



Blackpool Coastal  
Housing

# TENANTS PROJECT FUND LARGE GRANT APPLICATION

**(up to £10,000)**

# TENANTS PROJECT FUND APPLICATION CHECKLIST

**It's important that you work through this checklist before you start completing the Tenants Project Fund (TPF) application form.**

This checklist has been designed to help you decide if the TPF is right for your project or organisation, before you go to the time and expense of submitting an application. For further information on anything contained within this form please contact our Grants Officer on 01253 477911.

## PART ONE

**You must be able to answer 'yes' to one of the options in Part one to apply.**

Is your group a:	Yes	No
Voluntary or community organisation? (including if you are a registered charity or company)		
School?		
Health body?		
Parish or town council?		
BCH department?		

If you answered '**no**' to all of the above then your organisation is not eligible to apply to the Tenants Project Fund. The Tenants Project Fund cannot offer grants to individuals or fund organisations which make a profit.

## PART TWO

**You must be able to answer 'yes' to all of Part two to apply.**

Does your group:	Yes	No
Have its own bank account, which requires two unrelated people to authorise cheques and make withdrawals (including debit card or internet purchases and cash withdrawals)? This must be in the name of the organisation applying, unless you are a school.		
OR if you are a BCH or council department you must provide your total budget amount & income/ expenditure for the last financial year.		
Have at least three members on its governing body or board of directors?		
About your project:	Yes	No
Is your application for between £500—£10,000?		
Is your project start date at least 12 weeks from the submission of the application?		
Will your project be completed within 12 months of receiving a grant?		

If you answered '**no**' to any of the above, we may not be able to fund your project.

# PART THREE

Please tick either 'yes' or 'no' to ALL the below questions.

Is your application for:	Yes	No
A project we have given funding for in the last two years?		
A project which is the same as another being delivered in the area where your project will take place?		
Ongoing staff costs (including salaries of permanent or fixed term staff)?		
Activities that will happen or start before we confirm our grant (which for successful applications is normally about 12 weeks from the date we receive your completed application)?		
Day-to-day running costs of your organisation (for example, utility bills, council tax, rent or insurance)?		
Land or building projects where the ownership or lease is not yet in place? (or permission from owner has not been granted)?		
Fundraising activities for other organisations?		
Items that mainly benefit individuals (for example, equipment that is not shared)?		
Items that are purchased on behalf of another organisation?		
Loans or interest payments?		
Endowments (to provide a source of income)?		
Political or religious activities?		
A project or activities that the state has a legal obligation to provide?		
Projects that you cannot maintain because of high ongoing costs or the need for specialist skills?		
A project that cannot be completed within 12 months of receiving a grant?		
The purchase of alcohol?		
Routine repairs and maintenance?		
Used vehicles?		
VAT that you can recover?		
Profit making activities?		

If you answered 'yes' to any of the above, we may not be able to fund your project.

# PART FOUR – ABOUT YOUR ORGANISATION

## 1. What is your organisation's name and address?

Organisation legal name

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Does your organisation use a different name in your day to day work? No  Yes

If yes, what other name do you use?

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Organisation main or registered address including postcode

## 2. What type of organisation are you?

Voluntary or community organisation

BCH department

School

Health body

Parish or town council

**3. Organisation details** You must provide your organisation's reference or registration number as we may not be able to process your application without it.

a) Charity Number (if applicable) \_\_\_\_\_

b) Company Number (if applicable) \_\_\_\_\_

c) Department for Education Number (if applicable)

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d) When was your organisation set up?

Date  Month  Year

e) How many people are on your organisation's governing body or board of directors? \_\_\_\_\_

f) What is your VAT status? Registered  Not Registered

What is your VAT registration number? \_\_\_\_\_

g) Are you a branch of a larger organisation? No  Yes

If yes, what is the name of the larger organisation?

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What is the address of the larger organisation (including postcode)?

## READ THESE HELP NOTES

### Question 1

Give the full name as it appears on your governing document. Please check this. If the full legal name is incorrect, it may delay your application.

