group and your community led housing project are 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 fill out your contact details and submit them 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.

To apply for a Seed Corn Grant and/or Support Grant you will need to complete a single electronic application form.

If you start your online application but are unable to complete all the required information, don't worry. Each time you complete a page and click "next", this section will save, and you will be able to close the form and return to it as many times as you like. To access your form again, please use the link provided in the email we will have sent to you upon completion of the Eligibility Checker.

Application questions

A copy of the online application questions and guidance for each question are provided at the end of this guidance document, so that you can prepare your answers in advance of filling in the online form.

Please keep a copy of your answers that you write into your online application form in a Word document so that you have a copy for your own records.

Assessment process

Applications will be assessed based on the information provided in the application form and against the following criteria:

- Is the group community-led?
- Is there a clear housing need identified for the project?
- Is the project aiming to provide some permanently affordable housing?
- Is there community support?
- Is all the proposed expenditure eligible? (We will reduce the total amount of grant awarded for any items of ineligible expenditure.)
- Are the project costs reasonable and do they add up?
- Is the project realistic and achievable?
- Can the activities be delivered in the timetable given (within a maximum of 12 months or before the end of March 2021, whatever date is sooner).

- If the application is requesting Support Grant funding, does the chosen advisor have the relevant experience to support this group?

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.

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.

Decision stage and awarding of grants

Letting you know the outcome of your application

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, provided that you have included all of the relevant information in your application.

What happens if you are successful in being offered a grant?

If your grant application is approved by the grants panel, our grant administrators, Groundwork UK will become the day to day contact for your grant. They will email you offering you a grant, setting out the detailed terms and conditions, and requesting copies of any further documentation required in order to pay out your grant. They will invite you to complete their due diligence process to accept the grant offer. You must sign and return the offer letter within four weeks, or your offer of grant will be withdrawn.

For the due diligence process, you will be asked to provide bank account details for your organisation (or for the Fund Holder 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.

You will also be asked to confirm that you have appropriate insurance in place for your project. The time it takes to complete the due diligence process is dependent on applicants providing satisfactory information.

What you need in order to receive the funding

Once you have satisfactorily submitted all the information requested to Groundwork UK, you will receive your grant payment within ten working days, or 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.

If you are an incorporated organisation with a bank account with two signatories, you can receive the funding directly into your account.

If you are an unincorporated association without a bank account, you will need to have identified a fund holder to be your accountable body as part of your application (see appendix 2 for more information).

Applicants must be able to start the activities within one month of signing their offer letter and must spend the funding within 12 months or by the end of March 2021, whichever date is sooner.

Reporting requirements

Successful applicants will be asked to provide a financial and activity monitoring report every six months, and on completion of the planned activity.

The end of grant report will ask you to describe what progress you have made as a result of the funding, a breakdown of your expenditure, and to submit this along with invoices and receipts for any items over £1,000.

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.

Tips and troubleshooting for completing the online application form

Preparing your answers before you start

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 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 in to 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 a couple of options you can try first before ringing the advice line.

The usual reason for not receiving the email with application URL link is that it gets caught in your organisation's spam filter. First, you should add the email address communityledhomes@locality.org.uk to either your white list 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 @gov.uk email address. So, 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 white/safe list.

If you still have not received it after completing two different email addresses and adding the email to the white/safe list, please get in touch by ringing 020 3096 7795 or emailing hello@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 provided that 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.

What attachments will I need to provide?

You will need to upload the following as attachments to your grant application:

- Quotations for any individual costs over £1,000.
- Quotations will need to be on company headed paper. Please make sure that this explains the scope of the work to be undertaken and the relevant day rate(s).
- A copy of your governing documents.
- A copy of your latest annual accounts or if you do not have these yet, your latest accounts.

Consent to use your data

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/or its partners in this programme may contact you to obtain feedback on the support you have received from the Start Up Support Programme.

By submitting your application 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](#).

In addition, you will have the option to provide us your consent to receiving mailings specific to community-led news, information about funding opportunities, events and general updates that you might find useful.

Public liability

Please consider carefully 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.

