

Office Use Only Reference: Date Received:
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Housing Advisory Panels -
 Shaping a local community

Housing Advisory Panel – Funding Application Form

Your name (or name of your group) Address Telephone Email	
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Project Title	
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Total amount requested (£)		Total cost of the project/work (£)	
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About your project:

Tell us what do you want to achieve and how will your project benefit tenants and the community?

Tell us about the different types of people that will benefit and the steps you will take to make sure what you do is accessible to everyone.

For example, are you applying to help meet the needs of younger people and have you taken any practical issues into account such as where and when the project or activity takes place?

Involving others:

Have you asked other tenants or the local community about this?

Who do you want to take part in your project or activity and how will they get to know

about it?

The funding:

How much are you applying for?	
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What is the total cost of your project?	
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If you have already applied for funding, or intend to apply somewhere else, please let us know where you have applied to, how much for and when you think you will know the answer.

Name of funder	How much requested?	Amount approved or expected decision date

What item(s) do you want the funding to pay for?

List Item(s)	Supplier	Cost (£)

Spending Money Wisely

It is important to demonstrate that the money you are applying for will be spent wisely. In summary:

- For projects carried out by an internal Council Service, three quotes are not required as will be work undertaken by LCC or one of its approved contractors.
- Applications seeking funding that will leave LCC are required to evidence they have considered value for money by either:
 - Giving three quotes for any large single items, or;
 - If many low cost items are requested, share information about why you have chosen a particular supplier(s); or
 - Tell the panel why the grant to your group will be spent wisely if the money is not for buying goods.

Where appropriate please provide at least three quotes:	Cost (£)
1.	
2.	
3.	

Any additional information about value for money:

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This application supports the following priorities (please the local HAP Plan on a Page):

BEST COUNCIL OUTCOME	HOUSING PRIORITY	PANEL FUNDING PRIORITIES
<i>e.g. Be safe and feel safe</i>	<i>e.g. Creating Sustainable Communities</i>	<i>e.g. To enhance the environmental appearance of communities.</i>

The following information is required, but will not be shared with Panel members.

Bank account details - If you are applying as an individual tenant or member of the community please do not complete. It may still be possible to pay for your project. (Please tell us if this is the case).			
Name of bank account:			
Bank account number:		Sort code:	
Signatories to bank account	1.	2.	
Please Note: All payments will be made by BACS and bank accounts must have a minimum of two signatories			

Voluntary and community organisations only – please include the following documents.		
	Attached?	If 'No' please let us know why you have not included these documents with your application
Your Constitution	<input type="checkbox"/> Yes <input type="checkbox"/> No	
List of Management Committee members	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Child Protection Policy (if your project involves young people under 18)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Your Equal Opportunities Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Your latest bank statement	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Audited accounts from last year	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Relevant Liability Insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Evidence of any community consultation	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Any relevant map/images to help us understand where the project is.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Where did you hear about the panel?

- Tenant newsletter
- Using a website or internet search
- A member of staff
- Voluntary or community organisation
- Social media (e.g. Facebook or Twitter)
- Using a funding search tool
- Other.....

DECLARATION

FOR INDIVIDUALS AND GROUPS: I agree to details about the project or organisation being entered onto a computer database.

I agree to details about the project or organisation being shared with Council officers, ward members and third parties involved in the assessment of this application and any funding awarded

I can confirm that to the best of my knowledge the information in this application and any supporting information is complete and accurate.

FOR GROUPS ONLY: I am authorised by the organisation to sign and submit this application on their behalf.

If your group or organisation is applying for the grant to be paid directly to you. I understand that if this application is successful that I will be asked to sign a 'funding agreement'. I must carry out my project in line with the terms and conditions within this.

Your signature	
Print Name	
On behalf of (if applying from an organisation)	

Thank you for your application

Please return, with any supporting documents from question 6 to:

Housing Leeds
 Freepost RRLU-UYBZ-UHKH
 Navigation House
 8 George Mann Road
 Leeds LS10 1DJ
 0113 378 3330

Or email housingadvisorypanel@leeds.gov.uk

Copies of the supporting documents also need to be sent. Please note we can not accept any email with a file size of 20MB or more.

We will be in touch shortly to let you know we have received this and if we have any questions.

OFFICER USE ONLY

Housing Advisory Panel(s)	
Ward(s)	
Date Officer Checklist completed	

Best Council 2017/18 Outcomes: (We want everyone in Leeds to...)

<input type="checkbox"/>	Be safe and feel safe
<input type="checkbox"/>	Enjoy happy, healthy, active lives
<input type="checkbox"/>	Live with dignity and stay independent for as long as possible
<input type="checkbox"/>	Do well at all levels of learning and have the skills they need for life
<input type="checkbox"/>	Earn enough to support themselves and their families
<input type="checkbox"/>	Live in good quality, affordable homes within clean and well cared for places
<input type="checkbox"/>	Move around a well-planned city easily
<input type="checkbox"/>	Enjoy greater access to green spaces, leisure and the arts

Best Council 2017/18 Priorities:

<input type="checkbox"/>	Good Growth- growing the economy, creating jobs, improving skills, promoting a vibrant city
<input type="checkbox"/>	Health & Wellbeing- Supporting healthy lifestyles, improving mental health and wellbeing, integrating health and social care
<input type="checkbox"/>	Resilient Communities- Building strong, cohesive communities, raising aspirations, reducing financial hardship
<input type="checkbox"/>	Child-Friendly City- Keeping children safe, supporting families, raising aspirations and educational attainment
<input type="checkbox"/>	Better Lives- Giving people with care and support needs the right care and support at the right time
<input type="checkbox"/>	Transport & Infrastructure- Connecting people and places, improving air quality, meeting housing needs
<input type="checkbox"/>	Low Carbon- Reducing emissions, tackling fuel poverty, delivering efficient and secure energy

Which of the Housing Strategy's themes does the application meet?

<input type="checkbox"/>	Housing Growth – Sufficient housing to meet needs and aspirations of existing and potential residents
<input type="checkbox"/>	Improving Housing Conditions – Achieving and maintaining standards focussing on energy efficiency, fuel poverty and empty homes.
<input type="checkbox"/>	Enabling Independent Living – Promote independence for all tenants and stages of their tenancy.
<input type="checkbox"/>	Housing and Health – Reduce inequalities across the city where poor housing contributes to poor health.
<input type="checkbox"/>	Creating Sustainable Communities – Every area is a place where people want to live, now and in the future