Tell us your organisation's main or registered address, including post-code. **If you're successful, this is the address we'll send your offer letter to.**

### Question 2

Please tick one box only. We explain what we mean by voluntary and community organisations in the help notes on page 7.

### Question 3

If you are a charity and a company, please provide both. If you're an academy, provide the Department for Education number with the Companies House number, if appropriate. Give us the date when your organisation adopted its current legal status. This should be in your governing document. If you're a school or statutory organisation, check with your administrative body. If you don't know the exact day or month, please give an approximate month.

Give the total number of people currently on your governing body or board of directors. Refer to 'Who can apply' in our 'Guide for applicants' for further clarification.

Your VAT number should be between 9 and 12 numbers long and have no spaces.

If you are a branch of another organisation that has management and financial control over you they may have some financial responsibility if we give you a grant.

h) Are there any restrictions on who can join your organisation? No  Yes

If yes, what are they and why do you have them?

You can write up to 400 characters with spaces (about 50 words)

**4a. What is the main email address for your organisation?**

**4b. Does your organisation have a website?** No  Yes

If yes, what is your website address?

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**5. Does your bank or building society account meet our requirements? (as stated in the checklist in part 2)**

No  Yes

Bank or building society name

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Bank or building society address (including postcode)

**Account details**

Organisation name on statements or passbook

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Is this the same as on your governing document? No  Yes

Account number \_\_\_\_\_

Sort code \_\_\_\_\_

Building society roll number, if applicable \_\_\_\_\_

Address your bank or building society has for your organisation for this account (including postcode)

If your organisation has a membership we expect this to be open to all and that anyone can join, unless you can provide a good reason why not.

It can be a personal email address if your organisation doesn't have an email address.

**Question 5**

Your account must be in the name of the organisation that is applying for a grant and will carry out the project.

We require at least two people to sign each cheque or authorise a withdrawal (including debit card or internet purchases and cash withdrawals). If you are a school, a local authority bank account is acceptable.

**6. Provide a summary from your most recent accounts**

Are the figures below:

Information from the latest accounts by your organisation?

OR

A projection because your organisation has been running for less than 15 months?

Account year ending: Date  Month  Year

Total income for the year (A) £ \_\_\_\_\_

Total expenditure for the year (B) £ \_\_\_\_\_

Surplus or deficit at the year end (A-B) £ \_\_\_\_\_

Total savings or reserves at the year end £ \_\_\_\_\_

Have your accounts been independently audited? No  Yes

**7. Who is the main contact for this application? (This MUST be a member of your group)**

Title \_\_\_\_\_

Forenames (in full) \_\_\_\_\_

Surname \_\_\_\_\_

Position in organisation \_\_\_\_\_

Date of birth: Date  Month  Year

Home address (including postcode)

Have you lived at this address for the last three years? No  Yes

Do you have any communication needs? No  Yes

If yes, what are your communication needs?

You can write up to 200 characters with spaces (about 20 words)

**Question 6**

The Charity Commission has published useful information on accounting and reporting at [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)

If you are a registered charity we'll expect you to follow this guidance but if you are not, you may still find it useful.

All applicants must provide income and expenditure figures. Give a projection for the first full year if your organisation has been running for less than 12 months. Schools should include the whole school budget.

**Question 7**

This must be the person that submits the application. They should be someone from your organisation who can talk about your project that we can contact during office hours. They must be over 18 years old. For schools, someone who is directly employed by the school.

These might be textphone, sign language, large print, screen reader, audiotape, Braille or a community language.

**8. Additional contacts**

- For voluntary and community organisations please provide details of your chair, secretary, treasurer or another committee member.
- For companies this must be a director or the company secretary.
- For schools this must be your head teacher.
- For parish and town councils please provide details of a senior member.
- For health bodies please provide details of a senior member.
- For Blackpool Coastal Housing departments this must be your head of service.

Title \_\_\_\_\_

Forenames (in full) \_\_\_\_\_

Surname \_\_\_\_\_

Position in organisation \_\_\_\_\_

Address (including postcode)

Telephone number \_\_\_\_\_

Email address \_\_\_\_\_

If we need to write to them, which address should we use?

