



Blackpool Coastal  
Housing

# TENANTS PROJECT FUND

## Guide for applicants

The Tenants Project Fund supports projects that genuinely make a difference to the lives of our customers and the neighbourhoods in which they live.

# BLACKPOOL COASTAL HOUSING IS COMMITTED TO INSPIRING PEOPLE TO BUILD BETTER COMMUNITIES

Blackpool Coastal Housing (BCH) is committed to improving not just the homes of our customers but also their quality of life. The Tenants Project Fund supports projects that genuinely make a difference to the lives of our customers and the neighbourhoods in which they live.

Grants are approved by our Tenants Project Fund grant assessors, which is made up of resident volunteers who are supported by Blackpool Coastal Housing's Grants Officer.

**The Tenants Project Fund supports projects that genuinely make a difference to the lives of our customers and the neighbourhoods in which they live.**

**Any organisation applying to the Tenants Project Fund must demonstrate that their project meets at least one of the following objectives of the fund:**

- Life Skills - (i.e. better access to training and development)
- Health & Wellbeing - (promoting community/leisure activities e.g. bingo sessions, sports 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.)

# WHO CAN APPLY?

You can apply to the TPF if you are:		We cannot accept applications from:	
	<b>Voluntary or community organisation</b>		<b>Individuals</b>
	<b>Registered charity</b>		<b>Sole Traders</b>
	<b>Constituted group or club</b>		<b>Organisations that are aimed at generating profits primarily for private distribution.</b>
	<b>Community interest company (CIC)</b>		<b>Those not asset locked or organisations that can pay profits (including CICs limited by shares) to directors or shareholders.</b>
	<b>A BCH department</b>		
	<b>School</b>		<b>Organisations based outside the UK</b>
	<b>Statutory body</b> (including town, parish or community council)		<b>An organisation applying on behalf of another</b>

## We do not award grants to:

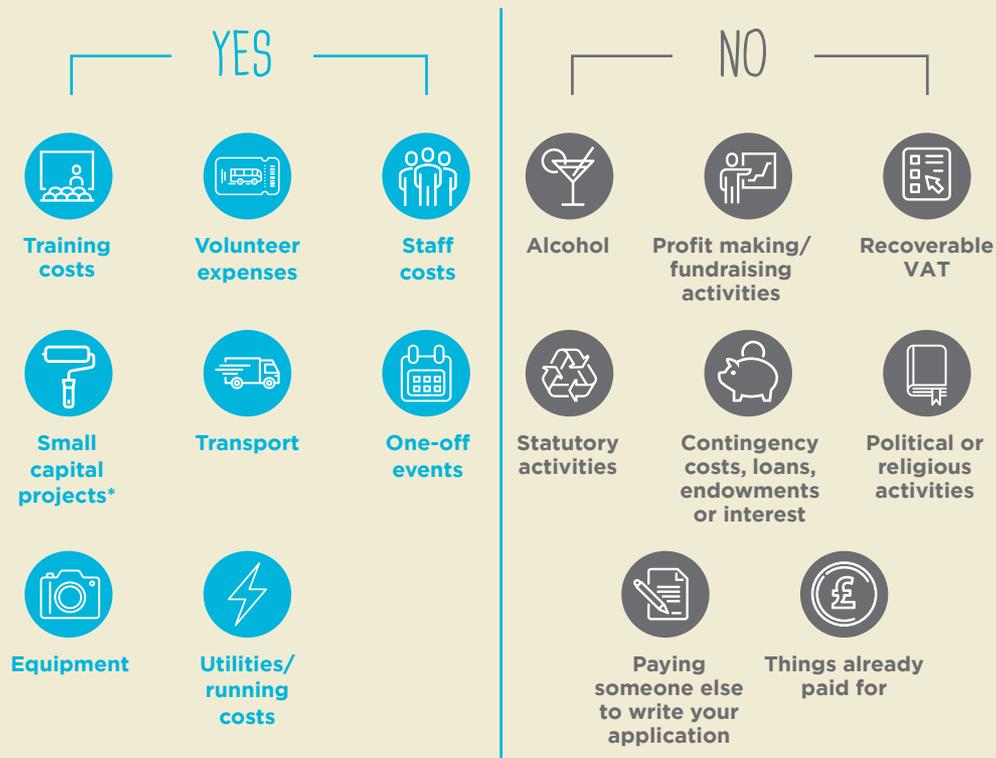
- Projects that clearly duplicate the activities another organisation is providing
- Projects that are the statutory duty of another provider

You will be required to demonstrate significant local support for your project from BCH tenants/leaseholders.

