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|  | **community led housing .****london** |

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|  | resource and advice hub |  |

**CLH London Advice and Feasibility Fund**

Community-led housing London is supported by the Mayor of London and several London Boroughs, and is hosted by CDS Co-operatives. We offer the following three kinds of support:

**a) Initial Advice Sessions** available free from the CLH London hub for interested groups. Get in touch on info@communityledhousing.london or 020 3096 7769, before using this form to apply for the following.

**b) Accredited CLH London Advisers** paid for by the hub, to guide, mentor, and support CLH groups/organisations, at an early stage. Advisers will encourage community groups to think openly and clearly about their objectives and how to achieve them, thinking through the implications of incorporation and governance options. They will pass on a broad knowledge of housing development, delivery and management to emerging community-led housing organisations.

**c) CLH London Feasibility Fund** will allow CLH organisations to commission business planning, development appraisals, basic site capacity and due diligence work, or provide formal professional legal advice or financial advice. Funding can also go towards incorporation costs. Funding to recently incorporated CLH organisations will usually be accompanied by CLH Adviser time. You will be required to pay back the funding only if you receive planning permission and make a start on site.

Please indicate which form of support you are applying for (either b, or c, or both) below.

Give us as much background as you can, to allow us to understand how we can best support your group or project. There is further background and guidance at the end of this document.

**YOUR DETAILS**

|  |  |
| --- | --- |
| Group/Organisation Name: |  |
| Primary contact name: |  | Title: |  |
| Position held: |  |
| e-mail: |  |
| Telephone: |  |
| Organisation Address: |  |
| Correspondence address (if different): |  |
| I am applying for: | [ ]  **b) Adviser support** [ ]  **c) Feasibility Funding** |
| Where did you first hear about the CLH London hub? |  |

**YOUR PROJECT**

1. **What is your community led housing project/idea? and how did it come about?**

Describe the general context and specific housing needs and any other issues you are seeking to address. Tell us what motivates you, what you want to do, and how you plan to do it. Describe how you have come to this point. Tell us about any other assets you plan to include as part of your project or are already running.

1. **What are the aims and objectives of your group or project?**

 Prioritise the most important. You may wish to address several issues in the community or a specific area of housing need. You may feel there are a high number of empty homes, or that you don’t have a strong sense of community, or self-build or an environmentally positive approach are particularly important.

1. **Is the project:** [ ]  **mainly for yourselves?** [ ]  **for a wider community?**
2. **Roughly how many homes (housing units) are you aiming for?**
3. **What types / sizes / tenures of housing do you aim to develop, sell, lease or rent?**

**YOUR STRUCTURE AND SUPPORT**

1. **Who is involved in your project, and what skills do they have?**

List core/steering group / board members, any advisers, consultants etc

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| --- | --- | --- |
| **Name** | **Role** | **Skills/knowledge** |
|  | e.g. core group /steering group member, consultant, adviser etc | e.g. business planning, negotiation, management, publicity, fundraising, events organising, development, or project management |
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1. **Have you consulted with wider communities, or spoken to specific people?**

Tell us about any public meetings, surveys, research etc that you have held to engage communities, other voluntary, or local groups. Do you expect to do anything like this? Who else have you talked to about your ideas? What has the response been? We would like to understand challenges as well as support.

1. **Have you engaged Boroughs or other organisations?**

It’s fine if you have not engaged with Boroughs or others yet. If you have, tell us who you talked with or contacted. If possible, set out names and/or departments of borough officers or councillors. Describe any support, with evidence (e.g. emails, letters of support, agreements), and consider whether they are one-off statements, ongoing working relationships, or formal relationships such as being a designated neighbourhood forum.

**PROJECT DELIVERABILITY**

1. **Do you have specific plans, including potential sites and types of development?**

Do you have a focus on a specific site / scheme? Your plans may change, but we’d like to get a broad view of what you are considering and the scope of your plans

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1. **Have you received support from other grants, donations or ‘pro bono’/free support?**

Please list these sources and amounts and say if they are restricted to any particular purposes. If you are using this application to bring in further match funding, explain how you expect this to work.

1. **Have you conducted any fundraising activities within your community?**

Describe what they were and how successful they were.

**FURTHER DETAIL AND FEASIBILITY FUNDING NEEDS**

**Please complete this section if you wish to apply for Feasibility Funding.**

**You do not need to complete this section if you are only applying for Adviser support. You can always apply for Feasibility Funding later.**

1. **If you are an incorporated organisation, please provide your number and legal form**

Please submit a copy of your constitution or other documentary evidence of your governance arrangements

1. **Have you identified a site(s) or property?**

If you have identified one or more sites, tell us as much as you can, including locations and any restrictions such as legal covenants; disputes over ownership; contamination; planning designations etc. Set out your plans for securing sites or properties. Alternatively let us know what steps you plan to take to identify a suitable site or property.