Appendix 1: The Five Stages of Development

Research¹ has shown that many groups go through typical stages in the development of their community led housing projects. Five ‘Stages of Development’, have been identified, each of which contain specific functions:

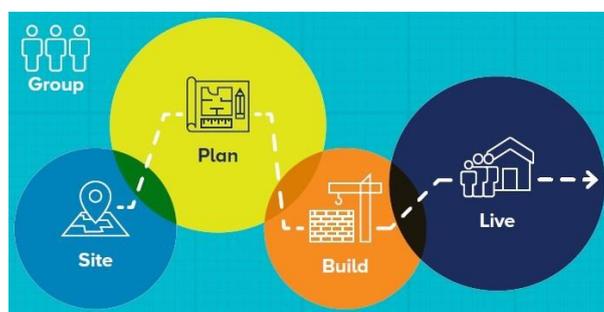
The Group Stage is all the functions of community led housing that is distinct from mainstream housing development. At the early Group stage each community led housing group needs to be constituted, and to define its objectives to meet local housing needs. This start up programme can help you to explore the different approaches to community led housing, develop a more detailed understanding of housing needs, and define your project objectives.

The Site Stage relates to finding and acquiring a site for development, or a building for redevelopment or refurbishment. This Start Up Support programme can help you fund a range of professional services, covering site identification and surveys, the feasibility of development and help to acquire the site/buildings, plus staff time and/or volunteer expenses to progress these elements of the project. The site acquisition itself is separate, and the cost of purchasing a site are not covered by this programme’s small revenue grant funding.

The Plan Stage relates to the functions leading to obtaining a planning consent for development and/or entering into a build contract. It is unlikely that you will get this far in your project through the Start Up Programme, and we expect that groups will apply to other funders such as the Homes England’s Community Housing Fund programme and Power to Change’s Homes in Community Hands programme for most of the plan stage costs.

The Build Stage relates to all the functions involved in the build process.

The Live Stage relates to the occupation of the homes once built, and the functions required to enable occupation and on-going management.



¹ www.powertochange.org.uk/wp-content/uploads/2018/08/TargetingFunding-final.pdf

Appendix 2: Application questions

	Organisational details	Please provide us with information about your organisation
1	Organisation name	We will require a name for your organisation, even if it is an official working name at present. This will be the name that we will use for future correspondence.
2	Contact: First name Contact: Surname	Please 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.
3	Role within the organisation	For example: Chair, Secretary, Committee Member, Director, CEO, Officer.
4	Email address	
5	Telephone number	
6	Please provide the correspondence address for your organisation here: Address line 1 Address line 2 Town County Postcode	
7	Organisation phone number	

8	Organisation email address	
9	Organisation website	We do not expect that all applicants will have a website for their organisation.
10	Organisation Facebook	We do not expect that all applicants will have a Facebook page for their organisation.
11	Organisation Twitter	We do not expect that all applicants will have a Twitter handle for their organisation.
12	Alternative Contact: First name, Surname, Email address, Phone number, Position in organisation	
13	In what region of England is your organisation located?	Please pick a region from the drop-down list provided. Only groups and projects based in England are eligible for this programme.
14	Which Local Authority area in England is your organisation located in?	Please pick a Local Authority Area from the drop-down list provided.
15	Please briefly explain the aims and objectives of your organisation	Please describe the aims and objectives of your organisation, in 100 words or less.
16	What is the current legal status of your organisation? Unincorporated Association Company Limited by Guarantee Company Limited by Shares	Please pick a legal structure from the drop-down list provided. We will accept incorporated organisations and unincorporated associations onto this programme.

	<p>Community Interest Company (CIC) Limited by Guarantee</p> <p>Community Interest Company (CIC) Limited by Shares</p> <p>Charitable Incorporated Organisation (CIO)</p> <p>Co-operative Society (IPS)</p> <p>Community Benefit Society</p> <p>Trust</p> <p>Other (please specify - 20 words max)</p>	
17	Please tell us the date your organisation was formed/incorporated	You will have to add in the day, but this can be an estimate. The month and year are the most important to our requirements.
18	<p>Please input all applicable registration numbers:</p> <p>Company Registration Number</p> <p>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 and the Financial Conduct Authority website.
19	<p>Is your organisation a charity?</p> <p>Y/N</p>	It is not a requirement of the programme to be a charity.
20	If Yes, is your organisation registered with the Charity Commission? Y/N	
21	Please upload your organisation's governing documents/rules.	<p>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.</p> <p>If you are an unincorporated association this may be a simple</p>

		constitution which states the aims of your group, how any funding or income generated will be used, and how people can become members.
22	Please upload a copy of your latest annual accounts.	If you are a new organisation without annual accounts, please upload your latest accounts.
23	Is the group accountable to its members and the local community?	<p>In 200 words or less 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>The Start Up Support Programme cannot fund individuals, but we can fund unincorporated groups.</p> <p>Your group must have a minimum membership of five or more core members who are unrelated and living at different dwellings, including three board members who are all not related and living at different dwellings.</p> <p>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>
24	Does your organisation have a bank account that meets the programme's criteria? Y/N	Your organisation will need to have a bank account with two signatures from addresses. If your group does not have a bank account that meets these requirements, or you are an unincorporated association please answer no to this question. You will then be prompted to nominate an incorporated organisation to be your fundholder.

