

Helping End Homelessness

Expression of interest form

Section one

Before you fill in your application

* Save a copy of the form to your own computer.
* Make sure you have read the [Helping End Homelessness Guidance Notes](https://www.tnlcommunityfund.org.uk/media/documents/Helping-End-Homelessness-guide.pdf?mtime=20200128154911) before starting your application. This describes who can apply to Helping End Homelessness, what we will pay for and how we will assess your application If you have any questions that have not been answered here contact the Funding Officer we’ve assigned to your partnership.
* Ensure your anticipated partners agree their expected roles in the project.
* This form is also available in Welsh. To complete the form in Welsh please contact us at [digartref@cronfagymunedolylg.org.uk](mailto:digartref@cronfagymunedolylg.org.uk). We welcome applications in Welsh or English and are committed to treating applications in either language equally.

Help with your application

If you have any questions about Helping End Homelessness or completing this application form, or if you need it in a different format (for example large print), please contact us by emailing [homelessness@tnlcommunityfund.org.uk](mailto:homelessness@tnlcommunityfund.org.uk) or by calling 029 2168 0214 or by text relay on 18001 plus 029 2168 0214.

Section two

**Application guidance**

**Who can apply?**

We will only consider one expression of interest per local authority area.

To apply, you must be working in a cross-sector partnership that:

* is led by a third sector organisation and
* includes the relevant local authority as a partner in the area you propose to work in

The lead organisation will be our main point of contact on behalf of your partnership. They will have legal responsibility for any funding we award, and be financially accountable for any funds that are distributed to partners and delivery services. We will expect this organisation to ensure our reporting requirements are being met.

By third sector we mean: registered and unregistered charities, community interest companies, not-for-profit companies limited by guarantee, social enterprises, community benefit societies and co-operatives. If you are unsure if you are an eligible organisation, please contact us.

Your partnership will change and evolve as you develop your plans. At this stage we expect you to have a core partnership of organisations that’ll ensure the effective development of your project.

**Development Grant**

A development grant of up to £50,000 is available to each successful Expression of Interest (EOI) submitted. This should be spent within six months of being awarded, and prior to the submission of a full phase two application.

Development grants are for revenue costs only.

We think that development grants might be required as building links between statutory and third sector services, involving service users in project design and developing a project plan is likely to be resource intensive.

**What makes a good application?**

The scale and scope of your project must reflect an understanding of the extent and nature of the needs and issues you propose to tackle with your project. We are also interested in how this complements existing services and takes in to account relevant Local Authority COVID-19 Phase 2 Plans.

We believe that longer term funding may promote service redesign and be better suited to the longer-term support needs that many of the potential project beneficiaries are likely to have, which is why we are offering funding over a long period (up to seven years), so you must demonstrate a commitment to this ambition.

When you tell us about your project idea, you will need to provide us with an idea of what you propose you will include in your full project plan so that we can understand the scale and scope of your vision. We acknowledge that this may change slightly during the development phase.

When we assess your expression of interest we’ll consider:

* The extent to which you understand the extent and nature of your target beneficiaries needs
* How well your emerging project idea fits with our five funding aims
* How well your potential beneficiaries will be able to shape the project plan
* How well your lead organisation provides the experience and capacity to manage the project
* The inclusion of the local authority and other partners

For further information about who can apply and what we’re looking for, please read the [Helping End Homelessness Guidance Notes](https://www.tnlcommunityfund.org.uk/media/documents/Helping-End-Homelessness-guide.pdf?mtime=20200128154911).

**Timings**

|  |  |
| --- | --- |
| October 2020 – December 2020 | Your partnership agrees a project idea based upon locally identified needs and the experiences of beneficiaries and providers. |
| By 12 January 2021 | You email your expression of interest and any additional requested documentation to us. |
| January 2021 – March 2021 | We assess your expression of interest and we will discuss it with you. |
| Early March 2021 | We will tell you whether you have been successful. |
| March 2021 | If you are successful, we will invite you to submit a full application and award your development grant funding if you have requested one |
| March 2021 – August 2021 | Work with your partners and service users to co-design your project plan and work toward submitting your full application. |
| By 14 September 2021 | You submit your full application and partnership agreement to us. |
| September 2021 – October 2021 | We’ll review your full application and we may contact you with questions. |
| November 2021 | We will tell you whether you have been successful. |

**Branches**

If you are a branch of a larger organisation then you should contact us as we may need to send you more guidance. If you are a dependent branch of a parent organisation then they will need to take ultimate legal and accounting responsibility for our grant if you are successful.