The email address in this question

OR

The postal address in this question

**Does your additional contact have any communication needs?**

No  Yes

If yes, what are they?

You can write up to 200 characters with spaces (about 25 words)

**Question 8**

By voluntary and community organisations we mean: registered and unregistered charities, companies and unincorporated associations that are not—for—profit, cooperatives, friendly societies and industrial and provident societies.

**The additional contact must not be the same as the main contact in Question 7.**

They must be over eighteen years old.

You must provide a contact number

Tick one box only. We may not need to write to your additional contact but in case we do, tell us if they would prefer email or letters.

These might be textphone, sign language, large print, screen reader, audiotape, Braille or a community language.

# PART FIVE — ABOUT YOUR PROJECT

## 9. What is the name of your project?

You can write up to 70 characters with spaces  
(about 10 words)

## 10. What project or activities do you want us to fund?

You can write up to 3,000 characters with spaces  
(about 500 words)

## READ THESE HELP NOTES

### Question 9

Give us a short title that we could use for publicity purposes. Try to make it unique to your project.

### Question 10

Describe your project. By 'project' we mean the event or activities you plan to carry out using our grant.

Be specific about what you will do, how you will do it and what you would spend the grant on.

**11. When will your project take place?**

- Your start date should be at least 12 weeks after submitting your application.
- Your end date must not be more than 16 months after you send us your application.

Start date:      Date   Month   Year

End date:      Date   Month   Year

Is your start date:                      Fixed       Flexible

**12a. Where are the people who will benefit from your project based?**

Full postcode \_\_\_\_\_

**12b. Where will your project take place?**

Give the location of the places where your project will happen.

- If your project will take place at (or be run from) a single location please select it as the main location.
- If your project will take place at (or be run from) a number of locations, enter what areas of Blackpool will benefit.

Area/Street/Ward:	Is this the main location?
_____	<input type="checkbox"/>

**12c. How many Blackpool Coastal Housing Tenants/ Leaseholders will benefit from this project?**

\_\_\_\_\_

**Question 12**

Tell us the local authority area and postcode where the people who will benefit from your project are based.

If the people who benefit are from a number of places, give the local authority area and postcode where the most people will benefit.

**12c.** Please provide an approximate figure or tell us the percentage of Blackpool Coastal Housing households located in the area your project covers.

Please provide approximate numbers of people you anticipate will attend the event(s)/ session(s) throughout the project.



b) If the total in column A is higher than the total in column B, where is the rest of the funding coming from? You can write up to 800 characters with spaces (about 100 words)

c) How have you worked out your costs? You can write up to 800 characters with spaces (about 100 words)

**14. Does your project involve work on land or a building, including refurbishment?**

Do you own the freehold of the land or building, or hold a lease that cannot be brought to an end by the landlord for at least five years or do you have permission from the owner for the project? No  Yes

If yes, you MUST answer both a) and b) below

**a) Does your organisation:**

Own the freehold of the land or building

OR

Hold a lease of at least five years that cannot be ended by the landlord?

OR

**b) Is planning permission needed for your project?**

Planning permission is not required

OR

Planning permission is required and has been granted

**Question 13b.**

If you need to raise funds from other sources you must be able to show that you will be able to do this and it will not affect your project or cause a delay.

If you have applied to other funders but have yet to hear from them tell us who they are and when you expect a decision. If you want us to fund all your project costs and are not contributing funding from other sources put 'not applicable'.

**Question 13c.**

Make sure the costs are accurate and based on quotations where possible.

**Question 14**

If you need planning permission, you MUST have it before you apply.

You will need to send confirmation that planning permission is required, or that it is required and has been granted.