# WHAT CAN YOU SPEND THE MONEY ON?

For any goods and services that you wish to purchase, we recommend you have more than one quote where possible, to ensure best value for money.

Our funding is more flexible than ever, however, there are still some things we can't pay for. Here are some examples of what we can and can't fund, however we're always happy to talk to you about your project so please contact us if you're unsure.



\*Please note we will only cover the cost of small capital projects where a group owns the property or has a lease that can't be broken.

### **In order to receive the grant directly you must:**

- Have a bank account that requires at least two people who are unrelated and do not live at the same address to sign each cheque or make a withdrawal
- Have a governing body with at least three unrelated members and have a governing document which sets out how your organisation is managed
- Be able to finish your project within one year of receipt of the award
- Be the same organisation applying for the grant, receiving the grant and responsible for spending the grant
- Be able to demonstrate how your project will benefit tenants and leaseholders

## **Tenants provide feedback on which projects are most deserving of receiving funding**

### HOW MUCH CAN YOU APPLY FOR?

You can apply for up to £10,000!

### HOW DO YOU APPLY FOR FUNDING?

If you're looking to apply for funding of £500 or under, you will need to complete our small grants application form.

If you are looking to apply for funding over £500 (up to £10,000), you will need to complete our large grant application form.

Both forms are available online via our website or by emailing the Involvement and Communications Team at [tenantsprojectfund@bch.co.uk](mailto:tenantsprojectfund@bch.co.uk)

You will also need to ensure that any evidence to support your application is submitted with your application form, as failure to do so may result in either delays in processing your application or your application being declined.

## WILL THERE BE ANY HELP TO FILL OUT THE APPLICATION FORM?

We can't fill out the forms for you but both our small and large grant application forms have handy guidance notes contained within them and our Grants Officer will be happy to provide you with further support and advice on completing an application.

## ARE THERE ANY RESTRICTIONS ABOUT THE NUMBER OF APPLICATIONS THAT I CAN MAKE?

There are no restrictions on the number of applications you can make, but 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.

We may not be able to provide funding to a project that has previously received TPF funding.

We may also decline any funding applications received from organisations who have not submitted an end of project report and receipts/ invoices following the completion of a TPF funded project.

## WHO WILL ASSESS THE APPLICATION?

Your application will be assessed by our TPF Grant Assessors and our Grants Officer.

## **\*APPLICATION TO SUBMISSION\***

There is no submission deadline when applying to the Tenants Project Fund. Applications can be made throughout the year. There is £50,000 grant funding available in any one financial year – when it's gone, it's gone! It can take up to 12 weeks to process your application so it's important to ensure your application is submitted at least 12 weeks before you intend to start your project.

## Providing community development activities that have a positive impact on Blackpool Coastal Housing tenants and leaseholders

### IF SUCCESSFUL, WHAT HAPPENS NEXT?

If your project is successful, a representative from your organisation (usually the person named in the application) will be required to sign a Tenants Project Fund Agreement confirming that they will spend the funding as intended and in accordance with our rules and procedures.

The agreement also requires successful bidders to comply with the requirements of BCH in respect of project monitoring, financial management and ensuring that any necessary procedures are in place including risk assessments, and appropriate policies and procedures are in place in respect of Health and Safety, children and vulnerable adults and Equality and Diversity. You will also need to hold appropriate insurances and ensure that your activities are in line with any current, relevant legislation.

Projects that are successful in applying for funding must be able to spend their allocated grant within 12 months of us approving your application.

All organisations are required to provide receipts/ invoices to cover all TPF funded expenses, and submit an End of Project Report within 1 month of a projects completion.

### HOW WILL THE GRANT BE PAID?

Before we can release funds to your organisation all required paperwork and supporting documents must be submitted. Once this paperwork has been returned to us and approved by our Grants Officer, we can then arrange for payment to be made into your chosen account. This can take up to 4 weeks.

### HOW WILL THE PROJECTS BE MONITORED?

Any organisation who receives a TPF grant will need to ensure that it is spent correctly as outlined in the application form and TPF terms and conditions.

Failure to comply with the terms contained within the TPF Agreement may affect future applications submitted.

# YOUR JOURNEY



1. Send us your completed application, along with all supporting documentation.

2. We will send your application to our TPF Grant Assessors for review. This can take up to 12 weeks.



4. Once we have received the completed documentation back we can process payment to your chosen account.

3. We will let you know if your application has been successful and send you documentation to complete.

6. Do your own publicity and tell your community.

5. Then it's time to celebrate your grant!



Blackpool Coastal Housing can promote your project on our various communication platforms (Facebook, Twitter, Instagram, Wavelength magazine etc.) by sharing promotional and marketing content you have produced/ intend to produce for your project. We offer this in addition to the marketing and publicity campaign you already intend to run. Please note it is not the responsibility of Blackpool Coastal Housing (or the Tenants Project Fund) to provide the main marketing of your project. If you have not already done so, please factor marketing and publicity costs into your overall costings.