**Partnership agreement**

If you are invited to submit a project plan, you’ll need to send a partnership agreement between you (the lead organisation) and the other partners involved in delivering the project. We will need to approve your draft partnership agreement before it is signed by your partners.

### State Aid rules

Public funding for organisations carrying out commercial activities, including those with charitable status, is governed by the [European Commission’s ‘State Aid’ rules](https://www.gov.uk/guidance/state-aid#state-aid-rules).

State aid is defined by the treaty establishing the European Commission as “any aid granted by a Member State which distorts or threatens to distort competition by favouring certain undertakings or the production of certain goods.” The National Lottery is regarded as a supplier of state resources alongside national, regional and local government bodies.

When developing your application, it’s important that you consider and, if necessary, take advice on State Aid regulations. You should seek legal advice if you are unsure whether your project is state aid compliant. Failure to comply with the rules means that the aid is unlawful, and may be subject to repayment with interest by the aid recipient.

**Equalities**

If we fund your project, we will expect you to meet all relevant legal requirements and comply with our equality commitments set out in our publication ‘Equality Matters’, which you can download at [tnlcommunityfund.org.uk/equalities](http://www.tnlcommunityfund.org.uk/equalities).

**Welsh language**

If we fund your project, you will need to ensure that your project will be open and inclusive to Welsh speakers and non Welsh speakers in your community. All services provided will need to be available and delivered bilingually, in line with your Terms and Conditions of grant. You can include any costs incurred with working bilingually in your project budget.

Further information on our Welsh Language requirements can be seen here:<https://www.tnlcommunityfund.org.uk/welsh/about/customer-service/welsh-language-scheme>

**Reduce your environmental footprint**

The National Lottery Community Fund cares about our environment and are always striving to manage our environmental impact. We encourage and support projects and communities to do the same. [Learn more about how you can make your project or event more environmentally sustainable and perhaps save money at the same time](mailto:https://www.tnlcommunityfund.org.uk/funding/funding-guidance/reducing-your-environmental-footprint).

Section three

**Lead organisation**

To be completed by the lead organisation.

1. **Organisation name**

What is the full legal name of your organisation as shown in your governing document? Please check this – if the full legal name is incorrect, it may delay your application.

|  |
| --- |
|  |

Doesyour organisation use a different name in your day to day work?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |
|  |  |  |  |

If yes, what other name do you use?

|  |
| --- |
|  |

1. **Organisation correspondence**

|  |  |
| --- | --- |
| Address - If we offer you a grant, this is the address we’ll send the offer letter to. |  |
| Postcode |  |
| Phone number one (landline) |  |
| Other phone number |  |
| Website |  |
| Email address |  |

1. **Type of organisation**

Are you a registered charity?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

What type of organisation are you?

|  |  |
| --- | --- |
|  | Charitable Incorporated Organisation (CIO) |
|  | Not-for-profit Company |
|  | School or educational body |
|  | Statutory Body |
|  | Registered Charity (unincorporated) |
|  | Unregistered Voluntary or Community Organisation |
|  | Faith Organisation (Church, Mosque, Synagogue, etc.) |
|  | College or University |
|  | Registered Charity and Not-for-profit Company |
|  | School or Educational Body and Charity |
|  | School or Educational Body and Company |
|  | Community Interest Company (CIC) |

Provide any reference or registration numbers you have:

|  |  |
| --- | --- |
| Charity Commission for England and Wales |  |
| Companies House |  |
| Financial Conduct Authority |  |
| Other reference or registration number |  |
| Please give details: |  |

1. **Related organisations**

Is your organisation a branch of, or related to, a larger organisation?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

|  |  |
| --- | --- |
| If you’ve answered yes, what is the name and address of the larger organisation? | |
|  | |
|  | Tick this box to confirm that the larger organisation knows that you are intending to be the lead organisation for the partnership in your area. | |

If your EOI is successful, we will ask the larger organisation to accept overall responsibility for the project and any development grant awarded. For branches where there is insufficient local control, the parent organisation will need to apply.