**All supporting paperwork must be received by us, prior to the application being sent to the Panel for review and no later than 12 weeks prior to the project start date.**

# PART SIX – THE DIFFERENCE YOUR PROJECT WILL MAKE

## 15a. Why is your project needed?

You can write up to 1,500 characters with spaces  
(about 250 words)

## 15b. What evidence do you have to show that your project is needed? How have you consulted with the people who will benefit from your project and what did you find out? Please include, where possible, evidence of how you have consulted with BCH tenants and leaseholders.

You can write up to 1,500 characters with spaces  
(about 250 words)

## READ THESE HELP NOTES

### Question 15a.

Make sure you:

Tell us about the problems or issues your group aims to address with particular reference to the needs of Blackpool Coastal Housing tenants and leaseholders.

### Question 15b.

Examples of the types of evidence you might use are:

- Organising a meeting that anyone interested in your project can come to.
- Carrying out a survey of people who use your service or those who might use it.
- Keeping a waiting list of people who want to get involved in your activities or use your service.
- Finding out if there is a lack of your type of facility, service or activity in the local area and whether people would use it if it was available.
- Researching any statistics about the people who would benefit from your project.
- Finding out if your project supports any local or national strategies.
- Evaluating previous projects or seeking feedback on a pilot project.

A consultation can include community surveys, focus groups and public meetings; the findings should be less than two years old.

If you cannot consult with the people that you want to help, tell us why.

We also want to know how;

- your project has been influenced by what people have told you.
- you know that the people you want to help will use your project.

**16a. How will you promote and publicise your project?**

You can write up to 1,200 characters with spaces (about 150 words)

**16b. How will your project actively seek to involve BCH tenants and communities within which they live?**

You can write up to 1,200 characters with spaces (about 150 words)

**Question 16a.**

Explain what you will do to make sure that people from different backgrounds know about your project and how to benefit from it.

**Question 16b.**

If you have identified any groups who could benefit but are less likely to take part, explain why this is the case and what you will do to tackle it. If your project will involve the wider community tell us how. If you plan to restrict who can take part in your project you should explain why, so that we can consider if this is acceptable.

**17. What is the change or difference your project is going to make?**

Tick the outcomes that reflect the change or difference your project will make.

Your project must meet at least one of the outcomes to be considered for a grant, but you don't have to tick all four boxes. Only tick the outcomes your project will help to achieve.

- Life Skills—(i.e better access to training and development).
- Health & Wellbeing—(promoting community/ leisure activities e.g. bingo sessions, sport etc).
- Stronger Communities—(communities working together to tackle issues in their community such as Anti-Social Behaviour through community events etc).
- Improving our Neighbourhood Environments—(improving our environments such as community gardens etc).

**Tell us in your own words how your project will meet each of the programme outcomes you have ticked.**

You can write up to 3,000 characters with spaces (about 500 words)

**18. Does your project involve work with children, young people under the age of 18 or vulnerable adults?**

No  Yes

If yes, as a minimum we expect you to:

- have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund.
- review your safeguarding policies at least every year.

**Question 17**

Our outcomes are the changes or differences that we want our funding to achieve.

Tell us in this section the difference of change you intend your project to make.

Think about the change or difference you project will have on the local community or target beneficiaries.

Don't just repeat the programme outcomes using different words. Think about how the change or difference your project is going to make reflects our outcomes.

**Question 18**

It is your responsibility to have appropriate safeguarding policies and procedures in place. Please include these documents when submitting your application as we cannot accept your application without them.

- complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references.
- check criminal records at least every three years.
- follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults.
- provide child protection and health and safety training or guidance for staff and volunteers.
- carry out a risk assessment, if appropriate.
- secure extra insurance cover, if appropriate.

Does your organisation meet these requirements?

No  Yes

If your organisation is registered with or inspected by bodies that enforce safeguarding arrangements (such as OFSTED or the Care Quality Commission) please give details below, including any reference numbers.

**19. Do you have any of the following?**

- |                                    |                             |                              |
|------------------------------------|-----------------------------|------------------------------|
| a) Public liability insurance      | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| b) Leaders' qualifications         | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| c) Affiliation to a governing body | No <input type="checkbox"/> | Yes <input type="checkbox"/> |
| d) Other insurance                 | No <input type="checkbox"/> | Yes <input type="checkbox"/> |

If you answered yes to any of the above, please give more details. You can write up to 1,200 characters with spaces (about 150 words)

We may seek further information from any bodies you are registered with, or inspected by.

