

Making Lives Better

Community Grants Guidance Notes

We can award grants of up to £1,000 to customers, supported housing schemes and community groups, for projects that benefit of SHG customers and the community.

Grant funding may be used for projects which contribute to one or more of the Community Investment Department's themes, which are:

- Neighbourliness and Communities
 - Improving Health and Wellbeing
 - Tackling Poverty
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- You may apply for grant funding towards the costs of running events and outings open to the whole community and for small items of equipment. We cannot approve grants to pay for salaries (to individuals who are not business registered), fixtures, fittings, television equipment, computers and improvements to the fabric of buildings or any other cost that would be covered by the service charge. Funding cannot be used to purchase raffle prizes (as raffles should be funded from the sale of tickets) alcohol, cancellation charges or salaries for SHG residents or individuals otherwise connected with SHG.
 - We may review third party supplier costs to ensure value for money.
 - Third party suppliers must provide their public liability and other relevant insurance.
 - You may apply for one Making Lives Better Community grant each financial year.
 - The information provided within your application maybe shared with the Community Investment Department (CID), Southern Housing Group (SHG), Southern 360 and with other CI Partners (i.e. external organisations), in accordance with GDPR legislation.
 - We cannot provide a grant to cover the full amount of the project. You will be expected to meet some of the costs yourselves. This can be either cash funding, volunteer time or other contributions. The maximum grant available per Southern Housing Group customer is £10 (for one off event, e.g. outing, fun day etc.) but this does not mean that you will be awarded the maximum.
 - Non SHG customers may benefit from the project, however, SHG customers must be given priority and where there is an individual cost involved, for example day trips, non SHG customers would be required to cover the cost themselves.

- Grant applications should be submitted at least six weeks before funding is required. For applications submitted after this deadline, funding may be received following the event and once all evaluation information requested within the grant agreement has been received and all targets having been met
- We are only able to discuss the grant application with the applicant signatory or other named individuals, which have been confirmed in writing (email or letter) by the application signatory.
- We normally award some or all of the grant in advance, however this is not always the case.
- If evaluation information requested within the grant agreement is not submitted within the deadline and / or targets have not been met, some or all of the approved grant funding maybe withdrawn.
- We cannot make cheques payable to individual customers or Southern Housing Group employees. Payment can be made to customer group bank accounts, we can pay suppliers direct upon receipt of an invoice or Southern Housing Group staff purchasing cards can be used (subject to prior approval).
- We aim to send you a cheque / BACS payment within three weeks of receiving your invoice.
- You must send evidence of all your expenditure (for example receipts) to the Grants Officer within a month following the event. For payments made directly to Customer Group bank accounts, we may also require copies of the relevant bank statement(s).
- You will be required to complete a brief evaluation form, including the number of participants and volunteers (number of hours volunteered and role undertaken). These should be returned to the Grants Officer within one month following the event.
- You will be required to complete and return a risk assessment for the project including volunteer roles. Please contact us should you require any assistance.
- Grant funded projects must be 'not for profit'.
- By applying for a grant there is no guarantee your application will be approved

- Grant funding is limited. Should the fund close during the current financial year, this will be advised on the Southern 360 grants web page.
- Please ensure you have the following information ready before completing the application form:
 1. Your contact details
 2. Event / project description, the date(s) and how many people including SHG residents will benefit from the event / project.
 3. All the costs relating to your project
 4. Details of your estate, local authority and Housing Services Manager (if known)

Once we receive your grant application, we will email you to confirm receipt and request a copy of the risk assessment. A risk assessment template and examples can be found on the Making Lives Better grants page.

- **For further information or general enquiries please contact the Grants Officer:**
Telephone: 020 7324 1292 Email: grants@shgroup.org.uk.
- Grant applications should be made online, please go to <https://southern360.org.uk/investing-in-communities/apply-for-a-grant/>. You may also contact the Grants Officer to arrange a telephone meeting should you require assistance completing the form.