**Nottingham City Council: Local Authority Housing Fund Round 3**

Open Call for Application for Grant Funding: Application Form

February 2025

***This programme is funded by the UK Government through the Local Authority Housing Fund Round 3 (LAHF)***

**Important Information**

Please read **Open Call for application for grant funding: Invitation to bid** and all the questions accompanying this application before you complete this form, taking note of the following:

* When completing the application, please do not exceed 500 words for each given question.
* If your application is successful, you will need to submit evidence of Employer and Public Liability insurance cover of minimum £10,000,000, Professional Indemnity insurance of minimum £5,000,000, and you’re Health & Safety, Equality & Diversity and Safeguarding policies. We may seek references if we have not worked with you previously.
* Applicants will need to pass the Gateway assessment criteria in Part 1 before being considered further
* Questions in Part 2 and Part 3 are weighted following scoring as detailed in Appendix A of the Invitation to Bid and below. The maximum score for each question is 5, which is then multiplied by a scoring weighting, as indicated in the box to the right of the question. The successful applicant will be selected based on highest score.
* If you have any difficulty completing this application form, please contact Nottingham City Council for technical guidance by emailing [Regeneration@Nottinghamcity.gov.uk](mailto:Regeneration@Nottinghamcity.gov.uk)

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| **Part 1 - Gateway Criteria** | |  |
| - | Application fully completed and returned on time (inc. signed Part 4 – Agreement) | Pass/Fail |
| 1.1 | Confirmation of Registered Provider status | Pass/Fail |
| 1.3 | Economic & Financial Standing | Pass/Fail |
| 1.4 | Economic & Financial risks | Pass/Fail |
| 1.5 | Prior Contract Performance | Pass/Fail |
| 1.6 | Policies | Pass/Fail |
| 1.6 | Liability Insurance | Pass/Fail |
| 1.7 | Ability to Deliver Funding Objectives | Pass/Fail |

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| **Part 2 – Project Details** | | **Max. Score** | **Weighting** |
| 2.1 | Details of other relevant projects/delivery performance | 5 | X2 |
| 2.2 | Description of proposed delivery method | 5 | X2 |
| 2.3 | How will the proposed delivery method support/deliver programme outputs | 5 | X2 |
| 2.4 | How will you use funding allocation to maximise output delivery | 5 | X5 |
| 2.5 | Output and Cost Profile | 5 | X5 |
| 2.6 | Delivery Programme and Milestones | 5 | X5 |
| **Sub-total for Part 2** | | 30 | 105 |
| **Part 3 – Quality Assurance** | |  |  |
| 3.1 | Ensure tenants will receive a high-quality experience | 5 | X2 |
| 3.2 | Processes to ensure outputs and outcomes are achieved | 5 | X3 |
| 3.3 | Associated risks and activities proposed to mitigate risk | 5 | X2 |
| 3.4 | Robust management practices in place | 5 | X5 |
| **Sub-total for Part 3** | | 20 | 60 |
|  | **Total** | 50 | 165 |

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| **Score** | **Assessment** | **Description** |
| ***0*** | *Unacceptable* | *Response to the question is unacceptable or no response received. Does not give the Fund confidence in the ability of the bidder to deliver the contract.* |
| ***1*** | *Poor/Weak Response* | *Inadequate detail provided or some of the answer not directly relevant to the question.**Is supported by none or a weak standard of evidence in several areas giving rise to concern about the ability of the bidder to deliver the contract.* |
| ***2*** | *Below Expectations* | *Limited information provided, and/or a response that is inadequate or only partially addresses the question giving rise to concern about the ability of the bidder to deliver the contract.* |
| ***3*** | *Satisfactory Response* | *Acceptable response in terms of the level of detail, accuracy and relevance. Is supported by a satisfactory standard of evidence in most areas but a few areas lacking detail/evidence giving rise to some concerns about the ability of the bidder to deliver the contract.* |
| ***4*** | *Good Response* | *Comprehensive response in terms of detail and relevance to the question and supported by good standard of evidence. Gives the Fund confidence in the ability of the bidder to deliver the contract. Meets the Fund’s requirements.* |
| ***5*** | *Very Good Response* | *As Good, but to a better degree in terms of precision and relevance. Is comprehensive and supported by a high standard of evidence. Gives the Fund a high level of confidence in the ability of the bidder to deliver the contract.*  *May exceed the Fund’s requirements in some respects, for example, added value such as integration/synergy with other projects.* |

