



Shepherds Bush Housing Association Community Chest Group Fund - Guidelines 2015/16

About Shepherds Bush Housing Association

Shepherds Bush Housing Association has been around since 1968 and is a trusted and valued part of the West London community. We are much more than a landlord. We build communities by providing homes that people can afford. We invest in people and places.

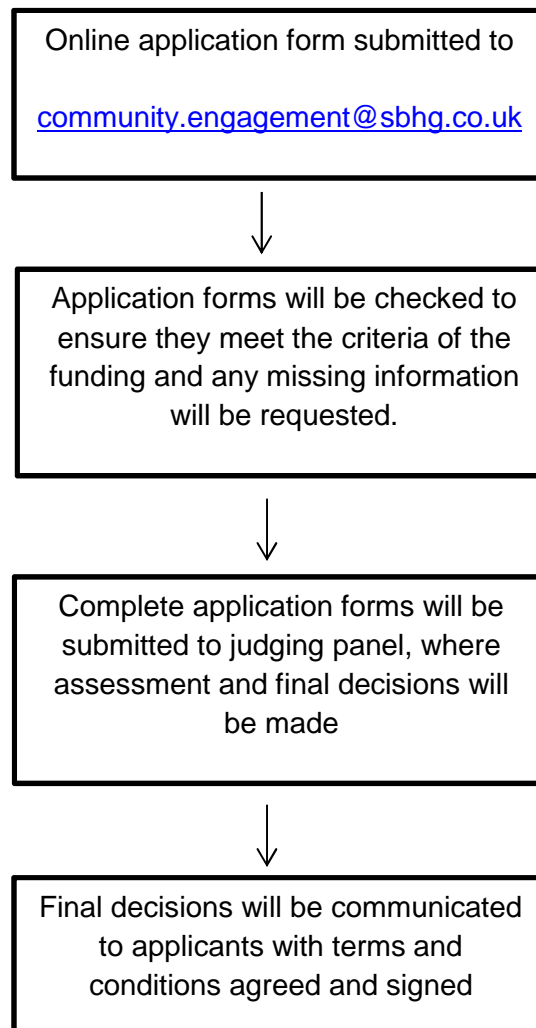
We want our residents to live in thriving, aspirational communities and recognise our role in this. We have more than 5,000 homes throughout West London. Our services make a real difference and a lasting return on investment.

About Shepherds Bush Housing Association Community Fund

We want to ensure that there is an opportunity for all to succeed and take part in projects in their local community. We are investing more in our residents and local groups that work in our communities.

Our Community Fund 2015/16 will be awarding grants up to £500 for groups. The grants are aimed at charities, residents and community groups working for the benefit of people who live in the areas in which we operate, with a particular emphasis on our residents.

Funding Decision



Please note that groups can apply up to two times per 12 month period.

Fund Criteria

We will fund grants up to £500 for projects that will improve the well-being of our residents and the local community with the aim to:

- bring communities together
- reduce anti-social behaviour
- respond to identified community need

The fund aims to support projects that will benefit our residents of all ages, with priority given to:

- groups working in areas of disadvantage that we operate in
- SBHA resident led projects (**NB**. If the lead contact is not one of our residents they will need to evidence the need for the project in the local community)
- older resident's project
- youth led project

All groups must evidence that their project will benefit our residents.

Who can apply?

The following groups are eligible to apply:

- resident's associations
- registered charities
- not for profit organisations
- social enterprises
- groups promoting inclusion

Groups that cannot demonstrate how our residents will benefit from the project will not be successful. If you are unsure of where we operate or whether your project is suitable then please contact the Community Engagement Officer to discuss.

Applicants must:

- be supporting our residents
- supply evidence that they have consulted with local residents and that there is a need for their project
- have relevant insurance in place, including public liability where required, before delivering the project

Grant amount

We will award grants up to a maximum of £500, this can be used to cover any costs relating to the project. Match funding is not a requirement for this grant, however it is recommended. Groups are eligible to apply for two grants per financial year (April – March), although it is not permitted to apply for additional funding for the same project. We will however accept an application for the same project but in a different location where we operate.

What / who we will not fund?

- Local authorities
- any political party activity
- any project aimed at making a profit
- any project that has already taken place
- individual sponsorship
- activities promoting religious belief
- organisations that have not completed monitoring forms from a previous grant with us

Monitoring and Evaluation

Groups in receipt of a grant will be required to complete a monitoring form at the end of their project, outlining how the grant was spent, the outcomes and any aspects that they would change for the future. Photos, case studies and quotes from participants will also be required.

This form will be supplied towards the end of your project.

Closing Dates for Applications

Applications will be accepted three times a year:

Opening of applications	Deadline for applications (by 5pm)	Decision made by
1 May 2015	30 June 2015	31 July 2015
1 September 2015	31 October 2015	30 November 2015
1 January 2016	28 February 2016	31 March 2016

Applications received after 5pm on the deadline date will not be accepted.

