OneVision
HOUSING

Community Development Fund

Guidance Notes

01
Aims and aspirations

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.

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, please contact the Stakeholder Engagement Team for more information – engagement@ovh.org.uk

02
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.

Resident and community groups need to 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 £1,000 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. Applications are assessed twice yearly at the end of April and September.

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 (including salary costs) or rent.

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 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.

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 OVH or Sefton Council
- Routine Repairs and Maintenance

03

Step One - Applicant Details

In this section you will need to complete all the contact details for yourself or your group. It is essential that your group has a constitution to make a successful application.

Your group will also need to have a bank account in order for us to process your application and make any payments.

If your application is successful, you will be asked for bank details and money will be paid direct into your account.

Step Two – About my project

Give a brief description of your project

Describe what your project entails. Include information such as what you will do as part of the project, when it will take place, how you will carry it out and what you will spend the money on. Please also state what you hope to achieve through the project and how your community will benefit from 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 5 priority themes for funding:

- Vulnerable persons

- Health and Wellbeing

- Support for local veterans

- Improved community safety

- Community environmental initiatives

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 OVH 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.

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.

Step Three – 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 two weeks of the Panel meeting.

04

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 BACS 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.

05

Help us improve

Your knowledge and understanding of the issues affecting you and your neighbours is invaluable to us; ensuring that we focus our attention and efforts on the things that matter most.

Send us your feedback and suggestions by emailing **feedback@ovh.org.uk.**

Become an Involved Customer

Join our Customer Voice group

We provide our customers with plenty of opportunities to get involved and help to shape, influence and improve the services we deliver.

To join our Customer Voice group, call **0300 365 1111** or email **customer.voice@ovh.org.uk**

Get in touch

ovh.org.uk/my-account
Make payments, report (and book) repairs and view accounts online with My Account

ovh.org.uk

0300 365 1111 (24hr)

enquiries@ovh.org.uk

@ovhousing

facebook.com/ovhousing

The information inside is correct at time of print. For the most up-to-date information please visit our website.

The Sovini Group

One Vision Housing is part of The Sovini Group

Best Workplaces™ Large Organisations Great Place To Work. UK 2022™

CUSTOMER SERVICE EXCELLENCE CSE

INVESTORS IN PEOPLE | Platinum Until 2022

MINDFUL EMPLOYER

Investors in People Good Practice | Health & Wellbeing Award

RESPECT ASB charter for housing

disability confident EMPLOYER

ISOQAR REGISTERED 0026 | UKAS MANAGEMENT SYSTEMS
Certificate Number 2771
ISO 9001, ISO 14001, ISO 45001, ISO 27001, ISO 27701

CCA cca-global.com CERTIFIED MEMBER 2017

ASB accredited HouseMark with the Social Landlords Crime and Nuisance Group

CHAS®

ACCREDITED QUALITY TPAS

ARMED FORCES COVENANT

If you need assistance understanding the information in this document, please contact us on **0300 365 1111**.

Chinese
如果您需要幫助了解本文檔中的信息，請致電 **0300 365 1111** 與我們聯繫。

Lithuanian
Jei norite, kad Jums kas nors padėtų suprasti šiame dokumente pateiktą informaciją, prašome su mumis susisiekti tel **0300 365 1111.**

Polish
Jeśli potrzebujesz pomocy, by zrozumieć informacje zawarte w tym dokumencie, skontaktuj się z nami pod numerem **0300 365 1111.**

Portuguese
Caso necessite de assistência para compreender a informação constante neste documento, deverá contactar-nos através do **0300 365 1111.**

Russian
Если вам требуется разъяснение информации, содержащейся в данном документе, пожалуйста, свяжитесь с нами по телефону **0300 365 1111.**

Turkish
Bu belgede verilen bilgileri anlama konusunda desteğe ihtiyacınız olursa lütfen bize ulaşın **0300 365 1111.**