



Blackpool Coastal
Housing

TENANTS PROJECT FUND SMALL GRANT APPLICATION

(up to £500)

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.

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. Please contact us if you need clarification.

PART TWO

Please answer all questions below.

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 two members on its governing body or board of directors?		
About your project:	Yes	No
Is your application for up to £500?		
Is your project start date at least 12 weeks from when you submitted your application?		
Will you be able to complete an End of Project Report?		
Have you previously applied for funding for this project within the last 12 months?		

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

PART THREE – ABOUT YOUR ORGANISATION

READ THESE HELP NOTES

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

Organisation legal name

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

If yes, what other name do you use?

Organisation main or registered address including postcode

2. 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)

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?

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

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

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. **If your application is successful, we may not be able to process payment without this number.**

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)

3a. What is the main email address for your organisation?

3b. Does your organisation have a website? No Yes

If yes, what is your website address?

4. 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

Bank or building society address (including postcode)

Account details

Organisation name on statements or passbook

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 and we expect there to be the right of appeal for anyone refused membership.

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

Question 4

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.

**5. Have you received funding in the past 12 months?
(from either BCH or external funding streams).**

No Yes

Please tell us the date, how much, what for and from who.

**6. 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):

Do you (or the main contact) 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).

Please note a single organisation can only be allocated a maximum of £20,000 in any one financial year (April 1st – March 31st). This means an organisation can submit any number of applications so long as they are not for the same project in a 12 month period.

Question 6

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.

7. Additional contacts (You must select one that applies).

- 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 20 words)

Question 7

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

The additional contact must not be the same as the main contact in Question 6.

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 to receive email or letters.

PART FOUR – ABOUT YOUR PROJECT AND THE DIFFERENCE IT WILL MAKE

8a. Please provide us with the name and a brief summary of your project.

You can write up to 1500 characters with spaces (about 200 words).

8b. Where will your project take place?

8c. How many Blackpool Coastal Housing Tenants/ Leaseholders will benefit from this project?

8d. When will your project take place?

Your start date should be at least 12 weeks after submitting your application.

Start date: Day Month Year

9a. Why is your project needed?

You can write up to 1,500 characters with spaces (about 200 words).

9b. What information do you have to show that your project is needed?

- Minutes from meeting
- Consultation/ survey results
- Evaluation of previous projects
- Other (please specify) _____

READ THESE HELP NOTES

Question 8a

Give us a brief outline of what your project is all about.

Question 8c

Please provide estimated figures on how many people you anticipate will attend the event(s)/ session(s).

Make sure you:

Tell us about the problems or issues your group aims to address.

Question 9b

We may ask you to provide evidence of this information prior to a decision on funding is made or at any stage of your project.

10. How much will your project cost?

10a. How much will each item or activity cost and how much do you want from the Tenants Project Fund?

Item or activity	A Total cost	B Amount requested from the Tenants Project Fund
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
Totals	£	£

10b. How much will each item or activity cost and how much do you want from the Tenants Project Fund?

10c. How have you worked out your costs? You can write up to 800 characters with spaces (about 100 words).

Question 10a

List all of the individual items or activities that make up your project.

Provide a breakdown for each item if necessary. For example, don't just put furniture, list the different items;

5 tables.

30 chairs.

5 desks.

Include everything you will need for the project, even if you are not asking us to fund it.

Give the total cost of each item or activity in column A and put how much you want from us in column B.

If you want us to fund all your project costs then the figures in column A and column B will be the same.

You must not include any VAT that you can claim back from HM Revenue and Customs.

The total requested from the Tenants Project Fund must be under £500.

Please check that you have added the totals up correctly.

Question 10b

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 10c

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

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

Tick (✓) the outcome(s) 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 400 words).

Question 11

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.

12. 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.
- 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.

13. 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 13

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 event.

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 FIVE – 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.

14. Ethnic background

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

No Go to 15.

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 U

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.

15. Gender

Will your project mostly benefit people of a particular gender?

No Go to 16. Yes Tick one box below.

If 'yes' please specify _____

16. Age

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

No Go to 17. Yes Tick up to **two** boxes below

0-24 years.

25-64 years.

65+ years.

17. Disability

Will your project mostly benefit people with a disability?

No Yes

18. Religion or belief

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

No Go to 19. Yes Tick **one** box only below

No religion.

Christian.

Buddhist.

Hindu.

Jewish.

Muslim.

Sikh.

Other religion.

19. Sexual orientation

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

No Yes

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

Question 17

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.

PART SIX – 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 6 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 state 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 understand and accept our obligations under the General Data Protection Regulation and Freedom of Information Act set out in out on page 13 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.

Main contact:

Signature _____

Full name _____

Date _____

Witnessed by (2nd group contact):

Signature _____

Full name _____

Date _____

Please go to Part Seven 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 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 SEVEN – 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. We will acknowledge receipt of your application within 3 working days.

Or send your application to:
**c/o Tenant's 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.



**Blackpool Coastal
Housing**

Involvement and Communications Team

Coastal House, Blackpool Coastal Housing,
17-19 Abingdon Street, Blackpool FY1 1DG

Email:

tenantsprojectfund@bch.co.uk

Visit us at:

www.bch.co.uk

Phone:

01253 477900 (select option 4, then option 3)

Connect on social

[@bchblackpool](https://www.instagram.com/bchblackpool)

