Homes England

Community Housing Fund: Phase One

Online Bid Submission Guidance

Version	Date Issued	Details
1	July 2018	Homes England guidance for bidders to submit applications.

Contents

Chapter 1: Introduction

1.1. Purpose of this guidance
The purpose of this document is to provide guidance for applicants on how to fill in the online application form for Phase One of the Community Housing Fund (CHF).

All applications are to be submitted directly into the Homes England online portal. The scope of this guidance covers the stages from the creation of an application through to the submission.

1.2. User Support
For help accessing the online portal or to report a problem, please contact the helpdesk on **01908 353604**
For bid queries, please contact the appropriate Homes England Operating Area Leads for the Community Housing Fund.

Homes England Operating Area	Contact name	Email address	Telephone number
Midlands	Sarah Streater	Sarah.Streater@homesengland.gov.uk	0115 852 6905
North East, Yorkshire and the Humber	Helen Fielding	Helen.Fielding@homesengland.gov.uk	0113 394 9393
North West	Ann Seipp	Ann.Seipp@homesengland.gov.uk	0161 200 6136
South East	Becky Ashley	Becky.Ashley@homesengland.gov.uk	0122 337 4001
South West	Matt Dodd	Matthew.Dodd@homesengland.gov.uk	0117 937 7221

1.3. Before you Begin
It is recommended, before you begin to fill in your online application, that you have read the prospectus and this guidance document. There may be supporting documentation you want to attach to your bid before submission so it would be advisable to have this ready.

1.4. Creating an Account
There are six simple steps involved in creating an account:
1. Once the CHF home page is open, click on 'Start Now' and you will be directed to the login page (you may find it helpful to bookmark this page for future reference).
2. Click 'Register' (top left).
3. Complete the registration fields and then click on the Register button to create a new account.
4. When creating a password it will need to include one non-alphanumeric symbol, e.g.#
5. You will then receive a confirmation email which will require you to click on the validation link in the email to activate the account.
6. Once you have done this you will be redirected back to the website so that you can login.

1.5. Creating an Application

When you log in to the portal for the first time you will be taken straight into making an application. For subsequent log-ins, you will see the 'Your Enquiries' summary page where you can access existing bids or create a new one. You can continue to edit your enquiries at any time up to the point of submission.

To create a new bid click 'Start Now' at the bottom of the table.

Complete and submit

Start now
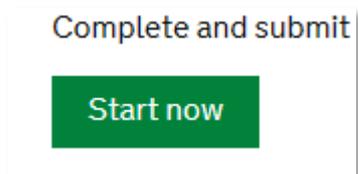
1.6. Saving your Application

As you complete the online form, it will automatically save when you press 'continue' at the bottom of the screen. At that point, it will save all details input on the screen, providing there are no validation errors highlighted. Pressing 'Save and exit' will take you out of the application and enable you to go back into it later.

The enquiry form will 'time out' 20 minutes after each new page is loaded. The system will autosave any information entered on the screen at the point of timeout. However, it is recommended that you 'save and exit' your application if you will not be actively filling in your enquiry for a prolonged period of time.

Applications can be amended any time up until the point of submission.

Chapter 2: Contact Details screen

The first screen asks for basic contact details and correspondence address for the lead person completing the application. This information is required form all organisations applying to the fund.

2.1. Basic Contact Details.
This person will be the first point of contact for Homes England in dealing with queries relating to the application. Please fill this in with as much detail as possible including your position within the organisation.

When filling in your address there is a search function that works using your House or Building Number and Postcode.
If the address is not shown there is an option to fill your address in manually.

Correspondence address

Building name or number (optional for lookup)

UK postcode

Find UK address

Enter address manually

2.2. Completing an application on behalf of someone else

Where a community group may not have capacity to submit an application directly it is possible for another organisation or professional to do so on their behalf (for example a consultant or enabling organisation).

If you are completing the application on behalf of another organisation please click 'Yes' and click on the option that best represents your relationship to the applicant. There is an 'Other' section that allows you to add text if one of the options doesn't represent your role.

