

## What the Panels can fund?

Any project or initiative benefitting tenants and residents living in the area covered by the Housing Advisory Panel(s), which will help Leeds City Council meet it's:

- Best Council priorities
- Housing Strategy priorities
- Each Panel's local priorities

The Panels are able to give funding to support environmental projects i.e. solutions or improvements to local environmental issues, or community projects, helping the community to tackle or address a local issue. This funding comes from tenants' rent and therefore applications need to clearly show the benefit to tenants.

### Best Council Outcomes

You should show in your application what Council outcome your application is helping to achieve. Your application may help address more than one.

### Housing Priorities

The Housing Strategy is one of Leeds' main plans, helping the Council understand the city's housing challenges and the ways it will meet the needs of its communities. Please make sure your application meets at least one of these priorities:

## What can't be funded?

The Panels will not fund:

- Costs relating to projects with religious or political aims;
- Any projects/part of projects that have already taken place;
- Any project not benefitting tenants or leaseholders of Leeds City Council;
- Any project or initiative that would usually be funded by a Council or statutory service or body;
- Projects that need on-going maintenance or funding from the Council unless already approved by the relevant department;
- Organisations with large amounts of uncommitted reserves;
- Payments to meet debts or liabilities; and
- Expenses incurred before a grant has been given.
- Specifically for grants to outside of Leeds City Council, these will not be awarded to the applicant where the Council itself is best placed to deliver the project.

Applications from '**In Bloom**' groups are welcomed, however, applications will only be considered for work and activity on Housing Leeds land and/or if in a location and proximity to council housing so that a large proportion of the beneficiaries are council tenants.

Applications for **community projects** will be considered providing the application is able to evidence the benefit for council tenants. If the activity includes residents who are not council tenants then the applicant should seek a financial contribution towards the activity from residents or through some other form of other funding – see pages 6 and 7 for information.

## How much can be applied for?

There is no minimum or maximum amount. Each application is considered on its benefits to tenants and the contribution it makes to helping the Council achieve its aims.

Please note: the exception to this is the Outer South East HAP that have a £5,000 limit on applications.

## How often can you apply for Panel funding?

There is no maximum number of times a Panel can be approached. We know that some community and voluntary groups work in different parts of the city and may approach different Panels at different times. The Panels will also want to help fund projects that come from a broad range of applicants to help it tackle their funding priorities.

## Who can apply?

- Voluntary or community groups (including Tenants and Residents Associations)
- Individual tenants or residents. Please contact us so that we can help you with your application. For example, we can help complete the form on your behalf, test local opinions, take photos, seek permissions and do everything needed for the Panel to make a decision.
- Other local services e.g. Council departments, Police, local housing staff and any other partner agency.
- Social enterprises will also be eligible if 60% or more of their profits are reinvested into the company to further their social objectives.

## If you are applying on behalf of a group or organisation, you must show you have:

- Appropriate management arrangements and financial controls in place;
- Relevant policies to comply with legislation and best practice e.g. equal opportunities, child protection;
- Experience and/or ability to undertake the project;
- A project that is meeting the needs of council tenants and the local community;
- An understanding of how you will measure the success of the project; and
- How you will fund all of the costs for the project from this application or from other grants.

Please also note that where you are asked to provide quotes as part of your application, we may ask to see copies of receipts as part of the evaluation process.

## How to apply and timescales

Complete the Housing Advisory Panel application form (using these guidelines) and send it to [housingadvisorypanel@leeds.gov.uk](mailto:housingadvisorypanel@leeds.gov.uk). Hard copies are available on request. Please note we cannot accept any email with a file size of 20MB or more.

We will check that all information has been given and may contact you with any queries. The Panel may ask you to present your application in person at a future Panel meeting, in which case we will contact you about this.

We will let you know once your form has been received and the date when it will be looked at by the Panel. For any questions, please contact 0113 378 3330 and we will try and help with your application as best we can.

### **What happens after a Panel decision?**

If the Panel supports your application, it will contact you to tell you what you need to do next. If money is leaving Leeds City Council, such as a grant to a community group, we will ask you to sign a funding agreement before any money is released.

If the Panel don't support your application they will contact you with feedback and wherever possible try and support you in alternative sources of funding.

### **Publicity**

For all press, media or any presentation materials relating to the project, you must acknowledge where the funding has come from. This must be done by using the Leeds City Council logo alongside 'funded by the local Housing Advisory Panel'. A copy of the logo is available on request.

### **Freedom of Information Act 2000**

Housing Leeds is a public body for the purposes of the Freedom of Information Act 2000. Information may be disclosed by it in accordance with the provisions of that Act or its statutory Publication Scheme.

## How to complete the form....

<b>About you</b>	Please tell us your name. If you are applying on behalf of a group or organisation please also tell us the name of your group. Tell us the address, email address and telephone number that you would prefer us to use when writing to you or your group.
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### **About your project:**

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

Please tell us if you are a tenant, local resident, council officer, community group etc. and explain why you are applying for funding and what you are planning to do. What is the project, where will it take place, who will be involved etc

Please tell us why you believe this is a good idea and how it will make a positive difference to local tenants and residents. Overall, what is it you think will come from this piece of work?

#### **Tell us about the different types of people that will benefit, and the steps you will take to make sure what you do is open and 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?**

Perhaps your project is for an environmental scheme and you have done a local survey to ask people what they would like.