**Question 19**

Please answer a) to d).

Depending on the type of project, you may need public liability insurance or qualified leaders.

Public liability insurance is required for any public events.

If your project involves a dangerous sport or activity, your organisation should be affiliated to a relevant governing body or you must be working with fully qualified leaders or instructors.

# PART SEVEN – BENEFICIARY MONITORING

READ THESE HELP NOTES

We want you to tell us who will mostly benefit from your project. When answering each question you should consider the makeup of the population in the area where you are delivering your project and who you think is most likely to use or get involved in it. If you tick 'No', this means that you don't expect any group or groups will benefit more than other groups listed. If you tick 'Yes', this means that your project will be particularly relevant to some of the groups listed.

We primarily ask these questions to understand the spread of our funding. There are no model answers. The information you give us will depend on what your project is for.

We will cross-reference the information you provide against other information supplied in your application form. If there are any inconsistencies we may follow this up with you.

## 20. Ethnic background

**Will your project mostly benefit people from a particular ethnic background?**

No  Go to 21                      Yes  Tick up to three boxes below

### White

- English/ Scottish/ Welsh/ Northern Irish/ UK Irish
- Gypsy or Irish Traveller
- Any other White background

### Mixed/ Multiple ethnic groups

- Mixed ethnic background

### Asian/ Asian UK

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

### Black/ African/ Caribbean/ Black UK

- African
- Caribbean
- Any other Black/ African/ Caribbean background

### Other ethnic group

- Arab
- Any other ethnic group

The list of ethnic backgrounds we use is taken from the 2011 Census. Remember that everyone has an ethnic background.

The category 'mixed ethnic background' should only be selected if your project will mostly benefit people whose parents are of two or more ethnic backgrounds. It should not be selected if your project will benefit people from a range of ethnic backgrounds.

**21. Gender**

Will your project mostly benefit people of a particular gender?

No  Go to 22                      Yes

If yes, please specify \_\_\_\_\_

**22. Age**

Will your project mostly benefit people from a particular age group?

No  Go to 23                      Yes  Tick up to **two** boxes below

0-24 years

25-64 years

65+ years

**23. Disability**

Will your project mostly benefit people with a disability?

No                       Yes

**24. Religion or belief**

Will your project mostly benefit people of a particular religion or belief?

No  Go to 25                      Yes  Tick one box only below

No religion

Christian

Buddhist

Hindu

Jewish

Muslim

Sikh

Other religion    Please specify: \_\_\_\_\_

**25. Sexual orientation**

Will your project mostly benefit members of the Lesbian, Gay, Bisexual and Transgender Community?

No                       Yes

Please complete the checklist in Part Eight before sending us your application.

If your project will mostly benefit people with a physical, mental, learning, sensory or cognitive impairment, please tick 'yes'.

## Data Protection and Freedom of Information

As a housing provider, BCH recognises that everyone has the right to have their personal information kept safe. All of the information you provide will be collected and shared in line with the General Data Protection Regulation 2018. This means that any personal details you give us will be processed and stored safely and securely in line with BCH's privacy policy.

We will only share relevant information with other organisations such as our partners, external agencies, government or statutory bodies when necessary. We will share information with third parties when we are legally required to and in line with the Regulation.

We will use the information you give us to run the grant programme and for our own research. We may also give some of this information to individuals and organisations we consult when:

- judging applications.
- running the programme.
- checking grants.
- judging funding procedures and impacts.

Some other examples of why we may need to share your information are:

- For the prevention or detection of crime and fraud.
- In connection with legal proceedings.
- In relation to the physical or mental health of an individual, in order to protect them or others from serious harm.
- To comply with the law.
- For statistical purposes. (Information will be anonymised)
- In order for third parties to carry out duties on our behalf.