1. **Roughly how many homes do you hope to provide by tenure?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Tenure | Affordable / social rent | Shared ownership | Resale price covenant | Market sale / rent | Other (give details) |
| No of homes |  |  |  |  |  |

1. **Do you intend to develop the homes yourself (with a building contractor), or to work in partnership with a housing association or other developer partner?**

Explain any steps you have taken to explore the possibilities, identify a partner, and agree your involvement with them. Set out whether you intend to hire/commission any project management or development management expertise. Please let us know of any discussions you have had so far, or any you intend to have.

1. **Have you reviewed finances in the group or thought about financing the project?**

Tell us if you have reserves, are looking to apply for further grant funding from elsewhere, or to borrow money. Let us see even the most ‘guesstimate’ of financial appraisals, if you have them.

1. **List the top 3 risks you expect to encounter and your strategy for dealing with them**
2. **Please complete the following table to outline what activities you are asking us to fund.**

We cannot retrospectively cover costs which have already been incurred. We won’t generally approve funding to cover membership fees, ongoing costs such as staff posts, non-essential items, and overvalued costs.

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| **Activity** | **Timeframe for delivery** | **Cost** (incl. VAT) | **What will this achieve** |
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|  | Total (incl VAT) |  |  |

1. **How have you have arrived at these costs, and how you plan to deliver the work?**

For example, have you have gone through a process of getting several quotes to your brief/specification. Indicate where any figures are notional. Set out how you will ensure the funding is spent well / as intended.

**DECLARATION**

Data Protection

The Information provided on this form will be electronically stored by CLH London and is necessary to provide efficient administration of your application with us. This includes contacting you with information about further / alternative funding and information events.

A key purpose of CLH London is to share knowledge and resources amongst community-led housing organisations and other relevant organisations. This includes contacting you about opportunities and resources for your project. We will also use funded projects as examples to promote our support.

To aid the development of the community-led housing sector, we may share relevant anonymised data with key partner organisations such as the National membership organisations and the GLA.

**Please confirm your consent to this use of your data** [ ]

Please contact us if you have any questions or would to request the removal of your data.

Terms and conditions of support

1. Any funding offered must be used exclusively for the purpose(s) specified in the application or grant offer letter.
2. If the applicant is unable to use the funding for the purposes specified, they must inform CLH London in writing immediately.
3. If the funding offered is not used for the purpose(s) specified, CLH London may revoke entitlement to any additional support, and may ask for repayment of the costs already incurred.
4. If it is found that any material information provided on the application form was misleading, inaccurate or fraudulent, the applicant will be required to reimburse CLH London for the costs of any support received.
5. The applicant will acknowledge any funding offered in its financial accounts as “restricted funding”.
6. The applicant will be required to provide regular reports on how the funding is used and its impact. The frequency of the reports will be set out in the grant offer letter.
7. Information regarding the applicant and the support received may be published by CLH London and its funders. Such information may also be given to appropriate third parties, including relevant press, unless otherwise previously requested by the organisation.

**By submitting this application, I declare that all the information I have provided is true and accurate. I understand that my application may be refused, or any grant offer withdrawn, 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 on

**info@communityledhousing.london**

(preferably as a word document)

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**london**

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SUPPORTED BY

**MAYOR OF LONDON**

Hosted by **CDS Co-operatives,**

7-14 Great Dover Street, London SE1 4YR

**CLH London Advice and Feasibility Fund**

**Background and Guidance**

**Eligibility criteria**

To be eligible for support from the CLH London hub, you must be:

1. looking to provide housing in Greater London
2. incorporated, or be seeking to incorporate, in a form which meets the definition of community-led housing on our website [www.communityledhousing.london/clh/](http://www.communityledhousing.london/clh/).

We would be happy to discuss if you have any questions about whether you meet these criteria.

**Eligible groups and organisations will be offered access to the following support:**

**a) Initial Advice Consultation**

Interested groups should get in touch for an initial advice consultation. The CLH London hub will meet the group to understand their needs. A note of feedback and key areas for further thought or exploration will be prepared by the hub, this should inform applications to the CLH Advice and Feasibility Fund.

We may find at this stage that your ideas do not meet the definition of community-led housing, so we may help you consider aspects of your project. This is often around your intentions for the long term.

Some groups will be further progressed, or operating as well established existing community-led organisations, and the following stages will not always run in a neat sequence. If you are unsure, please ask us for clarification on any point.

**b) CLH London Advisers**

The role of Accredited CLH Advisers will be to guide, mentor, and support CLH groups at an early stage. Advisers will encourage groups to think openly and clearly about their objectives and how to achieve them, thinking through the implications of incorporation and governance options. They will be equipped to pass on a broad knowledge of housing development, delivery and management, as well as helping to think through the next steps of feasibility. Generally, working with a CLH Adviser should be a collaborative active engagement with the community group, rather than a purely desktop exercise.

Normally CLH Advisers will be assigned to work with a group for small predefined doses of time. This will be measured in half-day units. A typical half-day may include preparation, a face to face meeting, follow-up points, contacts, emails or phone calls. Sessions and assignments will be coordinated by the hub and may be treated flexibly as required.

