# Proposal Form

Please refer to the prospectus for the criteria to consider when completing this form. Contact the email address below if you have any questions.

**Completed application forms to be submitted by 1 December to:** RLEgrantfund@communities.gov.uk

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 inform decisions, help develop our understanding and inform wider policy development and best practice.

A. Your details

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| **Project title and brief summary** **(30 words max)** | ***Title: Summary*** |
| **Local Authority**  |  |
| **Contact details of working lead**  | **Name:** **Email:** **Phone:** **POSTCODE:**  |
| **Partners (if applicable)** |  |
| **Geographical 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 2** 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 2019-20** | **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.

Projects cannot be funded where spend would be incurred beyond the end of financial year 2019/20 and cannot be granted where projects include funding in advance of need. Due to this, we will not fund permanent staffing costs. However, the grant can be used to fund temporary staff on a time-limited basis within the funding period.

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

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| ***We are looking for you to set a clear definition of the issues you are currently experiencing which arise from poor quality housing within the Private Rental Sector (PRS), the current enforcement action you are able to undertake against criminal landlords, the support currently provided to landlords to meet their responsibilities, and any limits you face.*** ***As part of this please state:***1. ***The number of dwellings in the PRS in your local authority***
2. ***The percentage of tenures which are PRS in your local authority area***
3. ***The number of PRS dwellings which fall within the scope of the project***
4. ***An estimate of the number of these properties which do not meet their legal requirements in terms of standards and licensing.***
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**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 issue(s) you have identified in section 1 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 recruitment of temporary* ***staffing for the project. Ensure that resource costs and asset costs are clearly differentiated.*** *Bids should also assess the feasibility of recruitment, at this salary, in the planned timescale.*
* ***Set out why this is the preferred approach, and briefly if any other options have been considered and why they have been rejected.***
* ***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 approach taken in the project or explain why it is time limited (for instance if the activity is in response to a spike in pressures)*
* *Identify any* ***risks*** *to the project being rolled out within the timescales, and how these will be mitigated, e.g. delays with internal signoffs from data protection teams.*
* ***Highlight how your preferred approach can be scaled and shared*** *with other local authorities and partners.*

*If your authority is submitting further grant proposals for our consideration 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 to tackle poor quality housing, rogue landlords and issues associated with this, whilst supporting landlords to fulfil their responsibilities. In this section you will need to set out how your proposal does this, with reference to the issues identified in section 1.****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. Please make estimates for the number of people this will impact.*
* *Give* ***clear, measurable benefits and outcomes, and timescales for these*** *(eg estimated cost savings, additional provision of a service, increased number of enforcement proceedings initiated, % target for improvement in indicators such as Anti-Social Behaviour complaints, etc)*
* *Have already* ***evidenced of the views of the wider local community*** *and will explain how they have drawn on these to shape the bid, and 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.*
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**4. Outputs, outcomes, and evaluation (750 words)**

Please provide a breakdown of targets and expected outputs below and when they are expected to deliver. These must be clearly linked to the issues identified in section 1.

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* ***clearly set out what success looks like*** *and how this will be evaluated by:* * *Providing* ***clear quantifiable target outputs****, with a plan in place and key milestones to* ***monitor these throughout the project and evaluate the project activities against these.***
* *Have* ***strategic outcomes*** *linked to the issues that are identified in section 1 above and explain how these will be measured.*
* *Consider how to help local partners learn from the intervention by sharing good practice.*
* *Demonstrate how the project could be adopted and built upon by other Local Authorities.*
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**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:**

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| Demonstrate how your project will meet the following criteria:* Achieve positive enforcement outcomes and have clear supporting evidence.
* Have measurable outcomes and planned evaluation
* Demonstrate that the project is cost effective, clearly deliverable and financially sustainable.

And (where relevant): * Are innovative in the way they tackle enforcement challenges.
* Enable the local authority to self-finance future enforcement activity.
* Encourage positive landlord/tenant/local authority relationships
* Contain a mechanism for the local authority to share their experiences and learning.
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| Detail existing issues and challenges faced in taking successful enforcement action. |  |
| Demonstrate benefits to the wider local community. |  |
| Have a clear success measures and narrative. |  |
| Seek reasonable funding, which is proportionate to the scale of the issue and overall size of the Fund. |  |
| Be based on local evidence. |  |
| Make use of scalable approaches, and demonstrate how these could be taken forward in wider-reaching pilot schemes in the future |  |

**Your proposal must not:**

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| Duplicate mainstream funding, or funding received through other sources. |  |
| Fund any local authority provision or services that are already being provided. |  |
| Fund in advance of costs incurred, for instance through funding permanent staffing costs |  |
| 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: RLEgrantfund@communities.gov.uk