1. **When was your organisation set up?**

Give the date when your organisation adopted its current legal status. This should be on your governing document. All organisations need to provide this. if you don’t know the exact day or month, please give us an approximate date.

|  |  |  |
| --- | --- | --- |
| Day | Month | Year |
|  | **/** | **/** |

1. **What is your VAT status?**

For more information on VAT see the HM Revenue & Customs website [hmrc.gov.uk/vat](http://www.hmrc.gov.uk/vat).

|  |  |  |  |
| --- | --- | --- | --- |
|  | VAT registered |  | Not VAT registered |

If you are VAT registered, what is your VAT registration number? Your VAT number should be between 9 and 12 numbers long and have no spaces.

|  |
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|  |

1. **How many people are on the board or committee that runs your organisation?**

|  |
| --- |
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1. **Are there any restrictions on who can join your organisation?**

For example:

* if your organisation has a membership we expect this to be open to all and that anyone can join, unless you can provide a good reason why not.
* we would expect there to be an open and transparent joining process, including a right of appeal. For this reason we usually consider proposing and seconding to admit new members as unacceptable.

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1. **What is your organisation’s current financial position?**

Select one option and fill in the amounts from your accounts or projection.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Information from the latest accounts approved by your organisation. | | | |
|  | 12 month projection because you’ve been running less than 15 months. This should give your expected income and expenditure for the 12 months from the date your organisation was set up. | | | |
| Accounting year ending | | |  |  |  | | --- | --- | --- | | **Day** | **Month** | **Year** | | |
| Total income for the year | | £ |  |
| Total expenditure for the year | | £ |  |
| Surplus or deficit at the year-end | | £ |  |
| Total savings or reserves at the year-end | | £ |  |

1. **Have your accounts been independently audited?**

Not all organisations are required to get their accounts audited (by a registered auditor who gives an opinion on the accounts). Some get them independently examined instead which is a less rigorous external review carried out by an independent person with relevant skills and experience. If your accounts are independently examined and not audited, select No.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

If yes, give the name and address of your auditor

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Section four

**Lead organisations experience**

1. **Tell us how you were selected to lead the partnership in your area?**

Write up to 400 words

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1. **Tell us about any experience you have of managing long-term projects involving a range of stakeholders and partners?**

Write up to 400 words

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Section five

**Your contact details**

We need some personal details for **two different people** involved in your application - a **main contact** (the person we will usually deal with on a day to day basis) and a **senior contact**. This includes a previous address if they’ve not lived at their current address for three years.

We use this to carry out some basic identity checks as part of our standard fraud prevention process, so please check that the information provided is correct. All organisations, including statutory organisations, need to provide this.

Our identity check may appear on a credit report, but it’s not a credit check and can only be seen by the person we’re checking, so their credit rating won’t be affected. You can find out more in our Guide to risk analysis, available at [tnlcommunityfund.org.uk/informationchecks](http://www.biglotteryfund.org.uk/informationchecks).

1. **Please provide a main contact for your application**

They must be someone from your organisation who is familiar with the proposed project. We will contact this person if we have any questions about the application.

|  |  |
| --- | --- |
| Title |  |
| Forenames |  | |
| Surname |  | |
| Date of birth (dd/mm/yyyy) | /   / | |
| Job title or position |  | |
| Home address |  | |
| Postcode |  | |
| Daytime phone |  | |
| Evening phone |  | |
| Mobile number |  | |
| Email |  | |

The email address should be one used by the main contact on a day to day basis in your organisation.

If they have lived at the above address for **less than three years,** please give their previous address.

|  |  |
| --- | --- |
| Previous address |  |
| Postcode |  |

If your main contact has any communication needs, please give us details.

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Which language would you like us to use whenever we get in touch with your main contact?

|  |  |
| --- | --- |
| Welsh | English |

Which address should we use for any correspondence? Select one:

|  |  |
| --- | --- |
|  | Main organisation address |
|  | Home address |
|  | Other address |

|  |  |
| --- | --- |
| If other address, what is it? |  |
| Postcode |  |

1. **Senior contact**

This cannot be the same person as the main contact and they must be over 18 years old. This person is responsible for ensuring that this application is supported by the organisation applying, that the funded work is delivered, and that the organisation keeps us updated on progress. If you are a registered charity or a company, the person should be listed by the Charity Commission as a trustee or as a Director/Secretary with Companies House.

|  |  |
| --- | --- |
| Title |  |
| Forenames |  |
| Surname |  |
| Date of birth (dd/mm/yyyy) | /    / |

What is their job title or position? The senior contact must hold one of the following positions. Please tick just one box:

|  |  |
| --- | --- |
| **Organisation type** | **Senior** |
| Company | Director  or  Company secretary |
| School | Head teacher |
| Local authority or health body | Chief executive  or  Director |
| Town or parish council | Clerk to the council (or office bearer) |
| All other types of organisations | Chair  or  Vice chair  or  Treasurer |

|  |  |
| --- | --- |
| Home address |  |
| Postcode |  |
| Daytime phone |  |
| Evening phone |  |
| Mobile number |  |
| Email |  |

If they have lived at the above address for **less than three years,** please give their previous address.

|  |  |
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| Previous address |  |
| Postcode |  |

If your senior contact has any communication needs, please give us details.

