

Disabled Facilities Capital & Revenue Grant Funding Programme 2019/20 to 2021/22

Guidance Notes

Team: Strategic Housing

Date: October 2020



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1. Introduction

South Derbyshire District Council (the Council) is welcoming proposals from not-for-profit organisations, either based or already operating within the District, for its Disabled Facilities Capital and Revenue Grant Funding Programme (the Programme) to support opportunities to improve the independence, health, and wellbeing of our vulnerable and disabled residents.

The Council is keen to consider innovative proposals for the use of the funding that align with the aims outlined in the Private Sector Housing Assistance Policy and the purpose of the Disabled Facilities Grant (DFG) capital grant, which is to assist disabled people living within the District with physical adaptations or improvements to the home that enable independent living. Proposals submitted under the Programme must be aligned with these fundamental requirements and offer tangible solutions to enable our residents to continue living safely and independently in their own homes and local communities.

Applications for funding could be in the form of developing new services or extending an existing one to meet unmet demand, providing adaptations or adjustments to allow residents to access community buildings or purchasing items of equipment that enables a new group to launch or expand.

A total of £350,000 has been identified towards the Programme from the Council's DFG budget. This has been divided between a capital grant fund of £150,000 and a revenue grant fund of £200,000, available through funding rounds proposed in 2019/20 and 2021/22, or until all of the funds have been allocated to successful projects.

The purpose of these guidance notes is to provide organisations considering applying for the Programme an understanding of the eligibility criteria that must be met, provide assistance with the application process, and offer insight into how the grant criteria will be applied by the Council when assessing the proposals.

2. Programme Aims

Proposals must meet **one or more** of the Private Sector Housing Assistance Policy aims, in regard to:

- Increasing the number of people who are able to live independently and safely at home.
- Contributing to the principle aims of the Better Care Fund to reduce delayed transfers of care, minimise avoidable hospital admissions and facilitate early discharge from hospital where possible (reducing bed-based care).
- Improving the health, wellbeing, and quality of life of people living within the District.
- Removing or reducing housing related defects that are detrimental to a person's health.
- Reducing the number of households living in fuel poverty by improving the energy efficiency of the District's private sector housing stock.
- Increasing the number of empty properties brought back into use, particularly where this accommodation can be used to relieve homelessness.

- Supporting the coordination and integration of services to deliver person centred outcomes.

Of equal importance is that the proposal meets **all** the fundamental principles of the DFG funding, namely that it:

- Supports solely the residents of South Derbyshire and residents must live in the private sector (proposals that include residents from out of area or Council tenants or people in residential care will need to show match funding from other sources).
- Delivers a service or solution to residents who are disabled¹ or vulnerable² to enable them to continue to live independently in their home.
- Delivers physical or tangible alterations or improvements to a person's home or community building or provide a housing related service that will support people in living independently or safely in their home.

3. What Projects Can Be Supported?

The Council will support a variety of innovative projects through the programme providing they benefit disabled or vulnerable residents of South Derbyshire and align with the aims outlined in Section 2.

Examples of projects include, but are not limited to:

- Improving access to, and/or use of, community buildings particularly for people with a wide range of disabilities, for example, the provision of permanent ramping to aid access to a community building or the provision of accessible toilet/bathing facilities for people with a disability.
- Purchasing equipment to support a new group or initiative for the different cohorts identified, such as the provision of new technology such as a hearing loop.
- Establishing new services or extending an existing services that support residents with housing related issues in order for them to remain living at home, for example, the delivery of a handyperson service to install keysafes and grab rails and minor home repairs, or a dementia advice service that also offers practical solutions or technology to support with independent living.

Projects must be for the benefit of the residents of South Derbyshire, if the proposal is for a wider audience, the application should attempt to identify the number of residents the proposal will support from outside of the District and show how other funding will be secured.

A condition of this funding stream is that it must support only private sector residents (i.e. not Council tenants or people in residential care). If the proposal is to offer a project or service that will

¹ a physical or mental impairment that has a 'substantial' (more than minor or trivial) and 'long-term' (12 months or more) negative effect on someone's ability to do normal daily activities.

² have a significant health condition that is made worse by living environment such as cardiovascular or respiratory conditions, suppressed immune system, terminal illness (list not exhaustive) or vulnerable by age.

benefit both private sector residents and the groups outlined above, which is preferred for equality reasons, the application must show how the applicant will secure match funding opportunities.

The programme will not fund political or religious activities. Work to religious buildings are excluded unless they fulfil a substantially wider community role beyond the confines of the religious purpose of the building. This wider community role will need to be robustly evidenced and any offer of funding will be conditional on this wider purpose being achieved.

