



Lewisham Homes

Community Improvement Competitive Fund

Application form and supporting
notes



Lewisham
Homes

www.lewishamhomes.org.uk

Guidance Notes for Application Community Involvement Competitive Fund

Thank you for your interest in applying to the Community Improvement Competitive fund. The criteria for applying to Competitive fund has been set by residents in partnership with Lewisham Homes and these supporting notes are a guide to help you complete your application. We'd recommend that you take the time to read through these notes before beginning your application. In addition to these notes, we are providing 2 training opportunities to assist bidders with completing their form.

What is the Community Improvement Competitive Fund?

The Community Improvement Competitive fund has a total budget of £39,200 which was agreed by residents as part of the Residents Business Plan. Residents can apply for grants of up to £5000 to improve their local area or community. Lewisham Homes residents have been actively involved in setting up the fund, setting the criteria and ensuring that it is accessible to all residents across the Lewisham Homes area. Leaseholders may be recharged for works in line with their lease, this will be assessed on a scheme by scheme basis and communicated with all residents.

Size of grant

You can apply for up to £5000 to fund your project. All funds need to be spent by the end of March 2011 so it's important to remember that your project must be complete by this date. To enable all groups to apply, monies will not be paid into individual accounts and will be held and managed by Lewisham Homes.

What we will not fund

- bids where planning applications are required;
- bids where major works are required;

Following the judging process, Lewisham Homes will work with you to deliver the project. This will include the use of Lewisham Homes own resources to ensure Health and Safety standards are adhered to and value for money is achieved.

Timescale for applications:

All applications need to be received by: 27 August 2010

Decisions Made: 3 September 2010

Successful applicants will be contacted by the 10 September 2010. If you are unsuccessful in your application, we may be able to help you to identify other sources of funding that you or your group could apply for.

1. What you need to have in place to apply?

You can apply individually or as a group. Please consider the following before completing your application:

- The type of project/event you'd like to fund;
- Who will benefit from the project/event; please note that Lewisham Homes residents should be the main beneficiaries.
- How will they benefit;
- Ensure that residents of Lewisham Homes are the main beneficiaries.

2. What can be funded?

Funding can be for one off things like getting improvements made to your communal area, painting, decorating, putting in new seating or to fund activities for residents on a regular basis eg: fitness sessions or movie nights.

3. How to complete the form

You will need to demonstrate on the application form the exact details of your project and how it will benefit your community. Here are a few tips for how to answer.

- ***Tell us about your project***

Try to be as specific as possible about your project. The 3 aims of this fund are to contribute to improvements in:

- The **Community**;
- The **Environment**;
- **Safety** in your area.

Your project should meet one of the criteria. You will need to tell us what your project entails? What would you like it to achieve? You could also mention whether the community supports the project. All of these factors will be important to the judges when they select the projects that will receive funding so try to be as specific as you can. Remember, be enthusiastic and really try to sell your project.

- ***How will the project improve your living space and community?***

Again this will be an area that the judges will be keen to see highlighted in your application. Think about the benefits that the project will have for your community? Remember to tell us that how it will improve an existing space and the benefits that this will bring. You may want to include some photos of the area

you want to improve or a statement from residents showing support for the project.

- ***When will your project take place?***

Projects must be completed by the end of March 2011. If you need any further help with timescales please contact the Community Involvement Team.

For further help and assistance

We will be running workshops to assist you in completing the application forms – these will be held on:

- Tuesday 17 August 2010 - 7pm – 9pm – Honor Oak Housing Office
- Saturday 21 August 2010 - 10am – 12pm – Honor Oak Housing Office

These workshops are designed to assist you with filling in the grant application form ensuring that you meet all the criteria. You can bring your application form with you and work through it with the trainer. If you would like to attend one of the training sessions above, please call us on **0208 613 7660** or email us on getinvolved@lewishamhomes.org.uk

Frequently asked questions

How will applications forms be assessed?

