



Community Housing Grants Scheme Eligibility Criteria



DDC Community Housing Grants Scheme Eligibility Criteria

Before completing your application, please read these notes in full to check whether

1. Your group is eligible to apply.
2. Your project costs are eligible.
3. You have all the information and documents you need to be able to start and finish the online application form.

Any applications we receive that are not able to demonstrate all of the criteria below will not be eligible for the DDC Community Housing Grant Scheme.

What is the DDC Community Housing Grants Scheme for?

Dover District Council has been allocated government funding to invest in the promotion of, and enabling the delivery of, community led housing. The Community Housing Grants Scheme supports the project costs of community organisations that need some revenue support to deliver community led housing projects in their area. Grants may be used to help set up a group, for organisations to attend training to learn new skills, for costs associated with carrying out consultation to gauge public opinion, or as a contribution towards fees in connection with the progression of a development – site survey costs, for example.

The main aim of the Government funding is to enable new affordable homes to be built through community led housing projects. Applications not directly connected with the delivery of new Affordable homes through Community Led Development are not eligible for this fund.

Who can apply?

Applications are welcomed from community organisations and groups who:

- Are based within the Dover District
- Are seeking the grant to support the delivery of affordable Homes via a community led development project within Dover District
- The local community must be integrally involved in making key decisions throughout the project
- A community organisation must play a long term role in ownership, management or stewardship of the homes
- Benefits to the local area and / or specified community must be clearly defined and legally protected in perpetuity

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- The homes to be provided will be genuinely affordable and occupied by people unable to meet their housing needs in the private market.

The following types of organisation are not eligible to apply:

- Registered or for-profit/business organisations
- Individuals (for example, for personal sponsorship)
- District, County, Town or Parish Councillors
- Organisations in receipt of a Public Precept (i.e. Town and Parish Councils).

See our help page for our fact sheet called “What type of group are we?”

How much can we ask for?

There is no minimum grant level. Organisations may only make one application within the grant round.

Level One – up to £3k – Set up costs and project initiation

- Setting up the organisation, getting advice on legal structures
- Attending training and workshops
- Holding community consultation events
- Producing publicity materials
- Understanding the potential cost of a project, exploring alternatives and sources of funding.

Level Two – up to £10k – Project facilitation funding

- Costs involved in developing a project plan – business planning and financial appraisal
- Legal costs related to setting up the organisation
- Engaging consultants to advise on land acquisition, planning, design, etc
- Consultation events
- Site investigation
- Financial viability advice / assessments

What kinds of activities will be funded?

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The grant must be used to pay for **clearly defined** costs associated with projects which demonstrate a direct link to the delivery of a community led housing project.

Applicants are expected to provide accurate costs/quotes for costs in the application form. DDC reserve the right to request evidence to support the accuracy of the project costs outlined in your application to ensure the project meets the eligibility criteria.

See our Help page for our fact sheet called "What is an eligible cost?"

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What is the Application Criteria?

Our application criteria are designed to make the application process as fair as possible. Please read and follow the criteria below to ensure that your application has the best chance of success.

1. Each organisation may only make one application to the DDC Community Housing Grant Scheme in any grant round.
2. The applicant organisation must have an agreed and signed constitution (see our help page for our fact sheet called "What is an adequate constitution?").
3. The applicant organisation name must match the group name on the constitution.
4. The applicant organisation must supply with their application form copies of the latest agreed accounts for their organisation and/or the latest available bank statement showing the account details and balance.
5. The bank account details provided must be the same as the organisation name in the application form **and** on the constitution.
6. The bank account details must be up to date and current, and the bank must be able to accept a grant paid using a BACs payment.
7. The bank account must have **at least** 2 signatories who are current members of the organisation and the names must match those given where required in the application form.
8. The project and its activities and volunteers must comply with all relevant legislation. DDC reserve the right to request evidence of this where necessary.
9. If the land is not in the ownership of the applicant organisation, written support from the land owner must be submitted with the application.
10. The grants cannot be used to fund projects which have already been completed or any costs you have already incurred (or will incur) **before** a grant is paid out by DDC. The organisation is based (i.e. the address located) within the Dover District.
11. The community that the project will benefit is located within the Dover District.
12. The project can demonstrate that it results in a clear community benefit and meets an identified local housing need.
13. All of the questions in the DDC Community Housing Grants Scheme Application Form are completed clearly and fully, including the submission of any required supporting information.
14. If, for any reason, your project fails or cannot proceed after we have paid you a grant, you must tell us immediately. If this happens, we will expect you to repay the grant in full unless we have already agreed to an extension.
15. Applicants agree to comply with any monitoring requirements and/or visits by an authorised representative of Dover District Council to check project progress and/or upon completion of the project.

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