



CAPITAL FUNDING
APPLICATION FORM

Community Housing Fund for Community- led Housing Projects

When completing this application form please provide as much information as possible.

This will be used to assess your projects eligibility for capital grant funding under New Forest District Council's Community-led Housing Fund Grant.

Capital grant funding is available to help community-led affordable housing projects as a contribution towards total scheme costs. This can include site or property acquisition, building & refurbishment works, professional fees and other on-costs.

Grant funding is available up to £40,000 per unit to a maximum of £120,000 per project, where other sources of public subsidy are not available, or where joint funding is necessary and supported by Homes England.

Capital grant funding will only be allocated to approved bodies that have a:

- Recognised legal status
- Formally adopted constitution
- An agreed governance structure and procedure
- A viable and deliverable business or project plan.

Individual allocations of Community-led Housing Fund Grant for £5,000 or more will require the completion of a legal grant funding agreement with New Forest District Council.

Payment of capital grant will be paid on the following basis. 50% at start on site 50% at practical completion, unless otherwise agreed by the District Council.

Spending will be monitored by NFDC. Any underspend must be returned to NFDC for reallocation within the Community-led Housing Fund scheme.

If you have any questions about your application or wish to discuss this further please contact:

Catherine Bonnett
Housing Initiative Manager
Email: Catherine.bonnett@nfdc.gov.uk
Tel: 023 8028 5129

Section 1: Applicant details

Organisation / Group name			
Primary contact name		Title	
Position held			
Email			
Contact telephone			
Legal status of organisation <i>(please tick as appropriate)</i>			
	No legal status yet		
	Company Limited by Guarantee		
	Unincorporated Association		
	Friendly Society		
	Mutual Provident Society		
	Industrial and Provident Society		
	Trust		
	Community Interest Company (CIC)		
	Parish Council		
	Town Council		
	Other <i>(please specify)</i>		
Registered business or charitable number <i>(if applicable)</i>			
Organisation / Group address			

Section 2: Your project

1. Please give an outline of the project.

What is the name of your project? How many homes will your project provide?
Where is your project located?

2. Which of the following community-led models best describes your project or your vision for the scheme? (please tick as appropriate)

<input type="checkbox"/>	Community Land Trust
<input type="checkbox"/>	Co-operative
<input type="checkbox"/>	Co-housing
<input type="checkbox"/>	Self-build
<input type="checkbox"/>	Other model of Community-led housing (please provide details)

3. What housing needs will be addressed in your community through the scheme and detail any evidence that demonstrates this need.

4. Have you applied for planning?

Does your project have planning consent? Outline or full?

**5. How will the affordable housing be allocated and managed?
What steps have been taken to secure the housing as affordable in perpetuity?**

Applications for funding to support the acquisition of land or property

6. Please provide details of the land or property you are seeking to acquire.
Including the address, size, value etc.

7. Has a purchase price been agreed? Has the property been independently valued?
Please provide details.

**6. Have full legal searches been completed?
Has it been confirmed that the site or property is of 'Good Title'?**

Section 3: Your organisation or group

9. Does your group/organisation have a formally adopted constitution? Please provide details.

10. How many people are involved in the governance and running of your group/organisation?
Please indicate what form their involvement takes.

11. Please provide details of governance structures and procedures.

12. Does your group/organisation have a formally agreed business/project plan for the scheme?
Please provide a copy of the business/project plan.

13. Do you have support from any other organisations or individuals, either as members of your group/organisation or by appointment? E.g. Hampshire Homes Hub, other voluntary organisations or business groups.

Section 4: Grant support needs

Capital Grant
£40,000 per unit up to £120,000
<p>Costs eligible for group formation and training include, but are not limited to:</p> <ul style="list-style-type: none"> • Site property acquisition • Critical infrastructure and services e.g. road access • Building works • Refurbishment works • Professional fees • On-costs

11. How much grant funding are you applying for and what is the outline of spend?						
Item	Stage	Type of activity	Supplier and day rate	Cost	Start date	Completion date
1				£	__/__/____	__/__/____
2				£	__/__/____	__/__/____
3				£	__/__/____	__/__/____
4				£	__/__/____	__/__/____
5				£	__/__/____	__/__/____
6				£	__/__/____	__/__/____
7				£	__/__/____	__/__/____
8				£	__/__/____	__/__/____
9				£	__/__/____	__/__/____
10				£	__/__/____	__/__/____
11				£	__/__/____	__/__/____
12				£	__/__/____	__/__/____
13				£	__/__/____	__/__/____
14				£	__/__/____	__/__/____
15				£	__/__/____	__/__/____
16				£	__/__/____	__/__/____

15. How do you plan to fund the project in total? Please outline what funding you have and how you will apply for any shortfall.

16. Have you received any other grants towards this project to date and if so how much and from which organisation?

17. Are there any key deadlines which might affect your project?

18. Do you have a particular consultant or contractor in mind that you would like to work with?
If so, please give their details.

1. Consultant name		Title	
Organisation <i>(if applicable)</i>			
Address			
Email			
Telephone			
2. Consultant name		Title	
Organisation <i>(if applicable)</i>			
Address			
Email			
Telephone			
3. Consultant name		Title	
Organisation <i>(if applicable)</i>			
Address			
Email			
Telephone			
4. Consultant name		Title	
Organisation <i>(if applicable)</i>			
Address			
Email			
Telephone			

Terms and conditions of support

1. Any funding support offered must be used exclusively for the purpose(s) specified in the application, the grant offer letter and the grant funding agreement.
2. Benefits to the local area and/or specified community must be clearly defined and legally protected in perpetuity. Copies of any legal documents i.e. lease/S106 will be required.
3. If the organisation is unable to utilise the funding support for the purposes specified, they must inform New Forest District Council in writing immediately.
4. If the support offered is not used for the purpose(s) specified, New Forest District Council may revoke entitlement to any additional support, and may ask for repayment of the support costs already incurred.
5. If it is found that any material information provided on the application form was misleading, inaccurate or fraudulent, the organisation will be required to reimburse New Forest District Council for the costs of any support received.
6. The organisation will acknowledge any support offered in its financial accounts as “restricted funding”.
7. The organisation will be required to provide regular reports on how the funding support is used and its impact. The frequency of the reports will be set out in the grant letter and grant funding agreement.
8. Information regarding the organisation and the support received may be published by New Forest District Council. Such information may also be given to appropriate third parties unless otherwise previously requested by the organisation.

I understand that by submitting the above application I declare that all the information I have submitted is true and accurate. I understand that New Forest District Council may elect to refuse my application or withdraw any grant offer made if the information I have submitted is found to be inaccurate, or if I have withheld any information which may be material to the decision to award grant support.

Please return this form to us at the address below. We accept applications by post or email (if applying by email, please submit your application as a Word document or PDF) to:

Housing Strategy and Development Team

New Forest District Council
Appletree Court, Beaulieu Road,
Lyndhurst, SO43 7PA

Email: housing.development@nfdc.gov.uk

New Forest District Council processes personal data in compliance with the Data Protection Act 1998, and uses such personal data and other information you provide as part of the process of assessing grant applications, and monitoring and evaluating the progress of work funded. Information may also be assessed or monitored by external agencies appointed by New Forest District Council e.g. accountants, external evaluators and statutory agencies such as the Charity Commission. It will not be used for any additional purposes or disclosed to third parties without your permission, except for the purpose of determining, preventing or detecting crime.