

# Community Development Fund

## APPLICATION PACK



Improve  
the  
community  
**your** way  
with Clyde  
Valley

# Application Pack and Guidelines

## Introduction

We are committed to making a real impact beyond direct housing provision working in partnership with our communities, the voluntary and public sectors to support worthwhile projects that enhance quality of life, improve the environment and to support events that promote community togetherness.

To do this we are launching our new Community Development Fund in the form of up to £500 grants for voluntary and community groups who want to deliver projects or services that benefit people living in our communities.

You can apply for the full in amount in one application or make more than one application over the course of a years period, running from January to December, with the total of the applications not exceeding £500.

## Deadlines

Dates to submit applications for consideration are:

- 31 January
- 01 March
- 01 June
- 01 October



# A Guide to CVG community Development Fund

## How do I apply to the CVG Community Development Fund?

Applications can be downloaded and sent to:

Customer and Community Development Team  
Clyde Valley Housing Association  
50 Scott Street  
Motherwell  
ML1 1PN

If you would like to discuss your idea or would like some help, please call us on 01698 268 855 or email us at [cvha@cvha.org.uk](mailto:cvha@cvha.org.uk) and ask to speak to a member of our Community Engagement Team.

## Who can apply?

CVG will consider applications to the community development fund from a wide variety of sources within our geographical area of operation including but not limited to:

- CVG customers both social rented, private rented and factored
- Tenants/residential groups
- Individuals in our communities
- Community groups / organisations
- Voluntary groups / organisations
- Local clubs
- Schools and Colleges

## Who can't apply?

Funding is restricted, therefore those from the below list are automatically excluded from funding:

- Local authorities and public bodies
- Registered Social Landlords
- Individuals/Organisations trading for profit
- An individual, applications must be signed by two people acting in the interests of the wider community

### How much can I apply for?

A maximum of £500 per group/organisation is available throughout the year to support local organisations, groups, and projects.

You can apply for the full in amount in one application or make more than one application over the course of a years period running from January to December, with the total of the applications not exceeding £500.

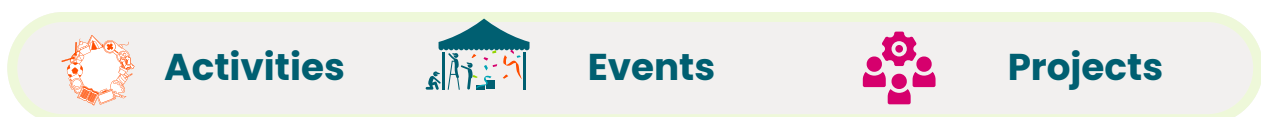
**The £500 award is not guaranteed. Funding decisions are made at the discretion of CVG and will depend on the number of applications received. If you have received a £500 award from CVG within the past 12 months, your application will not be considered.**

Applications can be submitted at any time but will only be considered by Panel during the following four months. All applications received by the start of these dates below will be reviewed and funds awarded no later than the end of that month:

- 31 January
- 01 June
- 01 March
- 01 October

### What can be funded?

We want to keep the criteria as minimal as possible to encourage as many applications as possible, however we would be looking for applications that provide benefit to people living in areas where CVG has homes.



Some examples of what we have supported include:

- Community fun days.
- Winter themed community festivals.
- Supplies for a food pantry.
- Support towards school residential trip.
- Support for a local football team to attend summer tournaments.
- Development of a herb and veg garden at a nursery.

### What can't be funded

- Activities or events that are targeted to people who do not live in areas where CVG have homes.
- Retrospective events or purchases.
- Ideas must have a community benefit, residents can not apply for personal benefit (ie new household items).
- Any idea that does not have a clear plan on how the project/activity will run and how funds will be spent.

### What happens after I submit my application?

All grant awards are subject to the availability of funds. Grant awards will be considered on a rolling basis by CVG.

All applications submitted by each of the deadline dates will be collated and taken to our Panel for review and consideration. Following this meeting, notice will be given of outcome and if successful awards will be provided within four weeks from the closing date providing we have all the details we need.

Our Panel will be made up of representatives from CVHA Customer Panel and employees from CVG.

### What do we ask of you?

- Successful applications are expected to cooperate in promoting the community fund through our website, social media, annual reports and any other relevant publications. This can be done through providing photographs, quotes, case studies or recorded interviews to highlight and showcase what benefit the support has had.
- If asked for, successful applicants should be able to provide on request proof of spend.
- If for any reason the grant money is not used within the years period, the applicant should notify the Association at the earliest opportunity to discuss
- Any misuse of funds will prevent any future applications being considered.

### Will the grant award cover ongoing running costs?

The Community Fund will not pay for the ongoing running costs of projects. CVG will provide the initial funding for a project but will not be liable for any ongoing costs of maintaining the project activities after the initial grant has been spent.



# Application



## COMMUNITY FUND APPLICATION FORM

Please return the completed form either by posting it to our office or scanning and emailing it back to us.