If you are completing the application on behalf of your own organisation or community group click 'No' and you can move on to the next section.

Please confirm your relationship to the applicant organisation/group

○ Consultant   ○ Enabling organisation   ○ Fund raiser   ● Other

Please specify

[   ]

Continue   ~~Save and exit~~

Once you have filled in all the relevant fields you have the option of continuing to the next screen or saving and exiting to the menu page.

Chapter 3: Applicant Organisation Details Section

This section asks for the details of applicant organisation including the type of organisation including body corporate status. For organisations applying on behalf of another organisations/group, this should be the proposed funding recipient.

3.1. Type of Organisation

The first question asks for the name and type of organisation applying. If none of the options fits the applicant organisation there is the 'Other' category and you will be able to type in the type of organisation.

Applicant organisation

Please enter the name of the organisation applying for funding (note: this should be the proposed funding recipient)

Applicant organisation type

Please select the applicant organisation type

○ Company limited by guarantee   ○ Community benefit society

○ Community interest company   ○ Co-operative society   ○ Local Authority

○ Registered provider   ○ Social enterprise   ○ Other

3.2. For Profit/ Not for Profit

Next you should select whether the applicant organisation is a profit or not for profit organisation.

3.3. Registered Body Corporate Status

As detailed in **section 1.25 of the Prospectus**, applications open to all organisations which are, or intend to become, constituted as a body corporate, or an equivalent form of legally constituted body.

If the applicant organisation is already a registered body corporate enter the registration number and date of registration (This information will be verified with Companies House data as part of the due diligence process ahead of any allocations being agreed)

If the applicant organisation is not currently a registered body corporate you must outline how it intends to become one in the field provided.

Is the applicant organisation a registered body corporate?

◯ Yes   ◉ No

Plans for body corporate status   0/500

Please briefly describe the plans for the applicant organisation to become a body corporate

3.4. Registered office address and other links

This can be the same as the address as the lead person's address and again there is a look up function to find the address.

If you have a website, VAT number or you are already a Registered Provider of social housing there is opportunity to fill in those details.

3.5. Community Representation

In the sections provided please set out details of the community or communities the applicant organisation represents being as specific as possible.

Chapter 1 in the prospectus sets out what is considered Community-Led Housing.

3.6. Mission Statement

Please provide a short mission statement for your organisation setting out what its aims and objectives are and how it will ensure homes delivered under this Fund will be genuinely community-led.

Chapter 4: Bid Types

Bidding under Phase One of the Community Housing Fund is broken down into 3 types, as set out in the Prospectus. Please refer to the relevant section of this document for guidance on submitting an application for each bid type.

1) Applications for revenue funding for capacity building and pre-development costs (open to community organisations and organisations bidding on their behalf) go to **Chapter 5**.
2) Local Authority capital grant applications for infrastructure to support community-led housing development (open to Local Authorities only), go to **Chapter 6**.
3) Local Authority revenue grant applications to support community-led housing development (open to Local Authorities only), go to **Chapter 7**.
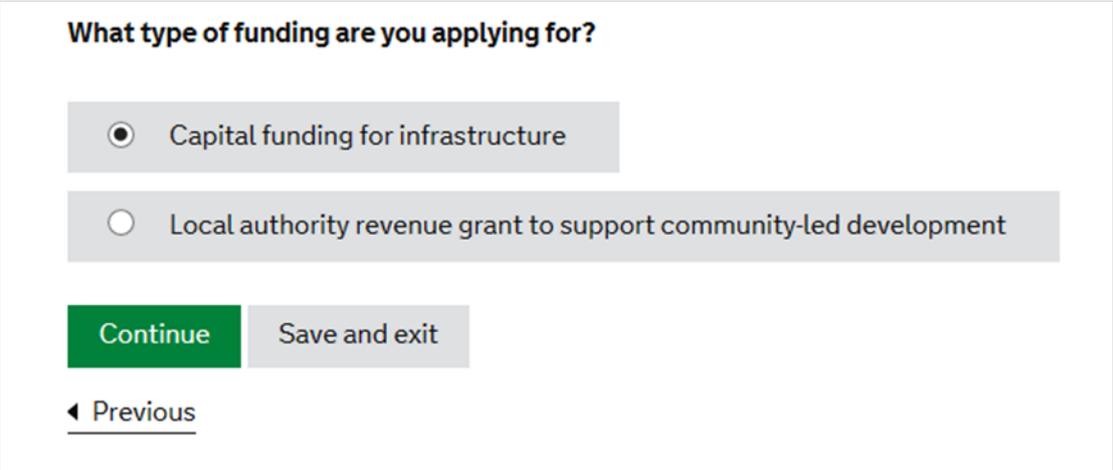
Depending on your selections in the Applicant Organisation Details section you will be taken to the relevant screens for each bid type. Applicants should complete all relevant information requested.

