

Shropshire Towns and Rural Housing Ltd Area Panel

Grant Application Financial Guidelines

April 2014

General Guidance

1. Applications will only be considered if submitted on a completed STAR Housing Community Chest Application form. Any relevant supporting information can be considered by the Panel when reaching their decision.
2. Members of the Panel must declare any interest or association with grant applicants before the Panel considers that application.
3. When considering each application, the Panel has 4 options. In each case the application can be either:
 - i. Approved
 - ii. Rejected
 - iii. Deferred pending clarification or further information.
 - iv. Deferred until the next funding cycle if the spending limit for the current period has been exceeded.
4. All decisions will be made on the basis of majority vote with the Chair having the deciding vote if necessary.
5. In reaching a decision the Panel must take advice from the Director of Finance and Resources for STAR Housing (or their representative). In all cases the Director of Finance and Resources (or their representative) have the right to defer or reject an application but must provide the reason for this action.
6. If an application is rejected the Panel must state the reason/s for reaching this decision.
7. When approving an application the Panel must have reasonable assurance that the applicant is able to deliver the scheme within the stated timescale.
8. Applicants will be informed on the decision of the Panel within 10 working days. If an application has been rejected, the reasons for this will be given to the applicant.
9. No individual or Group can submit more than one application during any funding cycle or two in any financial year.
10. If an application is deferred for reasons of insufficient funding, it will receive priority status in following funding cycle.
11. Grants are intended to fund one-off events or start-up cost. The Panel must have reasonable assurance that any ongoing costs will be provided by the applicant and any such schemes are sustainable.

Constraints

11. In order to be approved applications must:
 - i. Meet at least one of the objectives of STAR Housing (see Appendix 2).
 - ii. Be for activities that are lawful
 - iii. Offer direct benefit to tenants of Shropshire Council and members of the Community.
 - iv. Address safer, greener, cleaner or united communities.

12. Applications will not be approved:
 - i. In respect of a retrospective event
 - ii. For political or religious purposes
 - iii. For gambling or alcohol
 - iv. For purposes that another organisation or body has a statutory duty to undertake.
 - v. For any purpose that contravenes the STAR Housing Equalities and Diversity Strategy

Examples

13. For guidance examples of eligible schemes include the following. Note: This list is indicative and not exhaustive.
 - Buying materials for a community clubs, societies, or events;
 - Paying for a training programme or learning opportunity for a group's committee or its members;
 - Hiring or purchasing of equipment;
 - Paying for new groups to hire a room to hold initial meetings;
 - Funding a community festival, sports day or similar events
 - Paying for research or outreach work.
 - Supporting fund raising activities for the applicant in order to assist with the overall sustainability of the organisation;
 - Buying basic IT equipment and necessary training to support its use;
 - Design and print of community group stationery or publicity materials;
 - Renovating premises or open spaces to enhance community use subject to relevant and appropriate permissions.

Financial Limits

14. The minimum and maximum grant for any application is specified in Appendix 1 to these Guidelines.

15. The total funds available for any year and fund allocation for each cycle during the year are given in Appendix 1 to these Guidelines. Any unallocated funds from one cycle can carry forward into the next however, any unallocated funds at the end of the financial year will be returned to general balances of STAR Housing.

**Shropshire Towns and Rural Housing
Area Panel**

Financial Limits

Valid from 1 April 2014

Table 1

Ref		
1.	Total Annual Delegated Budget	£20,000
2.	Annual Spending Profile	
2.1	April to June	£5,000
2.2	July to September	£5,000
2.3	October to December	£5,000
2.4	January to March	£5,000
3.	Financial Limits	
3.1	Maximum Grant	£500
3.2	Minimum Grant	£50

Medium Term Objectives

Objective 1

To have homes that are well maintained, safe, affordable, secure and meet the decent homes standard.

Objective 2

To work with partners to make our neighbourhoods vibrant, safe, active and healthy, and places people choose to live.

Objective 3

To support residents to meet their aspirations.

Objective 4

To meet local housing needs by providing additional affordable homes.

Objective 5

To be an efficient, effective, viable, well managed organisation that provides value for money and high quality services.

Objective 6

To communicate well with residents and empower them to influence decisions and challenge performance.