25	Fundholder organisation details: Organisation name Address Town County Postcode	If you do not have a bank account, please provide the details of an organisation that can hold any funds for you.
26	Legal status of the fundholding organisation	Please pick a legal structure from the drop-down list provided.
27	Fundholder contact details Name Position in organisation Email address Phone number Mobile phone number	
	About your project	Please tell us much as you can at this stage about your proposed project. We have given limits on word counts so please stick to these, as nothing over the word count will be seen by the assessors.
28	Project title	You might not have a project title yet so please use a working title so we know which project idea this relates to. Organisations progressing two distinct community-led projects can apply to this start up support programme for each project.
29	Project description	In 200 words or less please describe your project idea and the kind of affordable housing you are interested in developing.

		<p>You might not be sure of this yet, as you may need help through this programme to understand local housing needs and explore community-led approaches and possible sites.</p> <p>Please give some brief details about any aspirations your group has at this stage. For example: Are you hoping to build homes, flats, purchase or lease properties, convert a non-residential building, build special care units etc.?</p> <p>Do you think there might be a mix of tenures? We understand that your ideas will evolve and may change as the project progresses.</p>
30	<p>Type of scheme:</p> <p>New build</p> <p>Refurbishment of existing housing</p> <p>Conversion into housing</p> <p>Combination of new build/ conversion/ refurbishment</p> <p>Other - please specify - (max 50 words)</p>	<p>Please tick one of the options that describes your main aspirations at this stage. Do not worry if you are not sure of this yet, or this changes as your project progresses.</p> <p>If you pick other, please describe your type of scheme in no more than 50 words.</p>
31	<p>Total number of homes you aspire to build or refurbish.</p>	<p>We understand that you will probably not know this yet, but this will give us an idea about the scale of the project you are aspiring to.</p> <p>The programme will support projects creating one or more affordable homes.</p>
32	<p>Please explain the need for this project.</p>	<p>In 100 words or less, please describe the key housing issues in your area. How is your project aiming to provide some affordable housing for</p>

		<p>people who are in housing need?</p> <p>Does your organisation have an idea of the potential beneficiaries for the housing? For example, low income families, older people etc.</p>
33	<p>Which of the following impacts does your group aspire to achieve through this project?</p> <p>Increased number of affordable homes, freeing up larger family homes, empty properties back into use, regeneration, employment, training, homelessness, loneliness, tenant empowerment, mutual support for residents.</p> <p>Other - Please state in 50 words or less</p>	<p>Please tick all that you think apply.</p>
34	<p>Please outline the community support you have developed for your project to date.</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>Please describe any community consultation or market research which you have completed.</p> <p>Please explain how the community is supporting the project, e.g. through attending meetings about the projects, giving their time, expertise, making donations or fundraising.</p>

35	Have you identified any land or buildings in respect of your project? Do you currently own or lease these?	In 200 words or less, please describe any sites or buildings you have identified and tell us about the owner. If you have not identified a site or building(s) yet, please tell us this. It is not a requirement of this programme to have identified a site.
36	Have you been working with other stakeholders or partners to progress the project? If so, please tell us who and give brief details.	In 100 words or less 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 exploring working with a local Housing Association.
37	<p>In addition to housing please select any other facilities, services or activities that you hope your project will provide:</p> <p>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>	Please select any that apply from the following list or leave blank.
38	Is your proposed project located in a designated Neighbourhood Plan area? Y/N	We are asking this because you may be eligible for further technical support for your project through the national Neighbourhood Planning programme .
39	If yes, please give details about the Neighbourhood Plan in place or the progress on the plan being developed.	In 100 words or less please give details about the Neighbourhood Plan in place or the progress of the plan being developed.