Organisations must submit a separate application for each funding proposal or bid type.

Local authority bids
Local Authorities are able to apply for Capital funding for infrastructure or local authority revenue grant to support community-led development. Following completion of the Applicant Organisation Details the following screen will be available. Local authorities should select the relevant option and continue to the next screen.

Note: this screen will note appear for non-local authority applications or local authority application submitted on behalf of another organisation.

Chapter 5: Applications for revenue funding for Capacity Building and Project Specific Pre-Development Costs

This section captures the details for community organisations applying for revenue funding for capacity building and re-development costs, or those applying on their behalf only. If you are a Local Authority applying for revenue grant or infrastructure capital funding to support community –led housing development please go straight to Chapters 6 and 7.

5.1. <u>Funding Details Screen</u>
This screen collects the information on the proposal for revenue funding and how it will be funded.

5.1.1. Proposal Name
Please enter a name for your proposal. This name will be used to identify the proposal in correspondence so should be unique and relatable to the activity or area you wish to support.

5.1.2. Total Cost of Preparing the Proposal

Total cost of preparing proposal for the proposed community-led housing

Please enter the total (revenue) cost of preparing your proposal to develop co
itself).

£ 8,000

This is the total cost of all the activities your organisation would like to do ahead of a scheme being ready to build. Under Phase One, as per **section 2.23 in the prospectus**, it is not expected that the CHF will fund 100% of the total proposal cost.

5.1.3. Funding Requested?

How much funding are you applying for?

Please enter the total amount of revenue fund

£ 6,000

This is the total amount of your application to the CHF. This should be a lower amount than the total costs in the previous box. It is the understanding that part of the funding will be provided by the applicant, **see section 3.55 of the prospectus**.

5.1.4. Other funding sources
The difference between the Total Cost and the Total Funding Request will be made up from other sources. Please detail in the form where the funding is coming from and if it has been secured or if you have applied for the funding and are waiting for a decision. As per **section 3.55 of the prospectus** it is expected that this value will be at least 10% of the total funding cost. A validation error will occur if this requirement is not met.

Total cost of preparing proposal for the proposed community-led housing

Please enter the total (revenue) cost of preparing your proposal to develop co~~m~~ itself).

£ 8,000

How much funding are you applying for?

Please enter the total amount of revenue funding for capacity building and pre-

£ 6,000

Total

This should equal the difference between the total revenue cost and the amount requested.

£2,000

The total of the Other Funding Sources section must equal the difference of the two figures for the total cost and total funding requested before you can submit the application.

5.1.5. State Aid

In order to ensure that all payments comply with the 'de minimis' rules, applicants must declare in their grant application all public assistance which they have received as 'de minimis' funding for the current and previous two fiscal years from any European (not only UK) grant-giving bodies. **See the Prospectus section 4.67-77 for further details** . If the applicant organisation has received grant funding from any other UK or European body please detail it in the boxes provided.

