



**Community  
Development  
Fund**

Guidance notes

The One Vision Housing (OVH) Community Development Fund has been established to enable individuals, residents' groups, community and voluntary organisations to deliver community based projects that will benefit residents living within OVH neighbourhoods.

### **Aims and Aspirations of One Vision Housing Community Development Fund**

Our communities are diverse and unique. Every member of our staff and each of our customers are part of the wider community and we recognise that our responsibilities do not begin and end with the renting of homes. We genuinely want to try and ensure that our customers have the very best opportunities, services and options available to them – wherever they live.

We believe we have a crucial role to play in the strengthening and support of our communities. The Community Development Fund plays a vital role in this, ensuring that new exciting projects can emerge that help to sustain inclusive communities that thrive and grow.

To assist you in accessing this fund we have put together the following guidance notes which should help you make a successful application.

If you have any queries about this fund you can contact Tracy Newman, Customer Empowerment Officer on 0300 365 1111 or [tracy.newman@sovini.co.uk](mailto:tracy.newman@sovini.co.uk)

## ABOUT THE FUND - FAQs

### Who can apply?

Individuals, residents groups, community groups, charitable organisations or social enterprises working in areas where One Vision Housing manages homes. Profit making organisations/individuals may not apply.

Ideally, resident or community groups should be constituted and have their own bank account.

### What funding is available?

A total of £10,000 is allocated to the Community Development Fund each year with a maximum of £250 available per application.

### When can applications be made?

Applications can be submitted at any time throughout the year by completing and returning the application form, however there are quarterly closing dates on the last working day of the following months:

- July
- January
- October
- April

We will accept applications up until close of business (5pm) on each of these dates.

A panel made up of OVH customers will meet at the end of each funding round, to consider your application and ensure funding is available. Following the panel meeting we will contact you to let you know the outcome of your application (for full details please see What next? On page 8).



## Is there anything you won't fund?

The Community Development Fund will not cover ongoing running costs, overheads or rent. The fund will not be used to support salary costs for employees but will pay for staff time in delivering sessional activities. The fund is to be used for specifically targeted new activities rather than maintaining existing services or projects. The fund is also unable to support any items for OVH customers that should be covered under their service charges, nor can the fund support projects that will increase the value of an individual's property.

The following list details the types of projects that we will NOT fund. Please note that this list is not exhaustive:

- Profit making individuals/ organisations
- Existing projects
- Projects that do not benefit One Vision Housing tenants & leaseholders
- Projects which fund a service/ improvement that should be provided by One Vision Housing or Sefton Council
- Routine Repairs and Maintenance

The fund will not pay retrospectively for anything that has been purchased prior to the application being submitted.

All applications need to demonstrate value for money and any costs seen as excessive or unnecessary will not be approved.



## A STEP BY STEP GUIDE

### Section 1 - Applicant details

In this section you will need to complete all the contact details for yourself or your group. It is not essential that your group has a constitution to make a successful application.

If your group do not have a bank account we can either help you to set one up, or OVH can pay directly for the services/resources needed for your project. Money will never be paid into personal accounts.

Please state what the bank account name is. If your application is successful a cheque will be raised with this name on it.

### Section 2 - About your project

#### Give a brief description of your project

Describe what your project entails. Include information such as what you will do, when you will do it, how you will do it and what you will spend the money on. Please also state what you hope to achieve through the project.

#### Demonstrate how you know there is a need for the project

You will need to demonstrate why your project is needed. Ways that you can demonstrate this can include:

- Consultation with people who might benefit from the project. This could be surveys, focus groups and/or public meetings.
- Finding out if there is a lack of this type of facility, service or activity within the local area.
- Researching any statistics about the people who would benefit from the project and finding out if your project supports any local or national strategies.

#### How does your project fit with OVH funding priorities?

OVH have identified six priority themes for funding:

- Improved community safety
- Support for vulnerable or older people (prevent social isolation)
- Promotion of healthy lifestyles
- Informal learning opportunities
- Provision for youths
- Increased involvement or empowerment

Your project will have to demonstrate how it contributes towards one or more of these themes.

You will need to demonstrate **very clear outcomes** for your project which are preferably long term and add to the sustainability of OVH neighbourhoods. The fund is not designed to pay for one-off day trips and events unless there are

very clear benefits to the people attending or the areas in which they take place.

In addition you will need to identify what proportion of recipients/number of beneficiaries are OVH customers. If you cannot specify how your project will be of direct benefit to OVH customers then your application will not be considered.

### **Explain what the outcomes of your project will be?**

Tell us what difference or change your project will have on the community or beneficiaries.

### **Where will your project take place?**

Please give information about the venue/ community where the project will take place.

### **How many people will benefit from your project?**

Please state the number of people who you hope will benefit from your project and how you will ensure people will engage with it.

### **Who will the beneficiaries be? (please specify age, gender, ethnicity, disability etc)**

Please give as much detail as possible about the beneficiaries/participants of the project.

