**Community Housing Fund Grant Application Form**



**Details of Applicant and Project**

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| **1. Organisation Details** |
| **Name:**  **Type (e.g. Community Land Trust or steering group):**  **Registered Address:**  **Geographic areas covered (e.g. parishes/settlements):** |
| **2. Contact Details (name, email and telephone number)** |
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| **3. Project name and site address if known** (Please include a site location plan for specific housing scheme bids). |
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| **4. Project Description**  Please describe how you got started and what you are setting out to do?  What stage (described above) do you require funding for?  Stage 1: Getting started  Stage 2: Setting up  Stage 3: Pre-planning  Stage 4: Post planning  Stage 5: Development  Have you tried other sources of funding as listed above?  Do you have access to a technical adviser? This could be via a local CLH technical adviser or Registered Provider (Housing Association). |
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| **5. Scheme Details** |
| Will your project provide new built homes or convert existing buildings?  Have you based your scheme on an up to date Parish Housing Needs survey or Strategic Housing Market Assessment?  Or do you need to commission a survey?  If your scheme has advanced to that point –  How many homes do you intend to provide:  How many will be low cost rented homes:  List house sizes by bedrooms:  How many will be shared ownership / shared equity or discounted sale homes:  List house sizes by bedrooms:  How many will be open market homes:  List house sizes by bedrooms:  If applicable – will prospective tenants be selected via a fair and transparent allocations policy? (We can help you with this and templates are available from CLT Network advisers). |

**How does the project address local housing priorities?**

Further information can be provided using the section at the end of the form.

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| **6. How does the project contribute to:** |
| 1. **Meeting local housing needs** |
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| 1. **Meeting local need for self-build homes** |
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| 1. **How is the community involved in the project?** What makes this a community-led scheme? Please provide evidence of community engagement that has taken place or which is planned and state how any public concerns will be addressed. |
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**How much grant funding does the project require from the Council to succeed?**

Applicants should demonstrate that their projects are prepared and managed well and are encouraged to explore other funding sources where appropriate.

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| 1. **Please provide a summarised breakdown of projected costs for the current stage of the project.** If you have a full breakdown of costs please append a copy of this to the application. |
| Please state which stage you are seeking funding for  Stage 1: Getting started  Stage 2: Setting up (Please note that grant payments cannot be paid directly to groups who have not yet reached incorporation)  Stage 3: Pre-planning  Stage 4: Post planning  Stage 5: Development |
| Please detail the costs for the stage you are seeking support for: |
| **9. Estimated timetable?** Please indicate dates for the key stages (month and year) |
| Project group established:  Community consulted – where applicable:  Site identified with willing landowner:  Viability confirmed:  Site secured – bought or optioned:  Planning application submitted:  Start on site:  Practical completion: |
| **10. Amount of CLH grant funding being sought and for what?** |
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| **11. Please state what other sources of funding you have secured or are applying for.** |
| Stating whether  (a) Secured unconditionally:  (b) Conditional approval:  (c) Application made but decision pending:  (d) Pre-application discussions with the funder:  (e) Considering applying but yet to progress: |
| **12. If known, please provide details on how the project will be delivered and by whom.** If the project is reliant upon a partnership with another organisation please provide details. |
| This could be:  Managing the project yourself – say for self-build, or where CLT trustees have project management expertise.  Buying in professional project management – from a CLT technical adviser or Housing Association.  Through a development lease – where a trust acquires land and then leases it to a Housing Association or developer to build to the trust’s requirements  Or by commissioning homes from a developer  Unsure at this stage |
| **13. Land/property ownership.** Please provide details of ownership. If you are in the process of purchasing ownership or have secured an option on the site please give details. Please attach proof that the site owner is willing to sell to your organisation. |
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| **14. Potential obstacles to implementing the project.** |
| **Depending on which stage you are at this could include:**  Do you have a viable project steering group?  Has community support been obtained through proper consultation?  Willing landowner: Evidence that the landowner is willing to sell the site at a price which will allow the project to be delivered.  Planning permission: Does the site have planning for the intended use? Or has preplanning advice been sought indicating whether planning likely to be granted (this should be appended to the application).  Also state any other significant barriers that need to be overcome, e.g. building regulations, Environment Agency consent, etc. |
| **15. Is the project sustainable? How will you maintain and fund the project in the future?** |
| Do you have a reliable indication that all funding and finance for the development will be forthcoming?  Will the homes be locally affordable (Please explain how you have measured affordability  How will affordable homes be protected into the future?  Will rents service any long-term loan after deductions for management and maintenance? |

**Signed by ………………………………………………………..**

**Print name ……………………………………………………….**

**Date ………………………………………………………..**

**Return to: Planning Policy & Housing Strategy Team, Lancaster City Council, PO Box 4, Town Hall, Lancaster LA1 1QR or email planningpolicy@lancaster.gov.uk**