Retrospective funding will not be awarded for equipment already purchased or work that has already been undertaken.

If you have a project in mind, the Council can provide you with initial advice on whether it will meet or can be tailored to meet the funding criteria.

4. Who Can Apply?

Any community organisation or partnership based and/or currently operating within South Derbyshire, providing it is operating on a not-for-profit basis and has:

- A constitution or set of rules defining their aims, objectives, and operational procedures for reinvesting surpluses back into the organisation.
- A bank or building society account with at least two joint signatures.
- Recently approved and signed accounts, or for newly formed organisations a business plan incorporating at least a 12-month financial forecast.

Not-for-profit in the context of this scheme refers to:

- Charities, Community Interest Organisations (CIO's), constituted community groups and clubs.
- Parish Councils for projects that are outside of their statutory duties.
- Community Interest Companies (CIC's) will be considered if all activities, as well as distribution of surplus, can be shown to be for community benefit. (Some CIC's, while using surpluses for community benefit, undertake activities that are not specifically for community benefit.)

Individual applications, applications from commercial organisations or from the Local Authority will not be accepted.

5. Funding

A total of £350,000 has been identified towards the Programme from the Council's DFG budget. This has been divided between a capital grant fund of £150,000 and a revenue grant fund of £200,000, available through funding rounds during the periods of 2019/20 to 2021/22, or until all of the funds have been allocated to successful projects.

- Capital funding applications between £500, up to, and including, £25,000 will be accepted.

- Revenue funding applications between £5,000, up to, and including, £75,000 will be accepted.
- Larger projects are considered as grant applications for over £10,000.

6. Council Assistance

The Council are happy to have an initial meeting to discuss the proposal and provide advice, in conjunction with our partners, on how best to develop the project, where to source further funding opportunities, how to apply to the programme and guidance to understand the assessment criteria and priorities of the programme.

7. Application Process

Organisations should indicate whether they are applying for the capital and/or revenue grant funding programme. If the application is for larger grants, over and including £10,000, additional information will need to be supplied along with the application form.

The application must show how the proposal:

- Relates to the priorities as highlighted within the Private Sector Housing Assistance Policy, 2019-2022.
- Is aligned with the purpose of the DFG funding.
- Is formulated on robust evidence of local need, including any community engagement activity and the results of this engagement.
- Can evidence that the community itself is committed to and involved in the delivery of project, such as the use of volunteers from the community.
- Can attract other grants, and what other grants have been secured or fundraising has been undertaken.
- Is deliverable in the long term. For funding requests over £10,000, a project plan that shows how this will be achieved including timescales for delivery should be included.
- Is realistic.
- Offers value for money.
- Supports equality, diversity and partnership working.

Additionally, when assessing the application, the Council will consider:

- The management and finance of the organisation.
- The value of the applicant's contributions and that of other funding partners, including non-cash contributions, self-help, business sponsorship, gifts in kind etc.
- Funds already available within the organisation.
- The extent to which an organisation serves an area outside the District and the extent to which, if any, the organisation receives grants from other sources.

- Project planning and staffing.
- An analysis of need and impact.
- A business and delivery plan for projects over £10,000.
- Risk analysis appropriate to the size of your project.
- Commitment to equal opportunities within the project. For larger projects, an equality impact assessment will be required.
- Monitoring and evaluation proposals.

Each application for funding shall be considered on its merits and judged on the information provided.

8. How to Apply?

Contact Lucy Mitchell in the Strategic Housing Team at lucy.mitchell@southderbyshire.gov.uk to arrange for a preliminary discussion or to request an application form.

9. When to Apply?

The Council will open the Programme funding round in November 2020, with the application closing date of **Friday 29th January 2021 at 4pm**. Further funding rounds may be considered in the following financial year, subject to the availability of funding.

Unsuccessful applicants may be eligible to resubmit updated applications to any future rounds of the scheme, subject to funding being available.

10. What Happens Next?

Once your application has been submitted you will receive acknowledgement of receipt. An assessment will be undertaken on the project's initial eligibility for funding by the Strategic Housing Team within 4 weeks of the closing date. Should the proposal **not** meet one or more of the critical elements of the funding or there is supporting evidence missing, the application will be rejected, and the applicant will be informed of this decision in writing.

Should the proposal meet all of the essential eligibility criteria, it will be submitted to the officer Panel (the Panel) for assessment. The Panel will score all the applications received against the set criteria for the Programme as published. The Panel will make recommendations for support based on a number of factors, first and foremost the scores through the assessment process but also judgements about the level of funds available, anticipated future demand and whether the project is time critical.

