# **Annex A: Proposal Form**

Please refer to the prospectus for help in completing this form, or contact the team at the email address below if you have any questions.

**Completed application forms to be submitted by 30 November 2018 to:** **matthew.mulley@communities.gov.uk** orMatthew Mulley,Ministry of Housing, Communities and Local Government, 3rd Floor, Fry Building, 2 Marsham Street, London SW1P 4DF

Completed applications should include this form, the checklist at the end and a full breakdown of costs.

You may annex essential supporting material where relevant, but key information must be drawn out in your answers below.

Depending on the scale and complexity of the proposal we may seek additional information. Information in this bid may be shared with other Government colleagues to help develop our understanding and inform wider policy development and best practice.

## Your details

|  |  |
| --- | --- |
| **Project title and brief summary** **(30 words max)** | ***Title: Summary*** |
| **Local Authority**  |  |
| **Contact details of working lead**  | **Name:** **Email:** **Phone:** **POSTCODE:**  |
| **Partners (if applicable)** |  |
| **Area covered by the proposal**  |   |
| **Please provide a fuller summary of your proposal that can be used as the basis for press releases (100 words max)**  |  |

## **B. Finance summary**

Where further explanation is required on any of the costs this should be included in your description of the proposal in **section 3** below.

**Please provide headline figures in the table below and provide a FULL BREAKDOWN OF COSTS as an annex to your application.**

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| **Financial year**  | **2018-19** | **TOTAL** |
| **Amount requested**  |  |  |

**Please note –**

Costs cannot include overheads that are calculated as a flat rate percentage. Actual overheads can be included provided they are clearly evidenced/justified and are proportionate to the size, scale and duration of the proposal.

Costs cannot include management costs/fees that are calculated as a percentage of existing senior management time. Costs can be included for additional project support and management provided these are proportionate to the size of the bid.

**1. What is the issue you want to address and current enforcement action? (500 words)**

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| ***We are looking for you to set a clear definition of the impacts arising from poor quality housing within the PRS and current enforcement action.***  |

**2. How are you proposing to tackle the problem, and why is this your preferred approach? (1250 words)**

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| ***Here you should set out how you propose to tackle the issues you have identified in section 2 above. This may be a standalone project or part of a wider strategy.*** *Strong proposals will:* * ***Provide a practical, costed approach to the issue outlined above, with detail about what will be done and how***
* ***Where the proposal complements or adds value to other activities, including that of other public services, make this clear.***
* *Be clear on any proposed* ***staff recruitment*** *and should include evidence to support any* ***salary costs*** *included in the bid. Bids should also assess the feasibility of recruitment, at this salary, in the planned timescale.*
* ***Set out why this is the preferred approach***
* ***Detail the scale of the activity,*** *including the geographical area covered where appropriate,* ***and who the intervention will target or involve***
* *Refer to the* ***sustainability*** *of the project, or explain why it is time limited (for instance if the activity is in response to a spike in pressures)*
* *Highlight how your preferred approach can be scaled and shared with other local authorities and partners*

*If your authority is submitting other proposals at the same time you should explain how all the projects fit your overall strategic objectives and how they will be co-ordinated.* |

**3. How will the proposal benefit the local community? (750 words)**

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| ***The Fund is intended tackle poor quality housing, rogue landlords and the associated issues. In this section you will need to set out how your proposal does this, with reference to the issues identified in section 2.****Strong proposals will:* * *Make the case for how funding will make a difference to the lives of the wider community, compared to a 'do nothing' scenario*
* *Where possible give* ***clear, measurable benefits and outcomes*** *(eg estimated cost savings, additional provision of a service, % target for improvement in indicators such as ASB complaints, etc)*
* *Have* ***evidence of the views of the wider local community****, will explain how they have drawn on these to shape the bid, and will explain how they plan to communicate progress to residents. Some examples of ways to do this could be through anecdotal feedback, resident complaints, existing surveys or feedback forms, or focus groups.*
 |

**4. Outputs, outcomes, and evaluation (750 words)**

Please provide a breakdown of targets and expected outputs below. These must be clearly linked to the issues identified in section 2.

Please note funded proposals will be expected to keep provide regular progress reports to an agreed programme, and will be asked to complete an 'Impact Summary' after the project.

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| *Strong proposals will:* * *Provide* ***clear quantifiable target outputs****, with a plan in place to* ***monitor and evaluate the project activities against these.***
* *Have* ***strategic outcomes*** *linked to the issues that are identified in section 2 above and explain how these will be measured.*
* *Consider how to help local partners learn from the intervention by sharing good practice.*
 |

**This checklist will help you ensure your proposal meets the Fund’s criteria.**

**You should indicate all that apply and submit this with your application form.**

**Your proposal should:**

|  |  |
| --- | --- |
| Detail existing issues and challenges faced in taking successful enforcement action. |  |
| Demonstrate benefits to the wider local community. |  |
| Have a clear success narrative and measures. |  |
| Seek reasonable funding, which is proportionate to the scale of the issue and overall size of the Fund. |  |
| Be based on local evidence. |  |
| Have the ability to be shared with other local authorities to disseminate best practice and drive up standards across England. |  |

**Your proposal must not:**

|  |  |
| --- | --- |
| Duplicate mainstream funding, or funding received through other sources. |  |
| Fund any local authority provision or services that are already being provided. |  |
| Include overheads that are calculated as a flat rate percentage. Actual overheads can be included provided they are clearly evidenced/justified and are proportionate to the size, scale and duration of the proposal.  |  |
| Include management costs/fees that are calculated as a percentage of existing senior management time. Proposals can include costs for additional project support manager that are proportionate to the size, scale and duration of the proposal. |  |
| Fund Police or Fire and Rescue Service staff time | .  |
| Fund the start-up costs for selective licensing schemes, as these should be self –funding. Consideration will be given to housing projects within a selective licensing area provided the additional benefits are clear. |  |

If you are still unclear about the criteria checklist please contact: **matthew.mulley****@communities. gov.uk**