



## Guidance Notes for Expression of Interest (Eol) form completion

**Tip:** You may find it useful to read our Landlord Tenancy Support & Sustainment Strategy 2025-2030, [Tenancies That Thrive](#), for an overview on tenancy sustainment and definitions of the terminology used in the Eol form and this guidance.

### 1. Name of applying group/ organisation

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

### 2. 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.

### 3. 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 or tenants. Conflicts will be considered on case-by-case basis in the context of Housing Executive governance requirements; they do not mean automatic disqualification.

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

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

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

This could include Communities funding (Safety, Cohesion, Involvement, Social Enterprise) Supporting People, etc. Please include award dates and amounts.

### 6. 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.

### 7. 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.

## **8. Project Title**

Give the full name of your project

**Tip:** For questions 9 – 15 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. Are you applying for continuation funding for a project currently or previously funded through the Sustaining Tenancies Grant Funding Programme? [200 words maximum]**

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
- The project dates
- Outline if your project achieved its objectives

## **10. Please briefly describe the funding priority area(s) your project seeks to address and provide an overview of your intended approach [200 words maximum]**

A short summary of the project to include:

- What funding priority area(s) you seek to address
- The relationship between tenancy sustainment and the issue
- What you will do

Please make a clear connection to at least one of specified funding priority areas and clearly demonstrate how your proposed project approach intends to address it.

## **11. How have you established/ gathered evidence of the need for this project in relation to tenancy sustainment/resilience? [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, a pilot, or through the use of research or other data – either quantitative or qualitative.

## **12. Approximately how many Housing Executive tenants will benefit from the project, and what geographical area will the project cover? [200 words maximum]**

Please provide details of approximately how many Housing Executive tenants will engage with the project and the anticipated geographical catchment area of the project.

**13. How do you plan to reach Housing Executive tenants for your project and how will you check project beneficiaries are exclusively Housing Executive tenants? [200 words maximum]**

Please tell us how you plan to engage Housing Executive tenants and outline any checks you will have to confirm tenure.

**14. How will Housing Executive tenants' 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).

**15. Please demonstrate a link between the outcomes of the project and any of the priority action areas [200 words maximum]**

What are the project outcomes and how do these link to the funding priority area(s) below:

**Funding Priorities**

- Support for tenants with addictions and/or severe mental ill health
- Intensive early tenancy support to develop skills to maintain a tenancy and establish connections in the community
- Practical tenancy support (e.g. handyperson services, concessionary gardening services)
- Support for tenants living in rural areas

**16. What is the estimated duration of your project?**

Please tell us the period of time for which you are seeking funding for the project (note 3 years is the maximum duration).

**17. What is the estimated total cost of the proposed project?**

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

**18. 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 (note maximum award is £100,000 over project duration).

**19. Provide details of funding which has been applied for from other sources for this Project (e.g. other Housing Executive funding streams, Department for Communities, Community Fund NI, Housing Associations, 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.

### **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.

### **Required Documents Checklist**

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

**20. Please return this form, attaching all relevant documentation, to:**  
[SustainingTenancies@nihe.gov.uk](mailto:SustainingTenancies@nihe.gov.uk).

The closing date and time for all Expression of Interest submissions is **Friday 8<sup>th</sup> August at 12 noon**. Expressions of Interest received after this time will not be considered.

### **Assessment Criteria and Scoring of Eols**

Expressions of interest will be scored by a panel of Housing Executive staff using the criteria set out below, which are weighted equally (25% each) using a scale of 1-5:

- 1. Evidence of need/demand** – is the need for the proposed project clearly demonstrated in relation to sustaining a tenancy? You may wish to support your answer by demonstrating engagement with the target group or local office, or through the use of research or other data.
- 2. Link to funding priority area(s)** – to what extent is the proposed project linked to one or more of the specified funding priority area(s)?
- 3. Project beneficiaries** – is it clearly understood that beneficiaries of the proposed project will be exclusively Housing Executive tenants and are there plans in place to ensure this? The number tenants that will benefit, and the depth of support provided, will also be considered.
- 4. Project outcomes** – are these clear, realistic and measurable outcomes that are related to funding priority area(s) and will result in more sustainable tenancies?

**Please note that due to significant oversubscription and limited funds only the highest scoring proposals will proceed to stage two.**