Please give details

Date awarded	Grant amount	Funding source	Purpose of the grant

Date awarded	**Grant amount**	**Funding source**	**Purpose of the grant**
14/12/2017 📅	£ 1,000	Name of Agency	What was the money for

If your scheme has received more than one grant you can click on the add button and it will open up a new set of boxes.

e grant	Actions
grant	
~~m~~oney for	Add

5.1.6. What are you proposing to spend the funding on?

Please outline what activities you intend to spend the CHF funding on. **Please see section 2.34 of the prospectus** for the kind of activities the fund is able to support.

5.1.7. Milestone achievement forecast

Payments under phase one will be made against 4 milestones being met. **Please see Chapter 6 of the prospectus** for further details. In the table please add the date you expect to achieve each milestone. If the parameters of the milestone have already been achieved please enter the actual achieved date. Forecast dates are in the left hand column and achieved milestone dates are entered in the right hand column.

5.2. Community-led housing proposal Screen

This screen requires you to set out details of the proposed community-led housing development that will be developed as a result of the revenue funding bid.

5.2.1. What will be built?

This is an opportunity to give a brief outline of the proposed community-led housing development that you eventually hope to build. There is an opportunity later in the application to upload documents to provide further information should you wish.

5.2.2. Number of Homes and Type

Please enter the total number of homes you intend to build in the first box, followed by the types of homes and the anticipated tenure(s).

The total of the numbers entered into the Building type and Tenure sections will need to match the total number of homes.

Note: The system requires an amount to be added into each field, so to be able to continue you will need to enter zeros instead of leaving fields blank where this type of building and/or tenure is not relevant.

Number of homes

Please enter the number of homes proposed to be built on the scheme, the building
will be offered. This information will help us to understand the types of schemes tha
development and give us an indication of demand for capital funding under Phase T

10

Building type	Number of type
Bedsit	0
Flat	5
House	

5.2.3. How will the proposed development meet the needs and priorities of the community?

Please outline how the proposed community housing scheme will meet the needs and
priorities of the intended community. Applicants should include a description of the
target group of residents who will benefit from the completion of the project, how many
people will benefit from it, and in what way. **See section 1.6 in the prospectus** for what
is meant by Community Led Housing.

5.3. <u>Site details Screen</u>

This screen captures details of the location of the proposed community-led housing
development.

5.3.1. Local Authority

First please enter the name of the local authority where the proposed community-led
housing will be located. The local authority name will auto populates as you type.

Name of the Local Authority where the proposed housing will be located

Start typing the name of the Local Authority

Ged

Gedling

r the homes been identified?

○ Yes   ◉ No

5.3.2. Has a site/property for the homes been identified?

If you have a site identified select Yes and that will open up further boxes to allow you
to fill in further information.

Has a site/property for the homes been identified?

◉ Yes   ○ No

Building name or number (optional for lookup)

[   ]

UK postcode

[   ]

[Find UK address]

Please then enter the address of your site using the look up function or enter it manually. If the site is yet to be identified select No and save and continue.

5.3.3. Current site ownership
Please select whether the site is already owned by the applicant organisation. If no, enter the applicant organisations plans for acquiring the site for the proposed development.

5.3.4. Current planning status and Current use class
Please select the appropriate options for your scheme in regards planning status and the current use class of your site/building.

5.3.5. Site Restrictions
If there are any restrictions or issues on the site select the Yes option and detail them in the text box. Examples can include planning covenants, listed building status, environmental protection, site contamination.

5.4. Project details Screen
The information in this screens refers to the **project that you intend to build and not the pre development work** you are applying for revenue funding to finance. At this stage you might not have detailed information but please provide as much information as you are able to.

5.4.1. Project delivery and management
Please outline the project delivery plan including who will carry out the development work and manage delivery. How the building work will be procured. How you will ensure it is delivered effectively. Who will be the landlord and manage the properties upon completion.

When completing this section applicants should be mindful of the definition of community-led housing set out in paragraph xx of the CHF prospectus to ensure that they can evidence that proposals are genuinely community-led.

5.4.2. How will the project be financed?

Please provide details of how the proposed community-led housing development will be financed, detailing any funding already secured and how the remainder will be fundraised.

