

Guidance Notes for Expression of Interest form completion

1. Project Title

Give the full name of your project

2. Are you applying for continuation funding for a project currently or previously funded through the Sustaining Tenancies Grant Funding Programme?

Please confirm if you are applying for funding for a project that is currently or has previously been funded by the Sustaining Tenancies Grant Funding Programme. If you are applying for continuation funding, please provide:

- The amount of previous funding awarded for the project
- When it ended / is due to end

3. Please briefly describe the issue your project addresses and provide an overview of your intended approach (200 words maximum)

Please provide a short summary of your project - What is the issue you intend to address? What is the relationship between tenancy sustainment and the issue? What will you do?

4. How have you established/ gathered evidence of the need for this project? [200 words maximum]

This may be demonstrated through engagement with the target group/ target beneficiaries of the project or the local community or NIHE local office, or through the use of research or other data – either quantitative or qualitative.

5. Who and how many people will benefit from the project? [200 words maximum]

Please identify the target group(s) of tenants who will experience direct benefits as a result of your project.

6. How do you plan to reach the target group (Housing Executive tenants) for your project? [200 words maximum]

If your project works directly with service users, please tell us how you plan to engage them. If your project involves the development of a resource or other indirect intervention, please tell us how you plan to disseminate/ distribute this.

7. How will those identified above benefit, and when/for how long will they experience these benefits? [200 words maximum]

Describe the positive changes that beneficiaries will experience as a result of the project, and any continuous or longer-term impact(s).

8. Please demonstrate a link between the outcomes of the project and any of the priority action areas (see below) OR the Action Plan of the [Customer Support and Tenancy Sustainment Strategy](#). [200 words maximum]

Funding Priorities

- *Projects that help to alleviate the impacts of the Cost of Living crisis on Housing Executive tenants.*

The ongoing Cost of Living crisis is presenting challenges for everyone, and we know that its impact will undermine tenancy sustainability and resilience. We want to take steps through our funding provision to support our tenants through this crisis. We have therefore ring-fenced funds to invest in projects that meet this specific aim.

***Please note: to avoid duplication of public sector provision/financing, welfare benefits advice services will not be considered for funding.**

- *Mental Health and Wellbeing of Housing Executive Tenants / their households*
- *Practical support / resources for managing and maintaining a Housing Executive tenancy*
- *Sustaining tenancies sustainably - projects that support Housing Executive tenants to manage their tenancies or engage with their community and reduce their carbon footprint*

However, we will consider applications which can link to any element of the Action Plan of the [Customer Support and Tenancy Sustainment Strategy](#). The Action Plan starts on Page 22 of the linked document. If you are unable to view the document at the link provided, please contact SustainingTenancies@nihe.gov.uk who can provide this in an alternative format.

Tip: For questions 2 – 7 to help you keep within the word limit, you may wish to use bullet points. Please note anything beyond the word limit will be disregarded by the panel.

9. What is the estimated duration of your project in months?

Please tell us the period of time for which you are seeking funding for the project.

10. What is the estimated total cost of the proposed project?

Please tell us how much you estimate that the project will cost for its full duration.

11. How much grant are you seeking from the Sustaining Tenancies Fund?

Please tell us how much funding you are applying for from the Sustaining Tenancies Grant Funding Programme.

12. Provide details of funding which has been applied for from other sources for this Project (e.g. other Housing Executive funding streams, DfC or CFNI, Housing Association etc)

Please tell us about any funding which you have either been awarded in the past for this project or any funding that has been awarded but is contingent upon match funding. You should also tell us about any other funding which you have applied for this project but you do not yet know the outcome of the application.

13. Name of group/ organisation

Please provide the name of the group applying for the funding who will deliver the project.

14. Name of the main contact person and their position within organisation

Please complete this section giving business (not personal) contact details. This person will act as the main point of contact for the Housing Executive in relation to the application process, and all queries/ correspondence will be addressed to them.

15. Are you aware of any conflict(s) of interest? If yes, please provide details.

For example, please state if any project member would benefit commercially from the project, or if any group/committee members are NIHE staff members/ related to a staff member. Conflicts will be considered on case-by-case basis in the context of Housing Executive governance requirements; they do not mean automatic disqualification.

16. Is the group constituted? If yes, please provide a copy of your constitution document.

This may also be referred to as the 'article of Association' for the group/organisation. Your group/organisation must be properly constituted in order to be eligible to receive funding.

17. Is the group in receipt of any other NIHE funding e.g Supporting People, Community Safety etc.?

This could include Community Safety, Community Cohesion, Supporting People, Homelessness etc. Please include dates and amounts

18. Is the group a registered Charity? If yes, please provide your NI Charity Commission number.

Please tell us if your group has charitable status and provide details.

19. Will your project involve working with children or adults at risk of harm? If yes, please provide a copy of your organisation's Safeguarding Policy.

It is essential that if you intend to work with children or adults at risk that you have an appropriate Safeguarding Policy. Proposed projects from groups/organisations which do not have a Safeguarding Policy will not be eligible. Please note that safeguarding policy is sometimes, in some organisations, two separate policies - Child Protection Policy and Vulnerable Adults Policy.

20. Declaration

This section should be signed and dated by someone within the group/organisation who has the authority to apply for funding on its behalf.

21. Required Documents Checklist

Please review this checklist and ensure that all relevant documents are attached with this form to your submission email.

22. Please return this form, attaching all relevant documentation, to;

sustainingtenancies@nihe.gov.uk

The closing date and time for all Expression of Interest submissions is **Friday 20th October 2023 at 5pm**. Expressions of Interest received after this time will not be considered.