Finances		
40	Has your organisation received any previous funding in relation to the housing project you're considering? Y/N	Your organisation may have received support from the CLT Start Up Fund managed by the National CLT Network, the Early Stage Support Programme from Locality, from other charitable funders or from a local support programme from your Local Authority.
41	If yes, please tell us the name of the funder(s) and the amount(s) you received.	Groups who have received support from other grant programmes will need to give details of the funding received.
42	If yes, please explain how the funding you have secured to date has helped you to progress your project.	Please explain in 200 words or less how the support from these programmes has helped your project to progress.
43	Are you applying for a Seed Corn Grant Y/N	Community-led groups who meet the programme criteria can apply for up to £4,000 to cover the early stage costs of getting a project off the ground. All community-led groups will incur costs during their early stages of a project's development.
44	If yes, what is the amount of Seed Corn funding you are requesting?	What is the total amount of Seed Corn funding you are requesting up to £4,000? If you don't apply for the full amount, you can apply again before February 2020, for the remaining amount. The minimum amount you can apply for it £1,000.
45	Please provide a summary detailing what you are proposing to spend the Seed Corn funding on?	Please explain in up to 200 words why the grant is needed and what you will spend it on.

46	Budget breakdown table for Seed Corn Grant	<p>Please provide a breakdown of your costs giving a start and end date for each task.</p> <p>The activities should ideally be those which will start at least six weeks after you submit your application (to allow time for the assessment process, grants offer and acceptance process to be completed).</p> <p>You can include VAT if this is included in any quotes you receive.</p>
47	Please upload copies for any quotes above £1,000	<p>Please upload quotes for any budget items that are £1,000 or more. The quote should contain an outline of the work and an itemised list of all the costs.</p> <p>Please combine your quotes into one Word document or PDF document to upload to the form.</p>
48	Are you applying for a Support Grant? Y/N	<p>A Support Grant can provide funding to commission advice and support from community led housing advisors up to £6,000, if this start up support is not available through a local Community Led Housing Enabler Hub.</p>
49	Is there a Community Led Housing Enabler Hub covering your area? Y/N	<p>We recommend that you look to see if a Community Led Housing Enabler Hub has been established in your region to see if they can offer you 1:1 start up support with your chosen community led housing advisor. To find out more about Community Led Housing Enablers please use the hub finder.</p>

50	<p>If Yes, have you talked to the local Community Led Housing Enabler Hub to understand what 1:1 start up support they can provide? Y/N</p>	<p>If your local Community Led Housing Enabler Hub can provide you with 1:1 start up support with your chosen advisor, you will not be eligible to apply for a Support Grant.</p>
51	<p>If Yes, please provide the contact name and email of the person connected to the Community Led Housing Enabler Hub who you have talked to about this application.</p>	<p>Please contact your Community Led Housing Enabler Hub in advance to ask them if it is ok to add their details to your application. It is your responsibility to ensure you have requested their consent if you add their contact details to this application form.</p>
52	<p>Please provide a summary of why you require a Support Grant to work with your chosen community-led advisor?</p>	<p>In 100 words or less please describe why you require a Support Grant. This may be because there is not a Community Led Housing Enabler Hub in your area, or the Community Led Housing Enabler Hub is not able to provide you with the 1:1 start up support you require or enable you to work with the community led housing advisor of your choice.</p>
53	<p>Amount of Support Grant requested.</p>	<p>The maximum grant you can apply for is £6,000. If you don't apply for the full amount, you can apply again for the remaining amount at a later stage.</p> <p>The minimum amount you can apply for it £1,000.</p>
54	<p>Budget breakdown table for Support Grant.</p>	<p>Please provide a breakdown of your community led housing advisor costs giving a start and end date for each task.</p> <p>The activities should ideally be those which will start at least six weeks after you submit your application (to allow time for the assessment process, grants offer and acceptance process to be completed).</p>

		<p>Please include the date rate of your community led housing advisor.</p> <p>You can include VAT if this is included in any quotes you receive.</p>
55	Please upload copies of any quotes above £1,000.	<p>The quote(s) should contain an outline of the work that the adviser will deliver, an itemised list of all the costs and a day rate that does not exceed £550 (excluding VAT and expenses).</p> <p>Please note you will need to combine your quotes into one Word document or PDF document to upload more than one quote.</p>
56	Name(s) of community led housing advisor.	
57	Please explain why the chosen community led housing advisor has the relevant skills and experience to support you.	<p>In 100 words or less please describe why you have chosen this advisor. Please add more than one name if you are using a couple of advisors. Their experience should also be included in their quote.</p>
58	<p>State Aid:</p> <p>Please explain your view of the State Aid treatment of the funding you are applying for.</p> <p>I consider this funding would not be State Aid – tick box</p> <p>or</p> <p>I consider this funding would be State Aid – tick box</p>	<p>Please refer to clhtoolkit.org/legal/dealing-state-aid for more information. Please contact the Community Led Homes advice service if you are unsure at hello@communityledhomes.org.uk or telephone 020 3096 7795.</p> <p>If the purpose of the funding is fundamentally local in nature, such that there is no risk that another person or organisation in another EU Member State would be disadvantaged by you receiving the funding, that funding should not constitute State Aid.</p> <p><u>I consider this funding would not be State Aid – tick box</u></p>