### **If your application is successful for funding we would like you to:**

1. Follow Blackpool Coastal Housing on social media
2. Share your grant news on social media, thanking Blackpool Coastal Housing and the Tenants Project Fund
3. Use social media to share news of your project throughout your grant
4. We can then share your stories with the wider community!

Please always acknowledge Blackpool Coastal Housing and the Tenants Project Fund support by using the **#tenantsprojectfunded** hashtag when posting content related to your grant.

### **Why are we asking you to do these things?**

You are one of many good causes all over your community doing amazing things with Tenants Project Fund grant money from Blackpool Coastal Housing. It is very important that you share the good news about your funding and let the public know how your project is making a positive difference in the local area.

This will also encourage people in your local area to apply for funding, increasing the amount of amazing work that takes place in your community.

 @bchblackpool

 @bchblackpool

 blackpoolcoastal\_housing

# PROVIDING SUPPORTING EVIDENCE CAN REALLY ENHANCE YOUR APPLICATION.

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

## **Below are some links that may provide useful information when completing your application**

- [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)  
Information and advice about setting up a Charity
- [www.blackpoolsafeguarding.org.uk](http://www.blackpoolsafeguarding.org.uk)  
Information on Blackpool's Safeguarding policies for adults and children
- [www.blackpool.gov.uk/Residents/Planning-environment-and-community/Planning/Planning.aspx](http://www.blackpool.gov.uk/Residents/Planning-environment-and-community/Planning/Planning.aspx)  
Blackpool Council Planning and Building Control

# WHAT DO WE NEED FROM YOU?

You need to include a bank statement from within the last three months with your application. Your application will not be accepted without this.

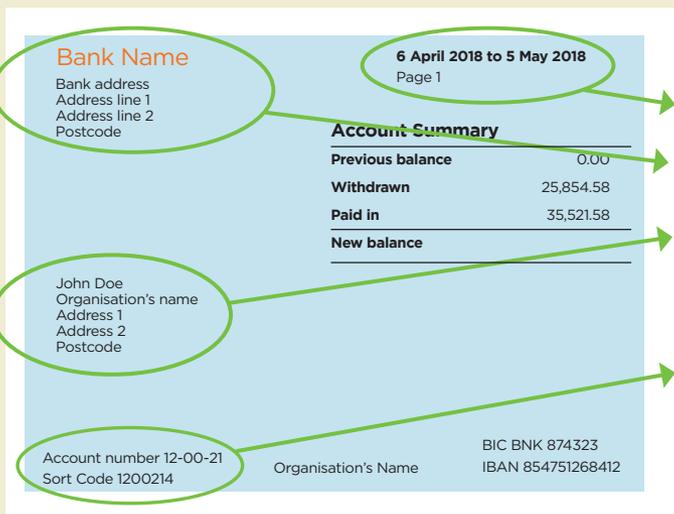
If you have a new bank account opened within the last three months, we can accept a bank welcome letter instead of a statement. The letter must confirm the date the account was opened and all of the account details.

## Online statements

As online statements often do not have all the information we require, applicants should request a full statement from their bank.

## What we cannot accept;

- Transaction listings
- Statements where the organisation's name is abbreviated
- Bank accounts in the name of two or more individuals trading as a named organisation



- ✓ The bank statement should be from within **the last three months**.
- ✓ The bank's name or logo must be included.
- ✓ The name on the bank statement must be your **organisation's legal name**, and match the name on your application. The statement should include the **address where the statements are sent**.
- ✓ The statement you send needs to have the **account number and sort code** clearly visible.

# INTERESTED IN BECOMING A TENANTS PROJECT FUND VOLUNTEER GRANT ASSESSOR?

If you are a Tenant or Leaseholder and want to have a say on what projects could benefit from TPF funding, we'd love to hear from you! You can help to make a difference to the community you live in. For more information, or to apply, contact [tenantsprojectfund@bch.co.uk](mailto:tenantsprojectfund@bch.co.uk)



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## WHAT DO I DO NEXT?

**If you have an idea for a project that you think meets our aims and objectives please contact us for an application pack or for more information contact us at:**

### **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](http://www.bch.co.uk)

#### **Connect on social**

@bchblackpool