5.4.3. Future capital funding

Please indicate here whether the applicant organisation intends to apply for capital funding to support the proposed community-led development from the other elements of this fund, and select which route you would propose to apply under. Note- capital funding for the development of community-led housing will be available under Phase 2 of the Fund. Organisations will need to make a separate application to access this funding.

5.4.4. Innovation

See section 2.21 of the prospectus. If the development you intend to build includes an element of innovation please indicate by selecting the relevant boxes and entering in the details. Applicants may select as many or as few of these fields as necessary. There is an 'Other' option that will open up a text box so you can add details of any innovation not covered under the headings provided.

5.4.5. Local Authority Discussions

Please indicate if the applicant organisation has had discussions with the relevant Local Authority in relation to the proposed community-led housing development. We would expect applicants to have spoken to their Local Authority about their building proposal at some point before commencing a planning application and building.

5.4.6. Community Support

See section 4.62 of the prospectus. Please detail your plans to engage the community regarding your proposal. Applications which can show higher levels of community support will be more likely to receive funding than a similar proposal with little evidence of support.

5.5. Additional Supporting Information screen

The applicant organisation may enter any additional information in support of their application on this screen.

If there are any documents you would like to attach to support your application you can do so by clicking on box
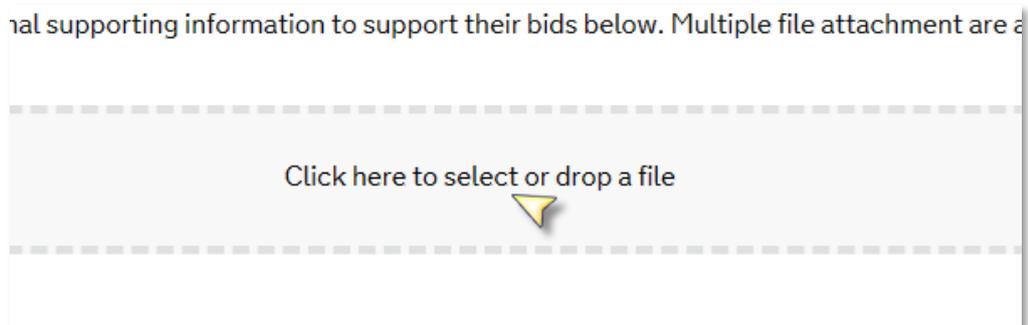
This will open your Windows Explorer to allow you to find and select the files you want to upload. You can upload more than one document.

5.6. <u>Submitting the Application</u>

5.6.1. Once all the screens have been completed you will be taken to a summary screen where you can review and amend your application ahead of submission..

Once submitted, your application cannot be amended. Please ensure that you are happy with the content of your online form and the attachments before ticking the box to agree to the submission statement.

By submitting this application I confirm that:

- I am authorised to submit an application for funding on behalf of the applicant organisation;
- the applicant organisation's board/senior management has approved, at least in principle, the application submitted;
- all of the information given or referred to in this application is true and accurate and that all relevant information has been submitted
- the proposals included in this application will meet all applicable legal requirements, as set out in the prospectus, including state aid and the key equalities priorities that are identified and agreed by the relevant local authority

☐ Please tick to confirm you are happy to submit this bid based on the above

Submit enquiry

Clicking then on Submit enquiry will lock down the form and no further edits will be possible. You will, however, be able to view and print your submitted application from your enquiry summary page.

Chapter 6: Local Authority capital grant applications for infrastructure to support community-led housing development

This section captures the details for local authorities applying for capital grant for infrastructure to support community-led housing development. Local authorities applying for revenue grant should go straight to Chapter 7.

6.1. Capital funding for infrastructure screen
This screen collects the information on the proposed infrastructure development

6.1.1. Proposal Name
Please enter a name for the infrastructure proposal which you are applying for funding for. This name will be used to identify the proposal in correspondence so should be unique and relatable to the activity or area you wish to support.

6.1.2. How much funding are you applying for?
Please enter the total amount of capital funding for infrastructure development you are applying for from the Fund. This should not be the total cost of the works.

