



# **Housing Related Grants Scheme**

**To the Voluntary and Community Sector (VCS)**

## **Application and Delivery Criteria & Guidance Notes for the scheme**

**April 2016-March 2019**

<b>Section</b>	<b>Contents</b>	<b>Page</b>
1	Summary of the scheme	2
2	Timescales and deadlines	2
3	Eligibility Criteria for Applicants	2
4	How to Apply	3
5	Framework for assessing project proposals	4

## 1. Summary of Housing Related Grants Scheme

South Cambridgeshire District Council (SCDC) is committed to providing high quality housing advice and preventing and relieving homelessness across the district.

The Housing Related Grants scheme has been designed by the Council as a contribution to meeting this commitment. The scheme offers 3 year funding support agreements to voluntary organisations for the delivery of housing advice and homeless prevention services across South Cambridgeshire.

This document provides specific guidance to assist organisations applying for a grant to deliver these services. Applications will be accepted from 12 October 2015 – 20<sup>th</sup> November 2015.

SCDC will allocate approximately £12,000 per annum to the Housing Related Grants scheme for the period April 2016-March 2019.

Budgets for the financial year 2016/17, 2017/18 and 2018/19 will not be finalised until February 2016, 2017 and 2018 respectively and are subject to on-going review, particularly in the light of the current situation regarding public sector finances. In applying to this scheme, you are doing so in the knowledge of this.

## 2. Timescales and Deadlines

The following table outlines the various stages of the application and decision making process.

<b>Activity</b>	<b>Timescale</b>
Bidding round launches	Monday 12 October 2015
Bidding round closes	5pm, Friday 20 November 2015
Applications assessed and panel meets	Assessment week commencing 23 November
Officer recommendations brought to Portfolio Holder meetings	<b>December 2015</b>
Organisations notified of decisions	23 December 2015
Grant schedules agreed and signed	March 2016
First funding instalment payable	April 2016

## 3. Eligibility Criteria for Applicants

Applications received will be determined on the following criteria:

### Criteria relating to the Organisation

- a) Applicants must be from voluntary organisations and should normally be locally based. The organisation must be properly constituted as a registered charity or managed as a publicly accountable organisation. In appropriate circumstances, support could be given on a limited pump-priming basis to enable new organisations to become established.
- b) Normally, organisations should be well established and have an active membership.

- c) Organisations must be able to demonstrate that they are financially sound and well managed. Audited accounts will normally be required. Financial assistance will not usually be given to organisations with substantial reserves, which are not earmarked for specific purposes central to the aims and activities of the organisation.
- d) If required by the Council, the organisation should be willing to include a representative of South Cambridgeshire District Council as an observer on its management committee.

Criteria relating to the funding proposal

- e) The proposal must contribute to the following service aims which are set out in the Council's current Housing Strategy:
  - **Preventing and Tackling Homelessness** – To reduce homelessness through being proactive in preventative measures and ensuring there is sufficient suitable accommodation available to people who are, or who may become homeless
  - **Improving housing options and extending choice** – To work in partnership to provide housing advice so that people understand their housing options, help them to sustain their current home or access alternative suitable accommodation
- f) The proposal must show the extent to which the organisation benefits people living or with a connection to South Cambridgeshire.
- g) Other sources of funding should have been explored and applied for.

#### **4. How to Apply – the process**

All applications must be made on the attached application form which should be received by **5pm, Friday 20<sup>th</sup> November 2015**. Applications should be submitted electronically and returned to [Heather.Wood@scambs.gov.uk](mailto:Heather.Wood@scambs.gov.uk)

The Head of Housing Advice and Options, in conjunction with the Housing Advice and Homelessness Manager will consider all applications and final approval will be given by the Housing Portfolio Holder. You will be notified of the outcome by the end of December 2015.

If at any time you have any queries or problems with the process, please do not hesitate to contact me.

Heather Wood  
Head of Housing Advice and Options (job-share)  
Affordable Homes  
South Cambridgeshire District Council  
Cambourne Business Park  
Cambourne  
CAMBRIDGE CB23 6EA

Telephone: 01954 713044  
Email: [Heather.Wood@scambs.gov.uk](mailto:Heather.Wood@scambs.gov.uk)

## 5. Framework for Assessing Project Proposals

	Proposal Assessment Headings	Maximum Score
1.	Extent proposals support the core aims of preventing homelessness and/or improving housing options. <b>Applications which do not support these aims will not be eligible for funding and therefore will not be assessed against the remaining criteria.</b>	5
2.	<b>Value for money</b> Extent that proposals will benefit South Cambridgeshire residents and communities	5
3.	<b>Service Need</b> The demand for the service proposed. This will include consideration of other similar services operating in the area and also the impact if your service was not provided.	5
4.	Extent to which <b>organisational capacities, resources and timescales</b> for delivery of the proposals are considered realistic.  <b>Please note that, even if all of the above criteria are fulfilled, if an organisation is deemed to have sufficient reserves available it is unlikely that grant funding will be provided.</b>	5
	<b>Total</b>	<b>20</b>

Evaluation of answers under each heading	Scoring
Proposals meet the required standard in all material respects	5
Proposals meet the required standard in most material respects, but are lacking or inconsistent in others	4
Proposals fall short of achieving expected standard in a number of identifiable respects	3
Proposals significantly fail to meet the standards required, contain significant shortcomings and/or are inconsistent with other proposals	2
Completely fail to meet required standard	1
Nil response (no answer provided)	0

### Post-assessment feedback to applicants

Total assessment scores and rankings will be made available to all applicants upon request.