



Funding and Grants Guidelines

About Coastline Housing

Coastline Housing Ltd is an independent, not-for-profit housing association owning and managing over 4,000 homes. The company's purpose is to build great homes and offer great services provided by great people.

About Coastline Housing Funding and Grants Committee

Our Funding and Grants Committee is run by customers and provides grants for local projects, groups and individual customers to help support thriving communities. The Funding and Grants Committee meets four times a year to look at the funding applications received and decide which awards are to be made. The total funding allocation for 2016/17 is £5,000 and is available from the following grants:

Small Grant – up to £100

Funding for constituted groups and individuals to support their communities

Annual Support Grant – up to £200

Funding to enable groups to meet their annual costs

Project and Activity Grant – up to £1,500

Funding for larger projects or events within the community

Deadline dates for grant applications:

- 30th June 2016
- 30th September 2016
- 31st December 2016
- 31st March 2017

Coastline Housing Funding and Grants Committee Process

Online application completed by
groups or individuals at

www.coastlinehousing.co.uk/training-and-funding



A member of Coastline Housing's Community
Investment Team will contact you to
discuss your application within 14 working days



Application forms will be submitted to
the next available Funding and Grants
Committee meeting for consideration



We will contact you to inform you of
the outcome of your application

Please note that groups and individuals can only apply for each grant
once in a 12 month period

Project and Activity Grant / Annual Support Grant

When applying for a Project and Activity or Annual Support Grant you will need to:

- Demonstrate that the community the grant benefits consists of at least 25% Coastline customers. We can support you in gaining this evidence once application received.
- Provide details of any funds the group currently holds and how they will be used.
- Declare if anyone involved in your group is a Coastline Housing staff member, or is related to, or has a connection to anyone who works at Coastline Housing.
- Evidence that the community supports your project or activity
- Provide your recent audited accounts and most recent bank statement.
- Provide a breakdown of what the funds will be used for. Any items over £250 will require 3 quotes to demonstrate best value.
- List any funding you have applied for, or received from other funders that applies to the project, activity or support grant.

You **may** also be asked for the following evidence to support your application. We will contact you once the application is received to provide guidance:

- Group constitution, terms of reference, rules or aims and objectives.
- Quotes for items over £250.
- Relevant Risk Assessment.
- Safeguarding Policy.

- Public Liability Insurance.
- DBS Checks.
- Food Hygiene Certificates.
- First Aid Provision.
- Fire Procedures.
- Any additional evidence deemed appropriate by the group.

Below are some examples of previous successful Project and Activity Grant applications:

- Camborne Green and Clean received funding for litter pickers and protective clothing.
- Porthleven Torchlight Parade received funding towards torches for the parade.
- Pennoweth School received funding for goalposts for their new 3G sports facility that can be used by the whole community.

Small Grants Fund

When applying for a Small Grant you will need to:

- Demonstrate that the community the grant benefits consists of at least 25% Coastline customers. We can support you in gaining this evidence once application received.
- Declare if anyone involved in your group is a Coastline Housing staff member, or is related to or has a connection to anyone who works at Coastline Housing.
- Provide a breakdown of what the funds will be used for.
- We may ask for further information about suppliers of the service or item before a grant award is made.

Applicants to the Small Grants Fund must be aware that it is the responsibility of the group or individual to carry out appropriate Risk Assessments. Coastline Housing accepts no responsibility for activities undertaken which utilise the Small Grant Fund.

Any funding award made through the Small Grant Fund will be made in the form of a service or item. Funding will **NOT** be paid directly to the applicant.

Examples of what the Small Grants Fund can be used for:

- Litter pickers and additional equipment.
- Bus hire.

Funding Restrictions

Coastline Housing's funding cannot be used for the following:

- Costs relating to invoices already paid.
- Costs relating to remedial works for items previously funded.
- Costs that are part of statutory obligations or replace statutory funding.
- Duplicate projects or activities which are already being delivered in the area.
- Items benefiting one sole person.
- Expenses which include alcoholic beverages.
- Endowments or loan payments.
- Political, religious or lobbying groups.
- Any discriminatory or illegal purposes.
- Wages and rent.
- Purchase or running costs of vehicles.

Terms and Conditions

- You may be asked to be involved in publicity related to funding awarded.
- 6 months after funding has been awarded we will contact the group or individual for an update on how the money has been spent and what has been achieved with the grant funding.
- If during the project you wish to spend the awarded grant funding on anything other than the items specified in the application, you must seek the Funding and Grants Committee permission to do so. If monies are spent on other items without the consent of the Funding and Grants Committee this will result in the full project and activity grant being returned to Coastline Housing.
- If you are considering holding an event or wish to install anything communally or within the curtilage of a Coastline Housing property or garden please remember that you must have written permission from Coastline Housing.
- If your group folds and your project and activity and/or running costs grant has not been finished you must return any remaining funds to Coastline Housing.
- You must keep receipts that show the grant funding as you will need to detail your final costs.
- Any individual item requiring funding from Coastline Housing costing over £250 will require three separate quotes to be submitted. If three quotes are not received then the item will not be considered for funding.

- Coastline Housing and the Funding and Grants Committee reserve the right to refuse any application and their decision is final. There is no appeal process.
- Where a group or individual is awarded grant funding this does not guarantee that funds will be available in future years.

If you have any questions the Community Investment Team will be more than happy to help and can be contacted on:

Email: customer.service@coastlinehousing.co.uk

Facebook: www.facebook.com/coastlinehousing

Twitter: www.twitter.com/coastlinehouse