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| **Summary Information** | | |
| **Name of organisation:** | Click or tap here to enter text. | |
| **For Office Use Only** | | Date/time application received: Click or tap here to enter text. |

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| **Part 1. Applicant Details and Gateway Criteria** | | |
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| **Organisation name:** | Click or tap here to enter text. | |
| **Key person responsible  for the project:** | Click or tap here to enter text. | |
| **Position held:** | Click or tap here to enter text. | |
| **Contact telephone number:** | Click or tap here to enter text. | |
| **Email address:** | Click or tap here to enter text. | |
| **Postal address:** | Click or tap here to enter text. | |
| **Person with overall  financial responsibility:** | Click or tap here to enter text. | |
| *Where applicable:* | | |
| **Website:** | Click or tap here to enter text. | |
| **Company registration number:** | Click or tap here to enter text. | |
| **Charity registration number:** | Click or tap here to enter text. | |
| **UKPRN Number:** | Click or tap here to enter text. | |
| **Please confirm the type of organisation:** | | |
| Local Authority  Private Sector  Voluntary Sector | | Other (please specify)  Click or tap here to enter text. |
| 1.1 Can you please confirm that your organisation is a Registered Provider (RP) and is present on the statutory register of social housing providers? | | |
| Click or tap here to enter text. | | |
| 1.2 What are the main activities of your organisation and describe the group(s) which your organisation predominately works with or supports? | | |
| Click or tap here to enter text. | | |

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| 1.3 Economic and financial standing | |
| Please indicate and attach to your application one of the following to demonstrate your organisation’s economic and financial standing: | |
| 1. A copy of audited accounts for the last two years. |  |
| 1. A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. |  |
| 1. A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. |  |
| 1. Alternative means of demonstrating financial status if any of the above are not available  (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). |  |

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| 1.4 Do you anticipate any significant changes to the way your organisation is funded during the next 24 months? If yes, please provide further details of these changes. |
| Click or tap here to enter text. |
| 1.5 Has your organisation been subject to any financial clawback for underperformance or breach of contract during the past 12 months? If yes, please state the reason(s) why and the total amount returned. |
| Click or tap here to enter text. |

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| 1.6 Does your organisation have: | Yes | No |
| A written Health & Safety policy |  |  |
| A written Equality & Diversity statement |  |  |
| A written Safeguarding policy for vulnerable adults |  |  |
| A written Safeguarding policy for children |  |  |
| An allocations policy |  |  |
| Where there will be contact with children or vulnerable adults have you ensured compliance with the Disclosure and Barring Service Checks? |  |  |
| Public and Employer Liability insurance to a minimum of £10,000,000, and Professional Indemnity insurance to a minimum of £5,000,000 |  |  |

*\*If your application is successful, evidence of policies and insurance will need to be provided prior to being awarded a grant.*

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| 1.7 We require one Registered Provider to be able to provide both the Homeless families and ACRS elements of the housing requirement. Please confirm you are able to meet the funding requirements of delivering both the identified interventions with the support of the grant funding: | | | | |
| 1. Accommodation for homeless families |  | | | |
| 1. Accommodation for Afghan Resettlement Programme Scheme (ARP) families |  | | | |
| **Part 2. Project Details** | | | | |
| 2.1 Please provide details of other relevant projects/accommodation delivered by your organisation. Please include a summary of performance against targets | | 5 (x2) | | |
| Click or tap here to enter text. | | | | |
| 2.2 Please provide a description of your proposed delivery method (this could include the method of property identification, potential delivery locations, how you will support the target cohorts as described in the Invitation to Bid and demonstrate knowledge of Nottingham housing markets) | | 5 (x2) | | |
| Click or tap here to enter text. | | | | |
| * 1. Explain how your proposed delivery method and your offer will support the objectives and deliver the programme outputs as described in the Invitation to Bid | | | 5 (x2) |
| Click or tap here to enter text. | | | |
| * 1. Explain if/how you intend to maximise the funding allocation in your output delivery | | | 5 (x5) |
| Click or tap here to enter text. | | | |
| * 1. Please use the below table to provide a breakdown of units and estimated funding profile across the programme duration | | | 5 (x5) |
| Click or tap here to enter text.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Output Delivery | 2025/26 | | | | | Number of units delivered (No) | Q1 | Q2 | Q3 | Q4 | | Homeless Families |  |  |  |  | | ACRS Resettlement Families |  |  |  |  | | Large ACRS Resettlement Families |  |  |  |  | | Funding Allocation |  |  |  |  | | LAHF Funding £ |  |  |  |  | | Partner Match Funding £ |  |  |  |  | | | | |

