**Homelessness Prevention Fund Application 2020/21**

The Housing Executive introduced the “Homelessness Prevention Fund” in 2019/20 to address Objective One of the [Homelessness Strategy 2017-22](https://www.nihe.gov.uk/Documents/Homelessness/homelessness-strategy-northern-ireland-2017-2022.aspx), to Prioritise Homelessness Prevention.

The first year of the Fund generated a significant number of positive outcomes for those at risk of homelessness and funding has been secured to operate the fund again during 2020/21.

There are many social, economic and family factors that can result in a household becoming homeless. These factors are outlined throughout the Strategy.

NIHE are seeking applications from 2019/20 project providers who have expressed an interest in renewing projects, and also new applicants who wish to deliver a project. Applications are invited from constituted groups in receipt of homelessness funding, supporting people funding, social enterprise funding, or groups working with key homeless client groups with endorsement from local NIHE area manager.

As in 2019/20 applications will be assessed under a five category typology which includes:

• Assisting in the public’s understanding of the complex nature of homelessness.

• Identifying particular groups which are at the highest risk of homelessness

• Raising awareness of homelessness to ensure households approaching crisis can access support.

• Undertaking pre-crisis intervention. This can take the form of advice and mediation services; proactive interventions and targeted services at known risk points.

• Preventing recurring homelessness, including ensuring tenancy sustainment is central to preventing repeat homelessness.

Based on the evaluation of last year’s projects and the anticipated demand the focus of the fund will be on models that directly benefit the customer and the front line staff within the sector. Applications for the following three models will therefore be of particular interest:-

1. Intervention models (either through mediation and/or counselling or through direct financial support e.g. rent deposit)
2. Personal development models - to provide a structured training programme to empower and equip participants who have been identified as at risk of homelessness
3. Training models – to empower and equip sector workers who have been identified as working with those at risk of homelessness

This focus is not exclusive and other projects such as awareness raising and research will be considered. If you wish to apply for a research project, please contact [colin.mccloy@nihe.gov.uk](mailto:colin.mccloy@nihe.gov.uk) to request a specific research application form.

There is no maximum limit on funding which can be applied for but it is anticipated, that due to the timeframe in which projects must be completed by, that many applications will be for £40,000 or less. Applications for funding are limited to constituted groups in the community sector or organisations in receipt of Homelessness, Supporting People funding, social enterprise funding, or groups working with key homeless client groups with endorsement from local NIHE area manager.

Upon completion of this application form please sign and return, with any relevant supporting documentation, via email to [homelessness.strategy@nihe.gov.uk](mailto:homelessness.strategy@nihe.gov.uk)

If you have any queries on the application form please contact the staff below:

Colin McCloy 02895 982216

**PLEASE NOTE THAT THE DEADLINE FOR APPLICATIONS IS 5PM ON FRIDAY 11th SEPTEMBER 2020 – ANY RESPONSES SUBMITTED AFTER THE DEADLINE WILL NOT BE CONSIDERED FOR FUNDING.**

*Guidance note for this application form are include at the end of this document.*

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| --- |
| **Project Summary** |
| 1. Project Name? |
|  |
| 1. Name of group applying for funding and type of organisation (e.g., voluntary sector/community sector/statutory etc.)? |
|  |
| 1. Applicant address? |
|  |
| 1. Name of NIHE area office/district council area? |
|  |
| 1. Name of main contact and position within organisation (e.g. Chairman, Treasurer, Secretary) – Please include name, position address, email address and telephone number? |
|  |
| 1. Where will the project take place? |
|  |
| 1. Are you aware of any conflict of interest? If yes please provide details |
|  |
| 1. Is the group either:  * Constituted within the community sector? * In receipt of homelessness or Supporting People or social enterprise funding?   Please provide further details below |
|  |
| 1. Please provide details of Management Committee or Board members |
|  |
| 1. Will your project involve working with children or vulnerable adults? YES/NO |
| * If yes please provide copy of Child Protection & Vulnerable Adults policy   + Child Protection policy attached – YES/NO   + Vulnerable Adults policy attached – YES?NO |
| 1. Describe your project, its main aims, how it would be delivered and how it relates to tackling at least one of the homeless prevention categories defined above: |
|  |
| Over a 6 month duration how many clients would the project target? |
|  |
| Who will these clients be?  • Demographic (Young people/elderly/people with addictions etc.)  • Geographical Spread of clients/reach of project |
|  |
| What outcomes do you anticipate for these clients? |
|  |
| Are there any similar projects in the area? If so, how does your project fit with them? |
| 1. What impact do you hope your project will have? |
|  |
| What measures will the project use to determine success? |
|  |
| 1. What are the key dates for the delivery of your project? Please include the start and end dates along with the frequency of any relevant events |
|  |
| **COSTS – \*\*Please provide a detailed breakdown of all costs\*\*** |
| 1. Based on a 6 month duration what will your project cost (£)? |
|  |
| Capital equipment (£) |
|  |
| Operating costs (£) |
|  |
| Other costs (£) |
|  |
| How much are you seeking from Homelessness Prevention Fund (£)? |
|  |
| Provide detail of funding from other sources for this project |
|  |
| Please confirm that the activities outlined in this application do not duplicate any projects which are currently supported by alternative funding streams |
| Delete as appropriate –  I confirm the activities in this application are not currently supported by alternative funding streams  I confirm the activities in this application are currently supported by alternative funding streams (If the activities in this application are currently supported by alternative funding streams please provide further details below) |
| 1. Please outline how you will monitor and report on the project |
|  |
| **Financial Details** |
| 1. Name of organisation |
|  |
| Address (for correspondence) |
|  |
| Telephone number |
|  |
| Email address |
|  |
| VAT registration no. (if applicable) |
|  |
| Company registration no. (if applicable) |
|  |
| Registered Charity no. (if applicable) |
|  |
| Bank name |
|  |
| Bank sort code |
|  |
| Bank account number |
|  |
| Bank account name |
|  |
| **Declaration** |
| I confirm that all the information contained within this application is accurate to the best of my knowledge and that I am authorised to apply for funding on behalf of the organisation I understand that if it is successful there will be monitoring and evaluation responsibilities to fulfil. I also confirm that I have read the guidance notes associated with the completion of this form. |
| 1. Signed |
|  |
| Name |
|  |
| Position in organisation |
|  |
| Date |
|  |