6.1.3. What are you proposing to spend the funding on?
Please select the activity/activities that will be supported by the funding, add the amount of funding required for each activity, the total development cost for that activity and the estimated delivery dates. **See Section 2.38-41 in the prospectus**

Activity	Funding requested	Total cost	Estimated start on site date	Estimated completion date
Transport links	£ 10,000	£ 15,000	21/04/2018	07/09/2018

There is an 'Other' option where you can detail other types of infrastructure development work not listed in the previous options.

Total	£ 40,000	£ 55,000
Amount required from additional funding sources	£ 15,000	

The 'Total' amount should equal the amount you are requesting from the fund.

6.1.4. Summary of the activity/activities for which grant is sought.
Please outline what you are aiming to achieve with your infrastructure funding including how it will support the proposed community/communities.

6.1.5. Are you working with a community group?

If you are working with a particular community group please select the relevant option on add who they are.

6.1.6. Other Funding Sources

As outlined in the prospectus, applicants are expected to maximise other sources of funding to develop their proposal other than Central Government funding. Please provide details of the other funding contributions which will contribute towards the total costs of preparing your community-led housing proposal.

In the previous table there was an 'Amount required from additional funding sources' total.

Total	£ 40,000	£ 55,000
Amount required from additional funding sources	£ 15,000	

Please detail in the following table where the funding is coming from and if it has been secured or if you have applied for the funding and are waiting for a decision.

Source of funding	Funding amount	Secured or applied for	
Applicant organisation's own funding	£ 1,000	● Secured	○ Applied for
Local Authority funding	£ 10,000	● Secured	○ Applied for
Other public sector funding	£ 4,000	○ Secured	● Applied for
Bank finance/borrowing	£ 0	○ Secured	○ Applied for
Other	£ 0	○ Secured	○ Applied for
Total	£ 15,000		

Note- The 'Total' should match the 'Amount required from additional funding sources' total.

6.2. <u>Community-led housing proposal Screen</u>

6.2.1. Go to **section 5.2** of this guidance for details of how to fill in this screen.

6.3. <u>Site details Screen</u>

6.3.1. Go to **section 5.3** of this guidance for details of how to fill in this screen.

6.4. <u>Project details Screen</u>

6.4.1. Go to **section 5.4** of this guidance for details of how to fill in this screen.

6.5. <u>Additional Supporting Information screen</u>

6.5.1. The applicant organisation may enter any additional information in support of this their application.

If there are any documents you would like to attach to support your application you can do so by clicking on the box
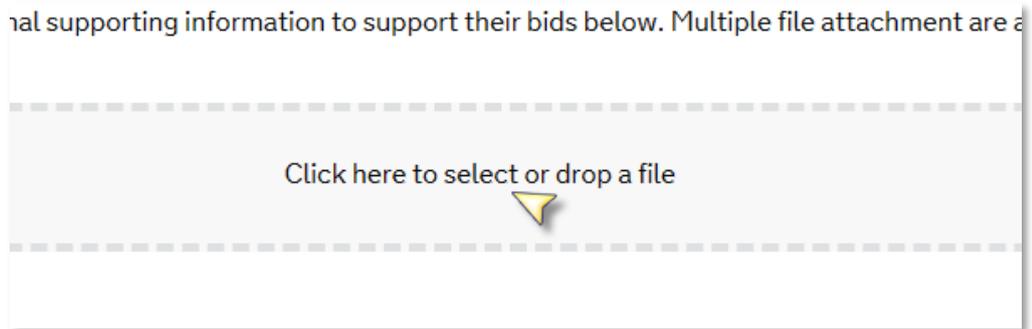
This will open your Windows Explorer to allow you to find and select the files you want to upload. You can upload more than one document.

6.6. **Submitting the form.**
Press 'Save and Continue' and go to **section 5.6** in this guidance for how to complete the rest of the application.

Chapter 7: Local Authority revenue grant applications to support community-led housing development

This section captures the details for local authorities applying for revenue grant to support community-led housing developments in their area.