Decisions on application

A board of judges will make the final decision over the successful applicants. The board will comprise of Shepherds Bush Housing Association employees and Resident Voice members. The judging will be based on a set criteria looking at the priorities that have been mentioned throughout this document. Successful applicants will be informed in writing and will have 6 months from the date of offer to complete their project/spend the funding.

Application form - guidance

Please note this is an online application form, however we would be happy to post out paper copies of the application form should this be required.

To apply online please visit www.sbhg.co.uk/community-grants, if you require a hard copy or have any questions regarding any stage of the application process please contact the Community Engagement Officer on 020 8996 4200 or community.engagement@sbhg.co.uk

Section 1 - About your organisation

Please give us a brief description of who your organisation is and what you do.

Include details of any specific groups that your organisation works with, the area that you cover and the expertise your staff have.

Section 2 - About your grant application

2.1 Please tell us how much funding you are applying for?

2.2 Please tell us in which area you expect to spend this money

This section is a drop down box detailing all of the areas that we operate in, if your area is not there, please call the Community Engagement Officer on 0208 996 4200. After the drop down box there is a section that allows you to specify the area/estate you will be working in during the project.

2.3 Other funding

Please detail any other funding your have received for this project or that you are currently applying for.

2.4 Project Outline

This is your chance to tell us how you are going to be spending the money. Please give as much detail as possible, describing what this funding will go towards achieving.

2.5 Community Need

Please detail how you have established that there is a need in the community for this project. At the end of the application there is an opportunity to attach supporting documents, this could include letters from residents, partner organisations etc. In this section please include

any relevant statistics that you have found to support your project and its need in the area you have chosen.

2.6 Please provide us with your expected outcomes from the project

Here we would like you to detail the change that you are expecting to happen because of your project, this could include participants forming a youth group/residents group, a regular activity taking place after the funding has finished.

2.7 Evaluation

As mentioned previously we will be asking for successful applicants to complete an evaluation and monitoring form, however in this section we would like you tell us how you will be monitoring your project and the information that you will be collecting from participants.

2.8 Sustainability

Please detail in this section how the project will continue once the funding has finished what plans will be put in place to continue with the work that has been established

Section 3 – People

3.1 Participants

In this section please tell us how many individual participants you expect to see over the duration of your project. (N.B we understand that this cannot be an exact figure but would appreciate you estimating the number of people that will participate.)

3.1.1. Our residents

In this section please detail how many participants you expect to be our residents.

(N.B we understand that this cannot be an exact figure but would appreciate you estimating the number of people that will participate.)

3.2 Attendances

In this box please tell us how many attendances you expect to see over the duration of your project.

For example, if you run a project over 10 weeks and you have one person that attends every week that will be 10 attendances, but only one participant.

(N.B we understand that this cannot be an exact figure but would appreciate you estimating the number of people that will participate.)

3.3 Target group

In this drop down box please select the target group that you expect to be the majority of your participants. In the box after this please detail any other target groups that could benefit from your project.

3.4 Ethnicity

Please select from the drop box the ethnic group that best reflects the participants you are expecting to benefit from your project. In the box after this please detail any other ethnic groups that could benefit from your project.

3.5 Age group

Please select from the drop box the age group that best reflects the participants you are expecting to benefit from your project. In the box after this please detail any other age groups that could benefit from your project.

Section 4 - Budget breakdown

Please provide us with a breakdown of the grant that you are requesting from us, please use the box provided, for example:

Amount (£)	Details
<i>Example: £100</i>	<i>Hire of community venue</i>
<i>Example: £250</i>	<i>Staff costs: 2 members of staff x 5 hours @ £25/hr</i>

Section 5 – Previous experience

Please detail here any experience you have of organising a project the same or similar to the project you are proposing.

Section 6 – Partnerships

Please detail in this section any partner organisations that you are planning to work with on this project, explain your relationship with them and who will complete each task in this project

Section 7 – Letters of reference / support

Please attach at least one letter of support or a reference from a previous project that is similar to your proposal for this funding.

Top tips for application forms:

- Answer every questions completely
- draft response before completing online form
- ensure budget matches up with the totals and when providing the breakdown
- ask someone else to look over the final version before sending it in, a fresh pair of eyes might pick up on any mistakes you have made.

N.B – By signing the terms and conditions that will be required to process the funding should you be successful, you will be giving us permission to use any photos, case studies or quotes on our website and in future publications (permission from parents/guardians of participants will be the recipient of the grant's responsibility). If you would like to talk about any of this then please contact the Community Engagement Officer on 0208 996 4200 or email community.engagement@sbhg.co.uk