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Which language would you like us to use whenever we get in touch with your legally responsible contact?

|  |  |
| --- | --- |
| Welsh | English |

Section six

**Your partnership project idea**

1. **What Local Authority(s) does your partnership cover?**

Tick all that apply

|  |  |  |  |
| --- | --- | --- | --- |
|  | Blaenau Gwent |  | Merthyr Tydfil |
|  | Bridgend |  | Monmouthshire |
|  | Caerphilly |  | Neath Port Talbot |
|  | Cardiff |  | Newport |
|  | Carmarthenshire |  | Pembrokeshire |
|  | Ceredigion |  | Powys |
|  | Conwy |  | Rhondda Cynon Taf |
|  | Denbighshire |  | Swansea |
|  | Flintshire |  | Torfaen |
|  | Gwynedd |  | Vale of Glamorgan |
|  | Isle of Anglesey |  | Wrexham |

1. **What is your vision for the partnership and what change do you hope to make?**

Summarise your project idea and how it fits in with what we are looking for in the guidance notes. Consider how you will overcome the challenges faced by beneficiaries and the sector. Write up to 500 words

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1. **Tell us about the people who you expect will benefit from the project and the challenges you perceive that they face**

We know this may change, but tell us who you think you are likely to work with and the challenges that you are currently aware of. Write up to 500 words

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1. **Tell us how you will involve beneficiaries with lived experience to help design your project**

The answer to this question will be particularly important to us in assessing your application, so please make sure you provide as much detail as possible. We do not have a model answer in mind, but we want to see that you have thought about how to involve your project beneficiaries and whether what you have put forward is likely to be workable for you and them. Write up to 500 words

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1. **What do you want us to fund?**

We appreciate that you won’t be able to give a clear picture of your project activities until after you have developed them, but please use this section to give an outline of your project in so far as you can, explaining how it will be delivered initially and what activities you want us to fund if you are applying for a development grant. Please tell us the kind of things you think you may go on to do in phase two. We are aware these may change as a result of your development activities and potential further responses to the COVID-19 pandemic. Write up to 500 words

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Section seven

**What do you hope to achieve in phase one?**

1. **How will people benefit from your project?**

Tell us about the key changes you hope to achieve at this stage for your partnership to develop. We suggest you have up to four. We understand they may change as your partnership develops. At full application stage will be looking for changes that provide significant and sustainable improvements for people experiencing homelessness so your achievements should contribute to the development of this

We don’t expect you to provide a great deal of detail here, but we’d like to hear about your partnerships’ vision and aspirations.

Write up to 30 words for each achievement.

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| --- |
| 1. |
| 2. |
| 3. |
| 4. |

1. **How will you measure your projects success?**

Describe the methods you will use to involve people in measuring the progress of the project and evaluate its success (e.g. baseline and follow up surveys, case studies, interviews, conversations and observation) Tell us how you will gather information and how often you will gather it and if any other organisations will help with this work. Describe how you will know your partnership is developed to produce a full project plan at phase two. Write up to 400 words.

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Section eight

**Who are the organisations in your partnership?**

1. **List the organisations who will be a formal partner in the project, their contact details, relevant experience and their role in the partnership.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Organisation** | **Registered address** | **Contact name** | **Email address and phone number** | **Relevant experience** | **Role and responsibilities** |
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1. **How have you collectively agreed what organisations will form the partnership, and each organisations role within it?**

Please tell us how you considered different organisations who have registered an interest in the programme in the development of your project. Write up to 500 words.

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Section nine

Development grant

1. **How much will developing your project cost and how much do you need from us?**

Please complete the table below to outline what costs you envisage incurring in developing your project and how much, if anything, you will need from us. We will only be able to fund revenue costs. We will only award a development grant to organisations invited to submit a full application/project plan.