Community Engagement Team  
Clyde Valley Housing Association  
50 Scott Street  
Motherwell  
ML1 1PN

[cvha@cvha.org.uk](mailto:cvha@cvha.org.uk)

If you would like to discuss your application before applying, please feel free to give us a call on 01698 268 855.

### SECTION 1 – YOUR DETAILS

*Please provide us with your contact details or name of organisation if applicable.*

|               |  |            |  |
|---------------|--|------------|--|
| CONTACT NAME: |  |            |  |
| ADDRESS       |  |            |  |
| POSTCODE      |  | TELEPHONE: |  |
| EMAIL ADDRESS |  |            |  |

### SECTION 2 – DECLARATION OF INTEREST

*We need to know this to enable us to manage the process in an open and accountable manner.*

|                                                                                                |                                        |                                   |                                      |                               |
|------------------------------------------------------------------------------------------------|----------------------------------------|-----------------------------------|--------------------------------------|-------------------------------|
| PLEASE LET US KNOW IF YOU ARE A TENANT OF CLYDE VALLEY HOUSING ASSOCIATION/GROUP               | <input type="checkbox"/> Social Rented | <input type="checkbox"/> Factored | <input type="checkbox"/> Private Let | <input type="checkbox"/> None |
| ARE YOU RELATED OR CONNECTED TO ANY BOARD MEMBERS OF CVG OR SOMEONE WHO IS AN EMPLOYEE OF CVG? | <input type="checkbox"/> Yes           | <input type="checkbox"/> No       | <i>If Yes, please detail below.</i>  |                               |
|                                                                                                |                                        |                                   |                                      |                               |
| HAVE YOU RECEIVED ANY OTHER FUNDING FROM CVG IN THE LAST YEAR?                                 | <input type="checkbox"/> Yes           | <input type="checkbox"/> No       | If yes, how much was awarded?        | £                             |
| HAVE YOU APPLIED IN A PREVIOUS ROUNDS?                                                         | <input type="checkbox"/> Yes           | <input type="checkbox"/> No       | If yes, how much was awarded?        | £                             |
| HAVE YOU RECEIVED FUNDING FROM ANOTHER HOUSING ASSOCIATION IN THE LAST THREE MONTHS?           | <input type="checkbox"/> Yes           | <input type="checkbox"/> No       | If yes, how much was awarded?        | £                             |

SECTION 3 – COMMUNITY PROJECT

HOW MUCH MONEY ARE YOU REQUESTING?

WHAT WOULD YOU LIKE TO DO WITH THIS MONEY? (DETAIL BELOW)

WHAT AGE GROUPS ARE INVOLVED IN  
YOUR ORGANISATION/GROUP?

- ☐ Pre 5's (0-5)
- ☐ Children (6-15)
- ☐ Young People (16-25)
- ☐ Adults
- ☐ Elderly

PLEASE DETAIL YOUR EXPENDITURE BELOW (ITEM/ACTIVITY AND COST)

DOES THE AMOUNT YOU HAVE REQUESTED COVER THE FULL PROJECT OR  
WILL YOU NEED TO SEEK ADDITIONAL FUNDS?

- ☐ Yes
- ☐ No, I need additional

PLEASE EXPLAIN HOW THIS WOULD IMPROVE YOUR LOCAL COMMUNITY OR OPPORTUNITIES FOR LOCAL PEOPLE.

WHEN WILL YOUR PROJECT TAKE PLACE?

IF YOU HAVE ANYTHING ELSE YOU WOULD LIKE TO ADD PLEASE DETAIL THIS HERE

## SECTION 4 – SIGNATORIES

The information you give us will be held on our server. It will be used for the administration of the application forms and funds. We may provide copies of the information in confidence to individuals or departments within the Association that are helping us assess applications.

Your signature on this form is treated as confirmation that Clyde Valley Group may use the information you have supplied to us under the terms of the UK GDPR, we will only use this information for this purpose only and will delete in accordance with our retention schedule.

|                                      |  |
|--------------------------------------|--|
| NAME:                                |  |
| SIGNATURE:                           |  |
| POSITION (IF MEMBER OF ORGANISATION) |  |
| DATE:                                |  |
| NAME:                                |  |
| SIGNATURE:                           |  |
| POSITION (IF MEMBER OF ORGANISATION) |  |
| DATE:                                |  |

## BANK DETAILS

|                        |  |
|------------------------|--|
| ACCOUNT NAME:          |  |
| SORT CODE:             |  |
| ACCOUNT NUMBER         |  |
| BANK NAME AND ADDRESS: |  |

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## FOR OFFICE USE ONLY

|                                   |                              |                             |                    |
|-----------------------------------|------------------------------|-----------------------------|--------------------|
| APPLICATION CONSIDERED BY:        |                              |                             |                    |
| DATE:                             |                              |                             |                    |
| FUNDING APPROVED:                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No | AMOUNT APPROVED: £ |
| IF NO; PROVIDE ADDITIONAL DETAIL: |                              |                             |                    |