On receipt of this application it will be checked and you will be contacted if further information is required. As noted, the deadline for applications will be 5pm on Friday 11th September 2020 and it is expected that all applicants will be notified of the outcome of their application by 25th September 2020.

**Guidance Notes for completing the application form**

**PROJECT SUMMARY**

This section provides a brief synopsis of your project; please aim to keep this section brief as you will have the opportunity to add detail later in the application.

1. **Project name**

Give the full name of your project.

1. **Name of the Group applying for funding**

Please provide the name of the group applying for the funding.

1. **Applicant Address**

Give the address details for the organisation / individual applying for funding. This must be the organisation / person that will hold and manage the project funding.

1. **Name of your NIHE area office/district council area**

Give the details of your Housing Executive Area Office and the district council in which your project is located.

1. **Name of main contact and position within or relationship to the organisation**

Please provide the name of the person acting as the main contact for the application and what their position is within your organisation. Any queries will be directed to this person.

1. **Where will your project take place?**

Please indicate in which community / area(s) your project will operate. Be as specific as possible i.e. name local area or Housing Executive estates.

1. **Are you aware of any conflict of interest? If yes please provide details.**

For example, please state if any project member would benefit commercially from the project.

1. **Is the group either properly constituted or currently in receipt of homelessness or Supporting People funding?**

Please provide documentary confirmation.

1. **Please provide details of Management Committee members.**

Provide a list of names and positions

1. **Will your project involve working with children or vulnerable adults?**

Confirm YES or NO and if yes, please provide copy of Child Protection & Vulnerable Adults policy.

1. **Describe your project, its main aims & Objectives and how they relate to meeting at least one of the Criteria:**

**Projects will be scored on the basis of their impact in meeting the listed criteria.**

**What evidence is there to support what you do or propose to do?**

Please provide evidence to support the need for your project. The evidence you provide should support the main aim(s) of your project.

**Are there any similar projects in the area? If so, how does your project fit with them?**

Please give details of any other similar projects operating in the area and if so how your project activities will complement or be additional to these. Please also detail if this project will address unmet need if there is no similar provision in place.

1. **What impact do you hope your project will have and which members of the community will benefit from your project and how?**

**How will you know you have achieved your objectives?**

Please ensure you can provide the information set out below in relation to outcome based accountability (OBA).

|  |  |
| --- | --- |
| Prior to commencement of programme | At end of programme |
| What are you going to do? | What did you do? |
| How are you going to do it? | How did you do it? |
| Who will be better off? | Who is better off? |

1. **Timescales**

Please give details of the timescales for your project. These should include start date and end dates and frequency of events. All monies should be drawn down by 31.3.20.

1. **What will your project cost?**

Please give details of the costs of delivering your project; also include details of additional funding by any other organisations. Provide quotations where relevant.

1. **Reporting & monitoring of project**

Please describe the proposed arrangements for reporting and monitoring. Please include how you intend to measure the outcomes and benefits achieved by the project.

Please ensure you can provide the information set out below in relation to outcome based accountability (OBA).

|  |  |
| --- | --- |
| Prior to commencement of programme | At end of programme |
| What are you going to do? | What did you do? |
| How are you going to do it? | How did you do it? |
| Who will be better off? | Who is better off? |

1. **Financial Details**

Please complete this information as if your application is successful it will allow us to pay your award more quickly.

1. **DECLARATION**

Please sign and date the application.

What we do with your information

The Housing Executive collects your information on this form for the purposes of seeking applications for Homelessness Prevention Funding.

We will retain your personal details for 5 years in line with the NIHE Records Retention Policy.

To find out more information on how we use your data and your rights you can view our Privacy Notice at www.nihe.gov.uk/privacy\_notice