

Guidance Notes for the Neighbourhood Led Schemes Fund Application Form

Please read this document carefully as it tells you how to complete the application form but also sets out the terms and conditions for your proposal bid/application for funding your improvement.

Section 1: Contact details

1.1-1.4 Contact details

Input the contact details for the person submitting the application and the point of contact.

Section 2: The Proposed Improvement

2.1 What is your block/estate improvement proposal?

Describe your proposed improvement. Consider your aims and objectives for this proposal. What is it that you hope to achieve? You should also detail your ideas for things like equipment, landscaping, or redesign processes etc. Ensure you highlight anything that you think makes your idea creative or unique. You can use examples of places or features that have inspired you and make reference to supporting documentation/web links if possible.

****Please note that this fund cannot be used for improvements that fall into the following categories;***

- ***Individual improvements to resident's properties or gardens***
- ***Projects on land which isn't owned by the council's Housing department***
- ***Areas that are within the vicinity but are managed by a department outside of Housing (for example Highways)***
- ***Applications for work at council office premises***
- ***CCTV systems***
- ***Door entry systems***
- ***Ongoing maintenance of a project***
- ***Works that have already started***
- ***Programmed, planned or cyclical works starting within the next 24 months***
- ***Areas identified that are under consultation for regeneration****

2.2 Please describe the space and confirm how it is currently used

You can use maps, or you can include photos or diagrams to help to explain this to us. Let us know how the space is used today. Confirm whether or not you believe the current use is no longer fit for purpose, or if you have identified that the space is

underutilised. If you are not sure if this space is managed by the London Borough of Newham, please contact us to check. We will also carry out a check to ensure that this space is owned and managed by Housing Services.

2.3 Are there currently any issues or concerns with the space?

You may wish to include photos or diagrams to help to explain this to us. Let us know if this area attracts anti-social behaviour, and if so, please describe the activities taking place. If the space is not used at all and/or feels neglected or vacant, please describe those issues here.

2.4 How will the improvement benefit your community?

Describe the vital impact the improvements will have for the people who live within this community. For example, will it increase safety and discourage anti-social behaviour? Or will it create a coming together and/or a greater sense of community? Ensure you state who will use this space and estimated numbers once the project is completed.

2.5 What benefit will the improvement have on the environment?

Describe the impact that this improvement will have on our environment and highlight any positive contributions that this improvement will make. For example, will it help attract more wildlife to the area? Or can it assist air pollution or encourage sustainable travel or ease pollution? Will it prevent flooding? Can it encourage sustainable food growing? Can it reduce our carbon footprint?

2.6 Will residents with disabilities or other needs be able to access and/or benefit from the improvement?

Set out how your proposal is inclusive. For example, will all residents be able to access your improvement if it's completed? Highlight any elements of your proposal that support residents with disabilities or additional needs, or those from hard to reach groups.

2.7 What age groups will this improvement be aimed at?

Confirm what age group your improvement is aimed at – you can do this by ticking any boxes that apply or by describing this in the space provided. For example, is this aimed solely at young people, or is this an improvement that is likely to affect our aging population, or will it include all age groups? Please describe any aims of your proposal that relate to age.

2.8 Do you have support for this improvement proposal from your neighbours/the local community (residents who will be affected by this improvement)?

Demonstrating support from your neighbours/local community (residents who will be affected by this improvement) is vital. Applications will need to include an element of resident involvement. In order for an application to be successful, criteria relating to support for the proposal will need to be met. Any support for the proposal will also need to be evidenced.

Consider how you may gain support and tell us about/evidence this. For example, you may carry out a door-knocking exercise, ask residents to sign a petition of support, or create leaflets to let residents know how they can show support for your proposal. If a Tenants and Residents Association or local community group has been involved in developing this bid/application, describe how they have been involved. You should also consider and describe any support that relates to the practical implementation of the project and/or the maintenance of the ongoing project (e.g. forming a group or setting up a committee or rota system to maintain the improvement). You could also let us know about the skills or experiences that supporters have and will provide. Examples of evidence includes (but is not limited to);

- Posters/notices/letters/emails/advertising/contact slips
- Details of online and/or face to face meetings
- Minutes of a formal meeting or notes from an informal meeting
- Online survey or poll results
- Petition listing residents in support of an idea
- Letters or emails showing that residents are in support of an idea and/or will contribute to maintenance of the improvement

****Please note the choice of communication/involvement/engagement is at the discretion of the applicant. The council will NOT accept liability for risks that may be incurred from communication/involvement/engagement activities planned and/or carried out by residents. If you are unsure as to how to proceed and would like some support with this, please contact us.****

****Please note that evidence submitted should demonstrate that the majority of residents affected by the improvement proposal (e.g. residents in a block or on an estate) are in support of the proposal. However, criteria relating to support for the proposal is set at a specific level (as opposed to “the majority”) and this level may change from time to time.****

2.9 Please indicate if you have submitted an additional/different proposal for your estate?

If you have more than one idea to improve your block/estate, change the look and feel of your area, or improve the facilities within your community, please ensure that you complete an application form for each proposal. If appropriate, you can of course use the same information and supporting documentation for each application.

Section 3: Supporting documentation and declaration

3.1 Please tick the boxes that apply

Ensure that you have attached/enclosed all the supporting documentation that is relevant to your proposal.

3.2 Declaration

Sign and date the form. You will be declaring that you have fully read and understood this Guidance Notes document (including the Other Important Information section below), which sets out the terms and conditions for your proposal bid/application for funding your improvement. You will also be declaring that you are in agreement with these terms and conditions. Read the notes in bold at the end of the application form, and then return your form and any supporting documentation to the Resident Involvement Team.

Other important information

Unsuccessful applications

If your application is not successful, we will write to you explaining the reason(s) why. We will discuss your application with you, provide feedback around the decision, and where possible support you to amend your application in order for it to be resubmitted.

If your proposal is not appropriate for this funding stream, we will try to signpost you to other potential sources of funding that are more appropriate for your proposal.

If the improvement that you have proposed is being implemented as part of another project or is already planned, we will work with you to ensure that your views/suggestions are heard and considered.

Panel Decision

Decisions made by the Neighbourhood Led Schemes Fund Panel are full and final. By signing and submitting an application to the Neighbourhood Led Schemes Fund, you agree to this.

Resubmissions

If your application requires a resubmission, you must resubmit your application within 8 weeks of the initial decision being provided by us. Beyond this date, the application will be treated as a completely new application.

Processing personal data

London Borough of Newham ('the Council' or 'we' or 'us' or 'our') gather and process your personal information in accordance with our privacy notice and in compliance with the relevant data protection law. You can find out more information about our privacy notice, and how we collect and process your data by visiting <https://www.newham.gov.uk/contact-information/processing-personal-data-privacy-notice>

By submitting an application for our Neighbourhood Led Schemes Fund, you agree that we can use the information it contains, and other information we hold about your proposal/application, for the following purposes:

- To make decisions in awarding funding to your project
- For responding to Freedom of Information requests
- To assist our data analysis and statistical research

- For best practice case studies with individuals or organisations
- For our communications activity to publicise your project and/or to promote future funding