7.1. Revenue grant to local authorities screen

7.1.1. Proposal Name
Please enter a name for your proposal. This name will be used to identify the proposal in correspondence so should be unique and relatable to the activity or area you wish to support.

7.1.2. What is the total revenue cost of the proposed activity?
This should be the **total cost** of the activities **not** the amount you are applying to Community Housing Fund for.

7.1.3. How much revenue funding are you applying for?
This is the total amount of your application to the CHF. This should be a lower amount than the total costs in the previous box. **See section 2.34 of the prospectus.**

7.1.4. What are you proposing to spend the funding on?
Please select from the options and provide a summary below of the activity for which grant is sought. For information on activities that can be applied for **see section 2.34 of the prospectus.** There is a 'Other' section for anything that is outside the selections.

What are you proposing to spend the funding on?
Please select from the following options and provide a summary below of the activity for which grant is sought.

Community group incubation and capacity-building	
Local enablers appointment and training	£ 1,000
Project support consultancy	
Technical support where there is no local enabler	£ 20,000
Local authority resources	£ 2,000
Other	
Total	£ 23,000

Note- The 'Total' should amount to the amount of revenue funding you are applying for.

7.1.5. Who are you intending to support?

Please list the names and the postal town location of the group/groups you are intending to support. You can list more than one group that you are intending to support by typing the information in and clicking the 'Add' button.

Name	Postal town	Actions
Community Group	Bath	Edit Delete

Name

Community Group 2

Postal town

Bristol

Add

7.1.6. How will the proposed activity help these groups to bring forward community-led housing schemes?

Please provide a summary of how the proposed activity will help each of the groups listed above (under a separate heading for each group).

7.1.7. Draw-down profile

Please indicate how much you intend to spend in each of the years listed.

2018/2019	£ 13,000
2019/2020	£ 10,000
Total	£ 23,000

Note- The 'Total' should amount to the amount of revenue funding you are applying for.

7.1.8. Other funding sources

Please detail in the table where the remaining funding is coming from and if it has been secured or if you have applied for the funding and are waiting for a decision.

Source of funding	Funding amount	Secured or applied for	
Local Authority funding	£ 17,000	⦿ Secured	○ Applied for
Other	£ 10,000	⦿ Secured	○ Applied for
Please specify			
Other funding			
Total other funding	£ 27,000		

Note- The total should be amount to the difference between the total revenue cost of the proposed activity and the amount of grant you are applying for.

7.2. Additional Supporting Information.

7.2.1.   The applicant organisation may enter any additional information in support of this their application

If there are any documents you would like to attach to support your application you can do so by clicking on box
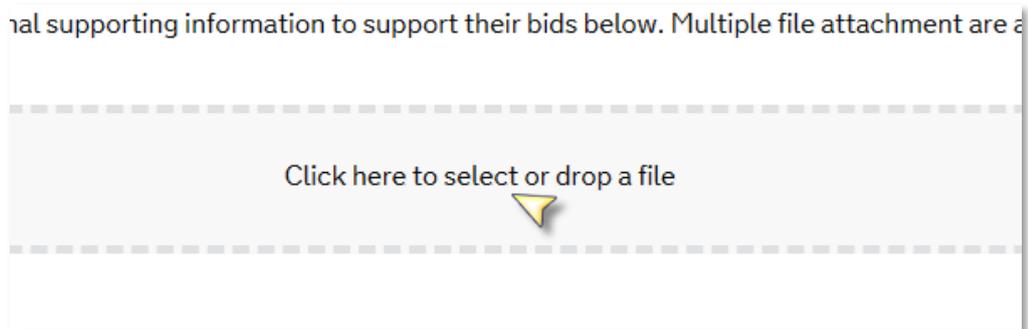
This will open your Windows Explorer to allow you to find and select the files you want to upload. You can upload more than one document.

8. Completing the form

Press 'Save and Continue' and go to section 5.6 in this guidance for how to complete the rest of the application.