### **What proportion of the beneficiaries of your project are One Vision Housing customers?**

Please state the proportion of beneficiaries who are OVH customers. This is very important and if not

answered your application will not be considered.

If you are successful in obtaining funding you will be asked to prove that the participants are OVH customers so it is important that you answer this as honestly and accurately as you can.

### **What amount of money are you requesting from OVH?**

Please state the total amount of money you are requesting from the OVH Community Development Fund.

### **What is the total project cost?**

We appreciate that in some cases the exact figure of your total project costs may not be known but we would expect you to include a reasonable estimate.

### **Have you applied to any other organisations to help fund your project?**

You will be expected to demonstrate that you have at least investigated the possibility of other funding sources to finance your project. It may be that there are no other funding sources available, or that they are not appropriate as they take too long to access but you should list any that you have contacted or enquired about.

You should also include details of any in-kind donations or fundraising activities.

Applications that can prove match funding or fundraising will be stronger than those applying for the full amount from OVH.

### **Please provide a breakdown of project costs**



We appreciate that you may not know all the details of expenditure when completing your application form but the more detailed and specific you can be the stronger your application. If you can provide quotes for any of the items this would be helpful.

If the total cost of your project is more than you have asked for please give details of any other funding you have applied for or any fundraising or in kind donations.

An application that can show match funding will be considered stronger than one that comes without as it is enabling more money to be leveraged into OVH communities.

If it is not possible for us to fund the full amount you have requested what would happen to your project?

Please give details of what you would do if your funding application was unsuccessful.

### **Any other information**

Please provide any information which you think may assist us in processing your application or you think will give your application a better chance of being successful.

### **Section 3. Declaration**

Please ensure the person submitting the information signs the form and all information provided is accurate.

### **What next?**

We will contact you to let you know the outcome of your application within a week of the Panel meeting.

### **Monitoring and evaluation**

If you are successful, you will receive a monitoring and evaluation form to set out our expectations from you. This may require you to provide the following documents:

- Proof of expenditure
- Short report of the project
- Feedback from participants
- Photographs of the project
- Proof of promotion of OVH and their funding

If your application is successful or partially successful we will send you a letter telling you how much the grant is and when we would expect your evidence to be provided by. The grant will be paid via a cheque made out to the payee(s) named on your application.

If the specified monitoring arrangements are not adhered to you will risk having to pay back the grant, and you would also become ineligible to apply for funding with us again

In addition to the mandatory monitoring we would appreciate it if you could keep us informed of progress with your project to see if we can help in any way and also to ensure we can promote your activities in the local press and our own publications.



## Get in touch



[www.ovh.org.uk](http://www.ovh.org.uk)



0300 365 1111 (24hr)



[enquiries@ovh.org.uk](mailto:enquiries@ovh.org.uk)



@ovhousing



[www.facebook.com/ovhousing](http://www.facebook.com/ovhousing)

### OVH Head Office

Atlantic House  
Dunnings Bridge Road  
Bootle, Merseyside  
L30 4TH

Open: Mon to Fri  
8.30am to 5pm

### Customer Access Centre

212h Boaler Street  
Liverpool L6 6AE

Open: Mon to Fri  
10am to 3pm

### Customer Access Centre

Coral Drive, Bootle  
Merseyside L20 3UG

Open: Mon to Fri  
9am to 5pm



One Vision Housing is part of The Sovini Group



Certificate Number 2771  
ISO 9001, ISO 14001, ISO 27001, OHSAS 18001

If you need help understanding this information or you would find it easier to access it in an alternative format, please contact us on **0300 365 1111**.

**Cantonese** - 如果您需要幫助來理解此資訊,或認為採用其他格式會讓您更方便獲取此資訊,請撥 打電話 0300 365 1111 聯絡我們。

**Lithuanian** - Jei Jums reikalinga pagalba norint suprasti šią informaciją ar jei norėtumėte ją gauti kitokioje formoje, prašome mums skambinti telefonu **0300 365 1111**.

**Polish** - Jeśli potrzebują Państwo pomocy w zrozumieniu tych informacji lub jeśli byłyby one dla Państwa łatwiej dostępne, gdyby zostały przedstawione w innym formacie, prosimy o kontakt pod numerem **0300 365 1111**.

**Portuguese** - Caso necessite de ajuda para compreender esta informação, ou se achar mais fácil aceder a ela num formato alternativo, deverá contactar-nos através do **0300 365 1111**.

**Russian** - В случае если вам требуется помощь в понимании этой информации или вам будет легче получить ее в другом формате, свяжитесь с нами по телефону **0300 365 1111**.

**Turkish** - Bu bilgiyi anlamak için yardıma ihtiyacınız varsa ya da alternatif bir formatta ona erişmek size daha kolay geliyorsa, lütfen bizimle irtibat kurun **0300 365 1111**.