#### **Who do you want to take part in your project or activity and how will they get to know about it?**

Activities in particular, may be for the benefit of certain people. The Panel would like to know how you will go about telling them. (It may be the Panel can help)

### **The funding:**

<b>How much are you asking for from the panel?</b>	How much are you asking the Housing Advisory Panel to contribute?	
<b>What is the total cost of your project?</b>	What is the overall cost of your project? For example, it may be that you are trying to secure funding from elsewhere to cover other costs involved within the project.	
<b>Can you confirm that your project or activity cannot be met (wholly or partially) from your groups existing funds?</b>	To reassure the panel that the activity is something that can't be funded from a groups existing funds and therefore bring into question the value for money of any potential grant.	
<b>If you have already applied for funding, or intend to apply somewhere else, please let us know who you have applied to, how much for and when you think you will know the outcome.</b>		
<b>Name of funder</b>	<b>How much requested?</b>	<b>Amount approved or expected decision date</b>
Who else have you asked for funding?	How much did you ask for?	Has this already been approved or are you still waiting to hear?

What item(s) do you want the funding to pay for?		
List Item(s)	Supplier	Cost (£)
Please list the items which you will be using the Housing Advisory Panel funding to pay for.	Please tell us where you are buying the product or service from.	Please tell us how much each item(s) will cost.
<b>Total</b>		

**Spending Money Wisely** - It is important to demonstrate that the money you are applying for will be spent wisely.

- 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 give additional information that they have considered value for money by either:
  - Giving three quotes for any large single items (*e.g. a tool shed for a tool bank project*), or;
  - If many low cost items are requested, share information about why you have chosen a particular supplier(s); (*e.g. looked at items on Amazon, Argos and ASDA websites and taking into account delivery costs, x was cheapest*) or
  - Tell the panel why the grant to your group or will be spent wisely if the money is not for buying goods. (*e.g. we will use the grant to fund a getting on-line course and will reduce costs by using a community venue and using local volunteers to post flyers*)

Where appropriate please provide at least three quotes:		Cost (£)
1.		
2.		
3.		
Any additional information about value for money:		

All applications are required to highlight which Best Council, Housing and local Panel funding priority the funding will help achieve. Each HAP has a 'plan on a page' that details these.

BEST COUNCIL OUTCOMES	HOUSING STRATEGY THEMES	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>

<b>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).</b>			
<b>Name of bank account:</b>	This is so that we can organise an electronic bank transfer to your group's bank account if your bid is approved. We only need this information if you are applying on behalf of a group. Please <u>do not</u> provide us with your individual bank account details as we will arrange for another method of payment if this is the case.		
<b>Bank account number:</b>		<b>Sort code:</b>	
<b>Signatories to bank account</b>	<b>1.</b>	<b>2.</b>	
<b>Please Note: All payments will be made by BACS and Bank accounts must have a minimum of two signatories</b>			

### **Additional information about HAPs funding community projects.**

The funding given to Housing Advisory Panels (HAPs) comes from the Housing Revenue Account – the account that holds the rent from all Council tenants which pays for all the services tenants receive. There are rules in place about what types of activities can and can't be funded from tenants rents. The Housing Service (through local decisions made by HAPs) are able to fund 'other welfare services'. This means HAPs can support projects that give additional benefits to tenants to help them in a way that is above and beyond day to day tenancy and estate management. These projects or activities can be delivered by Leeds City Council themselves, or by other agencies.

The Housing Advisory Panels are therefore able to support wider community related applications, including those with a social or leisure activity, providing the application is able to evidence the benefit for Council tenants.

To help the panels across the city work consistently and fairly, the panels have agreed to follow some **key principles**; these are:

- **All applications for funding will be considered on a case by case basis, with the support (or not) for funding based on the benefit to Council tenants.**
- **Where requests for funding benefit, or are giving opportunities, to the wider community (not just Council tenants) the panel will expect applications to have secured or be seeking funding from additional sources to reflect this.**

To help applicants and panels follow these principles, the guidance below will be used.

If the activity includes residents who are not Council tenants then the applicant should seek a financial contribution towards the activity from residents or through some other form of additional funding. In practice, the service suggests a common sense approach to this.

For example, if the majority of beneficiaries are not tenants then it would be reasonable for applicants to seek the majority of funding from an alternative source. If a small minority of residents are benefitting then HAPs are able to be more flexible on whether they are the sole funder. The best funding applications for community projects are those that show the panel how the applicant will work

with Housing Services to help promote the project to tenants, to help maximise the number of tenants benefitting.

The following questions may also be useful to help determine the impact and benefit to tenants.

- Does the application state how many tenants (actual or estimated) that will benefit from the activity?

*Some activities will be solely for Council tenants, for example something within a sheltered housing scheme. Other activities may be open to a whole estate – and therefore has any thought been given about the potential take up by tenants? For example, a gala on an estate that is 60% council tenants, 40% owner occupier. Does the application describe how they will work with Housing Services or other Council teams to promote the benefit to tenants especially?*

- Are there any longer-term benefits that the activity hopes to achieve?

*Many community activities are triggers for further community development work – the application should describe what future activities are anticipated so the longer term benefits are clear.*

- Has there been involvement or consultation with any tenants, or tenants, residents or community groups?

*This might help reassure the panel that the activity being considered is in tune with what tenants want or is needed in the local area.*

- What wider issues (e.g. health and social wellbeing and social isolation) is the activity aiming to address?

*These wider issues may help Panels tackle some of their local priorities, or address the housing strategy themes or wider Council 'best city' priorities as outlined on their 'plan on a page'. Applications for social or leisure activities need to make these links clear.*

HAPs are able to commit partial funding for a project and request the applicant confirms the remaining amount of funding within a specified time. Where possible, the service will support applicants to achieve their funding aims.