		<p>Please briefly explain in 50 words or less the reasons why you consider this funding would not be State Aid.</p> <p>Possible reasons are because the activities for which the funding will be used are non-economic, or local in nature.</p> <p>Any activity that involves offering goods and services on a market is economic activity. If you will be providing services for which users will be charged a fee this will be economic activity.</p> <p><u>I consider this funding would be State Aid – tick box</u></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. If the funding would be State Aid please state whether it would be lawful State Aid by completing the questions below and providing the details required.</p> <p><u>I believe the State Aid is lawful because of the de minimis exemption – tick box</u></p> <p>Any organisation may receive up to €200,000 of State Aid over a rolling three-year period under the de minimis exemption. All State Aid received in the last three rolling years must be considered to determine how much de minimis State Aid remains available.</p> <p>How much State Aid have you received in the last three rolling fiscal years (not including the grant you are applying for)?</p>
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		<p><u>Other reason why the funding would be lawful State Aid – tick box</u></p> <p>Please provide details</p> <p><u>If the funding would be unlawful State Aid tick here</u></p> <p>Please note that if you tick this box you will not be eligible to receive funding.</p>
59	<p>How did you find out about this programme?</p> <p>Local Community Led Housing Enabler Hub Local Authority Officer Another community group Regional or national support organisation Community Led Homes website Another funder or grant programme Internet search Twitter Facebook Other - please state who</p>	
	Terms and conditions	
60	<p>Terms: Yes, I confirm I have read and agree to the terms of this web form submission.</p>	<p><i>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.</i></p>

		<p><i>I agree that Locality and the other Community Led Homes delivery partners may use the data I have provided.</i></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><i>I agree that Locality and the other Community Led Homes delivery partners can contact our group to obtain feedback on the support we have received from this Community Led Homes Start Up Support Programme.</i></p> <p><i>I agree that by submitting an application, I am providing data, including personal details and those of the alternative contact. 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.</i></p>
61	<p>Privacy and Data Protection:</p> <p>Yes, I have read, and I accept the terms of the privacy statement.</p>	<p>Please read our 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>
62	<p>Receive news and updates from Community Led Homes:</p> <p>If you would like to receive our regular news,</p>	<p>We'd like to keep in touch with your organisation about news from the Community Led Homes partnership, including information about new funding programmes, event invites and new community led housing resources.</p>

	<p>updates, events invitations and information from Community Led Homes, please tick the box below.</p> <p>Yes, please sign me up.</p>	
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Appendix 3: Fundholders

What does a fundholder do?

A fundholder generally takes responsibility for the legal and financial management of a grant given to a particular 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 unincorporated Community Led Housing groups, and are legally responsible for the proper use and management of those funds.

What is required from a fundholder?

- The fundholder must be solvent and have proven competence and experience in administration and financial management.
- It must be a legal entity.
- Must have effective systems of management to deliver projects.
- Be able to monitor project performance.
- Must 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 this 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 can act as a fundholder. For example, these may be:

- Principle Authorities
- Charities
- Community Interest Companies (CICs)
- Charitable Incorporated Organisations (CIOs)
- Parish Councils
- Registered housing cooperatives

- Housing Associations.

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), as long as 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 4: Useful contacts and weblinks

- Community Led Homes advice service email – hello@communityledhomes.org.uk
- Community Led Homes advice service phone – 020 3096 7795 during office hours.
- Eligibility Checker – www.communityledhomes.org.uk/community-led-homes-start-support-programme
- List of Enabler Hubs – www.communityledhomes.org.uk/find-your-local-hub
- Community Led Homes website – www.communityledhomes.org.uk
- Community Led Homes funding page – www.communityledhomes.org.uk/get-funding

- Power to Change's Homes in Community Hands programme – www.powertochange.org.uk/get-support/programmes/community-housing
- Homes England's Community Housing Fund – www.gov.uk/government/collections/community-housing-fund
- Neighbourhood Planning programme – neighbourhoodplanning.org