All bids will be judged on the information provided in the application form. The judging panel is made up of 5 residents who volunteered from the Housing Management Improvement Group who will judge the entries with assistance from the Community Involvement Team. Applications will be judged on whether they meet 1 or more of the funding criteria, namely, improving the **community**, improving the **environment** or increasing **safety** in the area.

I/we need some help with the application form. Can I/we get help completing the application form?

We will provide you with support to complete the application form either over the phone or at one of our 2 application form training sessions which will take place on the 17th and 21st August. If you would like any advice or would like to reserve a place on a training course, contact the Community Involvement Team on 0208 613 7660 or via email on getinvolved@lewishamhomes.org.uk .

When will I/we hear whether if the application is successful?

All entries need to be submitted by the **27th August 2010** . After this point, there will be a judging period which will include any required site visits to any

projects that the judges would like to see. All successful applicants will be announced by the **3rd September 2010**. The Community Involvement Team will contact all successful applicants to begin the planning stages for their projects.

My application wasn't successful what happens now?

If you are unsuccessful in your application we may be able to help you look for alternative sources of funding. We will also provide feedback to explain why your application was unsuccessful and invite you to a further training session to support bid writing and how to look for alternative sources of funding.

If you have any further queries or questions, please contact the Community Involvement Team on **0208 613 7660** or via email on getinvolved@lewishamhomes.org.uk

Lewisham Homes Community Improvement Competitive fund application form



Thank you for your interest in applying to the Community Improvement Competitive fund. Before submitting your application make sure you complete all sections of this form, otherwise this may affect your application. The supporting notes will help you to complete this form so please read through these before submitting an application. For any further help or support completing your application, please call the Community Involvement Team on **0208 613 7660**.

Name _____

Group name _____

(If applicable) _____

Project name _____

Address of project _____

Phone _____

Mobile _____

Email _____

Please answer all the following questions

Are you making an individual application or applying as a group?	
(if so please give the name of your group)	
Has your project been fully costed?	
How much funding are you applying for? (maximum £5000)	

	Yes	No
Have you consulted members of your community about the project?		
Does your project require funding from other funding sources?		
Do you need any other permission for your project i.e. from Lewisham Council?		
Have you read and understood the guidance notes of the Community Improvement Competitive fund?		
Can the project be completed by March 2010		

Lewisham Homes
Community Improvement Competitive fund
application form



1. Tell us about the project you want to do. Maximum 200 words

For example; 'We would like to improve our communal area by putting in some new furniture and plants'.....or.....'we would like to purchase equipment to maintain our communal garden'.....or.....'we would like to enable community activities to continue'.

2. How will the project improve your living space and community? Max 200 words

For example what benefits will the project bring to you neighbours and community?

**Lewisham Homes
Community Improvement Competitive fund
application form**



3. How did you consult with other residents about your project and please provide examples. Max 200 words

For example, this could be a questionnaire, video, photos or a survey.

Please use a separate sheet of paper if necessary

Lewisham Homes Community Improvement Competitive fund application form



On receipt of this application Lewisham Homes and resident judges will assess whether the project is suitable for this funding opportunity. If your project is unsuccessful, the Community Involvement Team will help you to seek alternative sources of funding for your project where available.

I/we accept that all the information in this application is true and accurate to the best of my/our knowledge.

Signed: _____

Print Name: _____

Group Name: _____

Date: _____

Before submitting your application, make sure you've completed the checklist below

Completed Application form

Evidence of community support

Supporting photos or videos (where applicable)

Signed the declaration above

Please send all completed application forms to

Freepost Lewisham Homes (no stamp required)

Community Involvement Team
Holbeach Housing Office
9 Holbeach Road, London, SE6 4TW

The deadline for applications is 27th August 2010. Applications will be not be accepted after this date

Good luck

For help completing this form, please use the supporting notes supplied with this application or call 0208 613 7660