

**Thank you for wanting to work with Halton Housing on your project. Before you apply please ensure your project and organisation meets the criteria below.**

Should you require any help in completing this application form, please contact us

[helpinghands@haltonhousing.org](mailto:helpinghands@haltonhousing.org) and one of our team will be in touch.

**Applications must meet the following criteria:**

* Successful projects must meet at least two priorities for Halton which are:
  + A healthy Halton - creating a healthier community and working to promote wellbeing
  + Employment, learning and skills - improving the opportunities for learning development and employment prospects
  + Safer Halton - provision of pleasant, safe and secure neighbourhoods
  + Children and young people - supporting developing and learning
  + Environmental and regeneration - development of a vibrant accessible Borough
  + Supporting community cohesion
  + Support Financial Inclusion
  + Volunteering Opportunities – offering communities the opportunity to take part in delivering the project
  + Customer Engagement – Projects must benefit Halton Housing Communities
  + Projects seeking labour support, must be ready to start and can be completed within 2 weeks from start to finish.
  + Organisations must have relevant insurances in place to allow work on site.
  + Organisations may only successfully apply once in a 12 month period.

**We are unable to support:**

* Individuals for personal gain
* Commercial organisations
* Activities that promote a political agenda but would welcome projects that support Equality & Diversity within the Community Cohesion theme. Retrospective funding, i.e. projects that have already been completed, whether or not already paid for
* We limit sports sponsorship to £500 annually combined for Widnes and Runcorn.

**The application process**

* The application form needs to be completed and returned to [helpinghands@haltonhousing.org](mailto:helpinghands@haltonhousing.org)
* Quotes and/or evidence of costings including: Insurance if Group is constituted and expected outputs for the duration of the project should be included.
* Applications will be reviewed on a monthly basis.
* Applicants will be advised of the outcome within 2 weeks of being reviewed.
* Applications received on/after 20th, may not be reviewed until the following month for example, any application received on/after 20th January, may not be reviewed until February.

**Monitoring**

Successful applicants are required to provide feedback, in order for Halton Housing to calculate the social impact of the agreed funding from Helping Hands. Feedback is required monthly for as long as the initiative continues up to a period of 12 months.

Examples of the information we require from you includes; Number of customers/visitors/service users on a monthly basis, together with age profile, area of Halton they originate from, number of staff and volunteers involved. Where possible evidence/testimonials to support this:

Successful applications are required to show invoice/receipts of how funding has been spent.

Successful applications agree to Halton Housing preparing a promotion press release with photographs for use on social media and internet.

Should the project not be delivered we reserve the right to request the funding be returned to Halton Housing.

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| 1. **Name of Group/Organisation/ applying for funding & the address of premises used:** | | |
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| **2. Contact details of person making the application** | | |
| **Registered Address:** |  | |
| **Website:** |  | |
| **Facebook / Twitter** |  | |
| **Contact name:** |  | |
| **Contact email:** |  | |
| **Contact Telephone:** |  | |
| **3. Is there a written constitution for your group/organisation?   (If there is not this will raise issues of who we make the cheque payable to.)** | | |
| **Please mark appropriate box** | Yes  No | |
| **4. Tell us about your organisations and its aims. (Please include evidence of affiliation/membership to practice where activity is part of a regulated area )** | | |
|  | | |
| **5. What specific project do you require Halton Housing support with?   (Video’s less than 1 minute long and up to 5 photographs can also be included in   your submission)** | | |
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| **6. What materials do you require? (please provide evidence of costing)** | | |
|  | | |
| **7. What labour do you require? (please try to quantify)** | | |
|  | | |
| **8. What funding do you require? £**  **Who should we make the cheque out to?** | | |
| **Is this funding for daily running costs? Yes / No**  **What is this funding for?**  **Is this funding to be matched by yourselves or any other**  **Funding stream? Yes**  **No**    **And if so who?**  **Please note: If you are successful in gaining funding from an**  **alternative source prior to receiving a decision from Halton**  **Housing, you must advise us of this.** | | |
| **9. How you do you envisage your organisation and Halton Housing working together? Word limit 500** | | |
|  | | |
| **10. Which of the priorities does this project/programme meet?** | | |
| **Please mark appropriate box** | | |
| Creating a Healthy Halton | | * Yes |
| Environment and Regeneration in Halton | | * Yes |
| Employment, Learning & Skills in Halton | | * Yes |
| Children & Young People in Halton | | * Yes |
| Creating a Safer Halton | | * Yes |
| Community Cohesion | | * Yes |
| **11. Tell us how your project will benefit Halton Housing Customers. How many people it will reach, in which age groups, living in which areas of Halton** | | |
|  | | |
| **12. Do you have a Registration or Affiliation Number? (If yes please provide)** | | |
|  | | |
| **13. Have you applied for Sponsorship previously? (If yes when)** | | |
|  | | |
| **Signature of applicant** | |  |

**PLEASE CHECK THAT YOU HAVE ANSWERED ALL THE QUESTIONS AND THAT THE FORM IS SIGNED**

**We look forward to hearing from you. Good luck with your application.**