**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