



TENANT AND LEASEHOLDER CUSTOMER PANEL
COMMUNITY INITIATIVES FUND
APPLICATION PACK



Comments from the Community Initiative Fund Panel *(For Office Use Only)*

Agreed

Refused

(Reasons stated above)

Name of Project Coordinator/ Proposer or residents association
Address for correspondence
Telephone number & e-mail address
If grant approved, who would you like the cheque made payable to (please give details below) or specify if you would like the Tenant and Leaseholder Customer Panel arrange payment of the invoice.

Community Initiatives Fund:

1. General Information:

The Tenant and Leaseholder Customer Panel has at its disposal a small budget which it can use to support 'community initiatives' that are judged to be of direct or indirect benefit to tenants of East Devon District Council. Assistance can be given by the Tenant Customer Panel to provide **financial assistance** in the form of a grant to help your project. Grants of up to £1,000 may be applied for.

To apply for assistance from the Tenant and Leaseholder Customer Panel you should complete fully the application form that accompanies this guidance note. It is very important that you provide as much information as possible to support your proposed project as the Tenant and Leaseholder Customer Panel will be unable to give support unless you provide enough information to allow an informed judgement to be made.

Projects that can be supported are not restricted to those where the only beneficiaries are likely to be tenants of East Devon District Council but to be successful any project must clearly demonstrate what benefits there will be for our tenants, as well as for the local environment.

2. The Process:

Once fully completed you should return your application form along with any supporting information you wish to provide to:

East Devon District Council
Tenant Participation
Council Offices
Knowle
SIDMOUTH
EX10 8HL

Your application will be considered at the next available Community Initiatives Fund meeting. The Community Initiatives Fund meeting is a sub-committee of the Tenant and Leaseholder Customer Panel. The Housing Officer and Tenant Participation Officer will also be involved in this process. If the Chairman of the Tenant and Leaseholder Customer Panel feels that your presence at a meeting would assist in making a decision then you will be invited to attend.

When a decision has been made at a Community Initiatives Fund meeting as to whether or not to support your application we will write to you straight away to advise you of the decision.

3. What Might The Community Initiative Fund Meeting Decide?

Basically the meeting can make one of three decisions, these are:

- a) Your request does not qualify under the scheme.
This decision is likely if the meeting feels that you have failed to demonstrate an adequate benefit to tenants of East Devon District Council or that the support of other statutory bodies is more relevant to your project. This decision is also likely if you do not provide enough information upon which to base a decision.
- b) Your request qualifies under the scheme and a small financial contribution will be made
This decision is likely if the Tenant and Leaseholder Customer Panel feel that some benefit to tenants of East Devon District Council is likely to be gained from your scheme but that benefit is judged to be of a fairly limited nature. The size of financial contribution in these cases will be £50.00
- c) Your request qualifies under the scheme and the meeting will allow a grant of financial assistance to a level it considers appropriate or the meeting will commission the works requested.
This decision is likely if the meeting is fully convinced of the merits of your scheme and that significant benefits to tenants of East Devon District Council are likely to be gained from your scheme. This does not mean that you will automatically receive the amount of financial assistance requested but the meeting will offer a grant that it feels is appropriate and affordable.

4. What Happens When A Decision Has Been Made?

If your request does not qualify under the scheme we will write to you and tell you this.

If your request qualifies for a small financial contribution we will send a cheque for £50.00 to the co-ordinator of your project. We will ask for a receipt.

If your request qualifies for a significant financial contribution you will receive a formal letter of commitment from the Tenant and Leaseholder Customer Panel that will act as your guarantee that a grant has been approved for your project. A cheque will only be sent to your project when the money is needed and you can provide copies of formal confirmation of works orders including the date when works are to commence. On completion of your project we will ask to be informed and be provided with copies of receipts for payment of works undertaken. You may also be invited to report back to the Tenant and Leaseholder Customer Panel on the success of your project and we would reserve the right to be included in any publicity generated by your project should we wish to be involved.

Any grant awarded must be used to fund the specific project intended.

If for any reason your project changes or fails to proceed after you have received the grant cheque it should be returned in full to the Tenant and Leaseholder Customer Panel.

5. The Decision of the Community Initiative Fund Meeting:

Is final and there is no right of appeal.

However, should you wish to reconsider your project and submit an amended proposal this will be considered, as would any future project you or your group wish to explore.

Community Initiatives Fund

Procedure for handling applications

1. Applications will only be considered if made on the formal application form.
2. Applications not received in time to be included on the next available Community Initiatives Fund meeting agenda will be held over to the following meeting to allow members to properly assess each application.
3. The meeting can only make one of three decisions:
 - a) The application does not qualify under the scheme
 - b) The application qualifies for a small financial contribution (£50.00)
 - c) The application qualifies as being of significant direct benefit to tenants of East Devon District Council.

If more information is required before a decision can be made the meeting can defer consideration of an application to a later date and write to the applicant requiring the additional information.

4. If the meeting decides (c) it must then agree the size of the grant to be made.
5. If the application is requesting the Tenant and Leaseholder Customer Panel to directly commission works then an estimate will be provided by officers to allow an informed decision to be made.
6. The Tenant and Leaseholder Customer Panel will write to the applicant and advise of the outcome within 10 days of the decision being made.
7. Officers of East Devon District Council will be responsible for raising all cheques.

Community Initiative Fund Application Form

1. The Aims Of Your Project

Please indicate below the main overall aims of your project including any benefits you believe it will bring to the local environment.

2. Your Project

Please indicate below the specific details of your project.

3. Direct Benefits to Tenants of East Devon District Council

Please indicate below what you think will be the benefits of your project to Tenants

4. Evidence of Community Support

Please indicate below what you have done to involve the community in your project and indicate how the views of your community were obtained and assessed. If you have evidence such as surveys etc please provide copies

5. Informing Ward Members

Please insert names of the District Council's Ward Members you have informed

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6. What Is the Overall Cost of Your Project?

Please indicate below the anticipated overall cost of completing your project and specifically the amount of grant you seek from the Tenant and Leaseholder Customer Panel. We will need to be provided with **copies of official estimates/formal plans in order to consider your application.**

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7. Ongoing Project Costs

Will your project requires ongoing funding to ensure it continues to meet its aims? If yes, how do you intend to continue to secure these funds?

8. Other Funding For Your Project

Please indicate below other sources you have approached for funding, other funds that have been secured and other fundraising activities you are undertaking. You should advise here how much your project has raised to date.