

## GRANTS 4 YOUR COMMUNITY PROCEDURE

### INTRODUCTION

Like most businesses, Grand Union Housing Group (GUHG) receives requests from local community groups and organisations for grants and sponsorship and this procedure provides the framework for dealing with such requests.

The aims of this procedure are to:

- Improve community spirit, quality of life and actively involve our tenants and residents.
- Support fund raising initiatives that benefit our residents and the communities in which they live or work.
- Raise the profile of social housing and the importance of housing in people's lives.
- Raise the profile of GUHG and create goodwill.

### RELEVANT POLICY

N/A

### OTHER SOURCE DOCUMENTS

Community Investment Strategy  
Equality, Diversity and Customer Care Policy  
Financial Regulations  
Standing Orders

### PROCEDURE AND GENERAL GUIDANCE

Ideally, the Grants 4 Your Community Fund will help to support those community based projects that can demonstrate the biggest impact on our residents and must fall into at least one of the following categories:

- financial inclusion
- health and wellbeing
- social inclusion
- skills training
- digital inclusion
- employment and volunteering.

### CRITERIA

The criteria for grant applicants are as follows:

- They are a GUHG resident or community group operating in an area where we have housing stock (*if the applicant is under the age of 18 an adult referee is required*).
- They can demonstrate that the project/organisation/group will benefit our residents and the wider community.

- They can apply for up to £500 but must show all other sources of funding sourced or achieved.
- They must be prepared to make a short, five minute, presentation to the Stakeholder panel.
- The project/organisation/group must have a bank account (not in an individual's name).
- They have not received an award in the previous 12 months prior to application.

## PROCEDURE

- All applications must be made on the Grants 4 your Community application forms which are available either in hard copy from a member of the Community Investment Team or can be completed online via our websites.

<https://www.aragon-housing.co.uk/support/grants-4-community/>

<https://www.southnorthantshomes.co.uk/support/grants-4-community/>

<https://www.rfhousing.co.uk/tenant-info/useful-information/grants-4-community/>

- Evidence must be provided to show how the award will directly benefit/support our residents.
- Only completed application forms will be accepted. Incomplete forms will be returned with the missing information highlighted.
- Applications must be received by midnight on the published closing date for each round of grant bidding. If the application is received after the closing date, the applicant will be advised and the application “rolled over” to the next round.
- All applications received by the deadline will be initially sifted and the form signed off to confirm that they meet the criteria by the Community Consultation Officer (CCO).
- The completed application forms will be sent to the Stakeholder panel members in advance of their meetings for discussion and agreement at their meetings.
- The CCO will prepare a supporting report to accompany the application forms for the panel's consideration and for submission to the meeting to advise whether or not, each application complies with this procedure and grant criteria.
- The Stakeholder panel will discuss each grant application and make a decision on whether to support the application and agree on the amount to be awarded.
- The Stakeholder panel will have the ultimate power of veto on grant awards.

**All properly made applications will be considered regardless of the monetary scale of the project.**

## MONITORING AWARDS

- The CCO or a member of the Stakeholder panel will present the grant to the project/organisation/group at a “cheque presentation ceremony” when publicity photographs will be taken.

- Six months subsequent to the grant award, receipts must be submitted to the CCO for all expenditure. The CCO will scan the receipts into an electronic file and return the originals.
- 12 months subsequent to the grant award, the CCO will visit the project/organisation/group and take photographs for publicity purposes.
- The CCO will produce a report for the Stakeholder panel detailing the spend-to-date, including photographs of cheque presentations.
- The CCO (supported by the Community Investment Manager) will produce an annual, financial, breakdown of all grants made within that financial year.

**Equality Impact Assessment carried out:** initial screen

**Person responsible for review:** Community Investment Manager

**Date of review:** April 2018

**Date of next review due:** April 2021