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| * 1. Please provide an outline of your high-level delivery timeline including major milestones | | | 5 (x5) |
| **Period** | **Activity** | **Major milestones** | |
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| **Part 3: Quality Assurance** | |
| 3.1 Describe how you will ensure tenants engaging with your organisation will receive a high-quality experience. Include reference, if relevant, to knowledge of the Nottingham Housing Markets and local issues affecting the target cohorts that this funding will assist | 5 (x2) |
| Click or tap here to enter text. | |
| 3.2 Describe your project and performance management processes to ensure outputs and outcomes are achieved | 5 (x3) |
| Click or tap here to enter text. | |
| 3.3 Summarise any key risks associated with your proposal, and activities proposed and/or undertaken to mitigate risk | 5 (x2) |
| Click or tap here to enter text. | |
| 3.4 Please confirm that you have robust management practices in place which must include complaints, allocations and safeguarding procedures/policies | 5 (x5) |
| Click or tap here to enter text. | |

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| Part 4: Agreement |
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| The following section must be completed by the main person who is responsible for this project application on a day-to-day basis.   1. We acknowledge that grant funding allocations are indicative and subject to change and/or approval at the discretion of Nottingham City Council (NCC). 2. If successful, we will enter into a grant funding agreement with NCC detailing the terms and conditions of the grant. 3. If successful, we will enter into a Nominations agreement with NCC stipulating the homes be let to refugees/families in the ARP programme and people/families on the Homelessness register and where homeless relief duty will be ended. 4. We will comply with any relevant legislation affecting the way that we carry out the project. 5. NCC can use our name and the name of the project in its own publicity. 6. We will fully complete the paperwork required for NCC to report on progress and performance to Government and return to NCC as required. 7. We will acknowledge the source of the funding in any publicity materials we produce about the project, in our annual report, our Chair or Secretary’s report to the AGM and the accounts which cover the period of funding. We will supply copies of these to NCC, if requested. 8. If we receive grant funding for a project, we understand that NCC will not automatically grant fund any later projects. 9. We will keep all financial records and accounts, including receipts for items purchased with the funding, for 7 years from the end of the financial year in which the last payment is made. We will make these available to Nottingham City Council internal and external audit and Government. We understand that this does not release us from our legal responsibility to keep records for longer periods. 10. NCC may hold back or ask us to repay the grant, in whole or in part, in the following circumstances:   .   * If we fail to keep and supply therecords required in 4 above. * If we do not comply with the terms and conditions of the grant. * If the application form was completed dishonestly or the project documents give false or misleading information. * If we do not follow equal opportunities practice in employing people, recruiting new members and providing our services. * If any member of the organisation, staff or volunteers, acts dishonestly in their work for us at any time during the project. * If we fail to complete the project by the date in the agreement. * If we close down, become insolvent or bankrupt.   I confirm that the organisation named in Part 1, Applicant Details, has authorised me to sign this agreement on their behalf. The information given in this application is correct and I agree to abide by the agreement terms and conditions which will form part of any subsequent grant funding agreement.  Applications will not be finalised until a signed copy is received.  **Signature: Job Title:**  **Print name: Date:** |

**IMPORTANT**

**Nottingham City Council can only process your application if:**

* You have completed all the questions on this form
* The correct person has signed the form
* You enclose all the necessary documentation

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| **Task** | **Completed** |
| You have answered all the relevant questions on the application form |  |
| You have read and signed Part 4: Agreement |  |
| You have enclosed a copy of our financial records/statements as requested for 1.3 |  |
| You have made a copy of this application for your own reference |  |

**Please use the checklist below to ensure you are sending us everything that we need to assess your application.**

Return your completed application with supporting documentation to

[**Regeneration@Nottinghamcity.gov.uk**](mailto:Regeneration@Nottinghamcity.gov.uk)

Applications must be received by

**Wednesday 5th March 2025 12:00**

Note: Applicants may be required to complete Due Diligence forms before approval. Support will be available from Nottingham City Council for organisations that are not familiar with this process.

**Contact Details**

Should you have any queries regarding this application, or the process please contact:

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| [Regeneration@Nottinghamcity.gov.uk](mailto:Regeneration@Nottinghamcity.gov.uk) |