We must protect public money. For this reason we may also share information with other organisations such as:

- Lottery distributors.
- Government departments.
- Organisations that give other funding.

If you give us false information and fraud is identified, we will give details to fraud

prevention agencies. This is to stop crime happening.

We may use the information you give us for research. We understand we must keep information about groups with vulnerable people private. So we will not make their details public in any way, unless the law says we must do this.

The General Data Protection Regulation gives you a number of rights:

- You have the right to be informed.
- You have the right of access. (Please tell us if you want to see your information)
- You have the right of rectification. This is the right to have information we hold corrected if it is incorrect. (Please tell us if you think we've got your details wrong)
- You have the right of erasure. You can get information erased if it is no longer necessary for the task. Erasure will happen automatically in line with BCH's retention schedule.
- You have the right to restrict processing. You may place restrictions on the information we hold and share.
- You may withdraw your consent for us to hold and share your information at any time. (This could lead to a reduction in services available to you.)

### Freedom of Information

The Freedom of Information Act 2000 gives people the right to ask for any information we have. If someone wants information about you under the Freedom of Information Act, we will give it. But we may talk to you first. You should let us know when you apply if you think the law says information about you does not have to be given out.

If you would like to know more about GDPR and what organisations must do in order to comply, you can visit the Government website [www.gov.uk](http://www.gov.uk).

# PART EIGHT – DECLARATION AND FINISHING YOUR APPLICATION

You must tick all the boxes below to confirm that:

- You have answered all the relevant questions in this application form.
- You (the main contact named in question 7 of this application form) are authorised to apply for a grant from us (The Tenants Project Fund) on behalf of your organisation.
- You understand that if you make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold information, this could make your application invalid and you could be liable to repay any funds to us.
- Your organisation meets our eligibility requirements and has the legal power to set up and deliver the project described in this application form.
- You will provide all required documents - Constitution, bank statements/ forecast, accounts organisation's reference/ registration number (and supporting documents, Child Safeguarding Policy, Land Registry information and planning permission, if applicable). You understand that Blackpool Coastal Housing reserve the right to decline your application without the addition of these documents.
- You understand and accept our obligations under the General Data Protection Regulation & Freedom of Information Act on page 18 of this application form.
- You are able to comply with the Tenants Project Fund terms and conditions, which are available on our website [www.bch.co.uk](http://www.bch.co.uk).

## Main contact:

Signature \_\_\_\_\_

Full name \_\_\_\_\_

Date \_\_\_\_\_

## Witnessed by (2nd group contact):

Signature \_\_\_\_\_

Full name \_\_\_\_\_

Date \_\_\_\_\_

**Please go to Part Nine for information on how to send your application to us.**

## READ THESE HELP NOTES

To apply for a grant from the Tenants Project Fund you must tick all the boxes.

Make sure that your governing body or board of directors know about this application and have agreed that you can send it to us.

You must be able to comply with our terms and conditions if we offer you a grant. You should check that you can before you apply.

You can get a copy of our terms and conditions from our website [www.bch.co.uk](http://www.bch.co.uk) or you can phone or email us and we will send them to you.

Before you apply, make sure you can provide all the information we may ask for.

# PART NINE – SENDING US YOUR APPLICATION

READ THESE HELP NOTES

We prefer to receive applications by email but we also accept them by post. When your application form is complete, email it to: **tenantsprojectfund@bch.co.uk**.

Please put the name of your organisation in the subject field of your email.

Or send your application to:

**c/o Tenants Project Fund  
Involvement and Communications Team  
Blackpool Coastal Housing  
Coastal House  
17-19 Abingdon Street  
Blackpool  
FY1 1DG**

Please provide the following documents as applications will not be considered without them:

- Any supporting evidence (if applicable).
- Constitution or Governing documents.
- Previous financial accounts.
- Bank statements for the past 3 months.

For new groups, please provide the following (along with your constitution or governing documents):

- 12 month financial projections.
- Bank account statement.

Supporting evidence can be consultations/ surveys, photographs, certificates, planning permission etc.