You can apply for Accredited CLH Adviser time by completing questions 1 – 11 above. We will use this information and our initial discussions to assign a suitable CLH Adviser, paid for by the hub. We will not pay for existing advisers you may be working with. Although we will usually be happy for you to continue working with them if you wish to do so. You do not need to work with an Accredited CLH London Adviser to access the Feasibility Fund, and many existing organisations may not need advisers at all.

CLH Advisers will treat the ‘group’ as the ‘client’ for each assignment. In receiving guidance from the CLH Adviser, the ‘group’, must appreciate that, while the CLH Adviser has wide experience of the qualities and requirements of community-led development, they are not acting as a surveyor, solicitor, land agent, accountant etc. Where appropriate the CLH London hub or CLH Adviser can help the ‘group’ to find relevant professionals, but the ‘group’ acknowledges that they will be wholly responsible for ensuring that all relevant and independent advice is obtained, and all necessary contractual obligations are in place.

CLH Advisers will have an ongoing contract with the hub. The hub will also provide an MoU letter to each group naming the Adviser and setting out the scope and basis of the Adviser support/guidance to be provided. This will essentially be a grant award letter, awarding ‘paid-for Adviser time’ rather than funding.

Accredited CLH Advisers help until there are clear and credible objectives, and the group are clear on a suitable legal form and governance arrangement (normally up to 10 half-days).

**c) CLH London Feasibility Fund**

The Feasibility Fund is here to help meet the earliest costs necessary to help you prepare your ideas and support you in entering discussions about securing sites. Most larger professional technical costs will be met through other ‘pre-development funding’.

For example, the Feasibility Fund can cover the cost of a number discrete pieces of work by consultants, including:

* **Legal and governance**: establishing the CLH group as a legal entity, entering into arrangements for securing a legal interest in a site, preparation of partnership arrangements;
* **Financials and business planning**: basic site capacity studies, development viability models considering tenure mixes, valuation fees, financial advice, contracting and partnership options and other business planning work;
* **Accredited CLH Advisers** to continue to be on hand to guide the group

We try to be flexible in deciding what costs we will support. However, **the Feasibility Fund is not able to retrospectively cover costs which have already been incurred, support the ongoing running costs of your organisation, and certain costs such websites or stationery will not be considered.**

We will not normally fund more than £15,000 for each organisation. It is unlikely that the Feasibility Fund will meet all the costs you need to develop your project, and you are likely to need additional funding support from other sources (‘match funding’).

You could start by looking at what costs you stand a good chance of meeting from other sources, and then applying to fund costs which it will be harder to fundraise for elsewhere. We will also want to see that the costs you suggest to us are reasonable and necessary.

An application to the Feasibility Fund may be a good opportunity to leverage in match funding from other sources. You might want to discuss match funding opportunities with other funders before you make your application. We can treat consultants committed to working ‘pro bono’ or ‘at risk’ as a form of match funding.

There will be a grant agreement with the group, indicating the amount to be repaid if/when there is a ‘start on site’. Most schemes will re-finance or borrow much larger amounts at this stage and can include this funding as part of their project costs. This allows us to recycle funding and support more community-led housing projects.

If you are awarded a grant, we will get in touch for a short update every month, to find out how you are getting on and how our funding is being used. We will usually ask for a written report to be returned to us around six months after the grant is awarded.

**Funding for future stages of the project**

‘Pre-development funding / finance’ to support a full planning application is not currently offered by the CLH London hub. There should be a range of other funding sources available, much of which is listed here for CLTs and may be relevant for other CLH organisations too [www.communitylandtrusts.org.uk/funding-and-resources/funding/pre-development-funding](http://www.communitylandtrusts.org.uk/funding-and-resources/funding/pre-development-funding)

The new Community Housing Fund which will be managed by the GLA, could also be relevant at this stage.

**Assessment process**

All applications are considered by a panel drawn from our steering group, who will make the final decision whether to award a grant. The Panel will meet regularly, and your application will be discussed at the next meeting after it’s received by us.

We will let you know the outcome in writing within a week of the Panel meeting. We will always offer you feedback on your application.

The panel may make some elements of funding conditional on you clarifying or revising certain aspects of your organisation or proposals. In certain cases, the Panel may ask you to provide further information before they decide. If this is the case, we will work with you to get the information to the Panel for a decision as quickly as possible.

**Completing your application form**

* Write in clear, simple English – avoid jargon
* Don’t tell us about community-led housing in general, be specific about what you are trying to achieve
* Be clear about your aims, and what you are planning to deliver
* Provide evidence and detail in support of your application where you can
* Do tell us about what enthuses you, and mention anything unique about your scheme
* Ensure that your figures add up – check them. Don’t forget to add in VAT if it applies
* Be honest – in some cases, you might feel we are asking for information that you just don’t have yet. We expect this. If you have not finalised something, tell us your initial thoughts but don’t make up information you don’t have.
* Always tell us about partnerships – we are interested
* If you have a track record – tell us about it!

If you have any questions about the application process or how to complete the application form, please don’t hesitate to contact us.