We also want to see a detailed breakdown of your budget which you should send us with your application. This should include a detailed budget for the first phase.

|  |  |  |
| --- | --- | --- |
| **Revenue cost** | **Total cost (£)** | **Amount from The National Lottery Community Fund?** |
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Section ten

Finishing your application

Data protection

The National Lottery Community Fund is a public body with a duty to distribute National Lottery and other money in grants for good causes. We use the personal data you provide, such as contact details for individuals at your organisation, to help you apply for a grant and to assess your application. We may also carry out checks on the individuals as described below. If a grant is awarded, we will use the personal data to manage and monitor the grant, carry out evaluations and research, and to check the money is being used appropriately.

We may share your personal data with organisations which help us with our grant making activities or others which have a legitimate interest in our work or have funded your grant. We will only share personal data which they need to carry out their work and subject to appropriate safety measures.

We may keep in contact with you throughout the life of your grant and send you advice about your grant by email. This will contain useful information on a range of things including how to publicise your grant, information on other funding available and project ideas and tips from other grant holders.

Our Data Protection and Privacy Notice gives more information about how we store and use personal data and the lawful basis for this. Please read the full Notice which is published on our website at [tnlcommunityfund.org.uk/data-protection](http://www.biglotteryfund.org.uk/data-protection) or contact us to request a hard copy. The Notice may be updated from time to time.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to grant applicants, grant holders and contractors. Please read our full policy published on our website [tnlcommunityfund.org.uk/freedom-of-information](http://www.biglotteryfund.org.uk/freedom-of-information). This policy may be updated from time to time.

If you think that there is information in your application that may be exempt from release if requested, then you should let us know when you apply. We will not usually release information about your project whilst it is being assessed. Otherwise we will use our judgement as to whether any exemptions may apply, which we may seek your opinion on. Personal information would be withheld subject to the requirements of data protection laws.

Our approach to tackling fraud

We know the vast majority of the many thousands who seek and use our funding are genuine. However, we sometimes receive fraudulent applications and so we have a duty to carry out checks on individuals at organisations which apply for grants.

The personal information we have collected from you will therefore be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment.

Further details of how your information will be used by us and these fraud prevention agencies, your data protection rights and how to contact us, can be found in our full Data Protection and Privacy Notice which is published on our website [tnlcommunityfund.org.uk/data-protection](http://www.biglotteryfund.org.uk/data-protection). Contact us to request a hard copy.

Welsh Language Standards

Under the Welsh Language Measure 2011, all public bodies in Wales and organisations that receive funding from public bodies in Wales, including funding from The National Lottery Community Fund, must meet the requirements of the Measure in providing a bilingual service to the public in Wales. Further information about our Welsh Language Standards is available to download at [tnlcommunityfund.org.uk/managingprojectbilingually](http://www.biglotteryfund.org.uk/managingprojectbilingually).

Check your application is complete

**By submitting this application, you confirm that:**

|  |  |
| --- | --- |
|  | the legally responsible contact named in question 14 and the board or committee that runs the organisation have authorised this application |
|  | you have met our requirements if your organisation is a branch or department of a larger organisation |
|  | that your management committee is made up of a minimum of three unrelated people aged over 18 |
|  | if your activity will involve working with children, young people or vulnerable adults you have the relevant policies and processes in place |
|  | you agree we may use the information you have provided for the purposes described under our Data Protection and Sharing Policy which you can find at [tnlcommunityfund.org.uk/data-protection](http://www.biglotteryfund.org.uk/data-protection) |
|  | you accept that if information about this application is requested under the Freedom of Information Act we will release it in line with our Freedom of Information Policy which you can find at [tnlcommunityfund.org.uk/freedom-of-information](http://www.biglotteryfund.org.uk/freedom-of-information) |

**You have enclosed / emailed the following information as part of your application:**

|  |  |
| --- | --- |
|  | the completed application form |
|  |

Submitting your application

Email your completed form to [homelessness@tnlcommunityfund.org.uk](mailto:homelessness@tnlcommunityfund.org.uk) putting the name of your organisation into the email subject line. We prefer to receive application forms by email, however if you don’t have access to email please post your application to:

The National Lottery Community Fund

Baltic House

Mount Stuart Square

Cardiff

CF10 5FH

Please don’t send us any additional information at this stage, unless we have specifically asked you to do so when we sent you the application form. We may ask you to send any further supporting information you mention when we are assessing your application.

Should you need to send us any additional information by email, sometimes the file size of the attachments prevents you from doing this. If you experience any problems, please contact us (details on page 2).