The Panel will then make their recommendations for funding to the Housing and Community Services Committee, scheduled for the 20th April 2021. Following approval at Committee, the applicant will be advised of if their proposal has been unsuccessful or successful, and with the latter, any grant conditions that are applicable.

11. Scoring Criteria

Applications for the Programme will be scored using the following assessment, criteria and scoring matrix:

11.1. Pre-Assessment

| Mandatory Requirements | Pass/Fail | Comments |
|--|-----------|----------|
| Is the proposal from a not-for-profit organisation based or operating within South Derbyshire? | | |
| Is the amount requested within the grant limits? | | |
| Has all the required supporting evidence been submitted with the proposal? | | |
| Does the proposal meet one or more of the Private Sector Housing Assistance Policy aims? | | |
| Does the proposal meet the requirements of the Disabled Facilities Grant funding? | | |
| Does the proposal solely to provide a service/scheme to benefit the residents of South Derbyshire alone? If no, does the proposal identify match funding? | | |
| Does the project or service solely benefit people residing in the private sector (not residential care or Council tenants)? If no, does the proposal identify match funding? | | |
| Does the proposal meet the needs of people classified as disabled in accordance with the Equality Act 2010, or vulnerable? | | |
| Does the proposal support independent living, for example, make physical or tangible changes to a person's home or community building (i.e. adaptations, alterations, improvements, repairs, equipment, or technology) or provide a housing related service to keep people living independently or safely in their homes? | | |
| Data Protection Considerations | | |
| For revenue grants, has the proposal fully considered any data protection and GDPR issues? | | |

| | | |
|---|-----|--|
| For revenue grants, will a Data Protection Impact Assessment and Information Sharing Agreement be required by the organisation prior to implementation? | N/A | |
| Equality and Diversity Considerations | | |
| Has the proposal fully considered any equality and diversity implications for the scheme/service? | | |

11.2. Scoring Matrix

11.2.1. Aims & Outcomes (20% weighting)

How clearly do the aims and objectives of the proposal align with the Disabled Facilities Grant legislation and the aims of the Private Sector Housing Assistance Policy?

| | | |
|---|------------------------|--|
| 3 | Essential contribution | |
| 2 | Good contribution | |
| 1 | Minor contribution | |
| 0 | No contribution | |

Does the proposal give enough assurance that the outcomes stated will be achieved and how these, and any additional benefits, will be measured?

| | | |
|---|-------------------------|--|
| 3 | Strong assurances given | |
| 2 | Good assurances given | |
| 1 | Minor assurances given | |
| 0 | No assurances given | |

11.2.2. Analysis of Need, Impact & Community Engagement (20% weighting)

Does the proposal clearly identify a need for the scheme/service, including extensive research and local engagement activity?

| | | |
|---|-------------------------------------|--|
| 3 | Extensive research and consultation | |
| 2 | Some research and consultation | |
| 1 | Little research and consultation | |
| 0 | No research or consultation | |

What impact will the project have on the community or groups identified?

| | | |
|---|--------------------|--|
| 3 | Large scale impact | |
| 2 | Significant impact | |
| 1 | Limited impact | |
| 0 | Minor impact | |

11.2.3. Deliverability (30% weighting)

Does the proposal give enough assurance that the organisation is equipped to deliver the proposal on time, on budget and manage and run the service/scheme in the future?

| | | |
|---|------------------|--|
| 3 | Fully equipped | |
| 2 | Capable | |
| 1 | Appears weak | |
| 0 | Unable to manage | |

Does the proposal robustly identify any risks to delivery and sufficiently mitigate against these risks?

| | | |
|---|---|--|
| 3 | Risks identified and contingency plans in place | |
| 2 | Some risk analysis and management | |
| 1 | Little risk analysis and management | |
| 0 | No risk analysis | |

Does the proposal identify any long-term maintenance or running costs of the proposal and how it will be self-sufficient following the grant period ending?

| | | |
|---|--|--|
| 3 | Forward strategy documented and in place | |
| 2 | Some consideration given to a forward strategy | |
| 1 | Little consideration given to a forward strategy | |
| 0 | No forward strategy | |

11.2.4. Project Costs and Value for Money (20% weighting)

Has the proposal been adequately costed and evidenced over the lifetime of the project?

| | | |
|---|--|--|
| 3 | Detailed estimate of costs over a period of time including inflation | |
| 2 | Some attempt to estimate costs based on similar projects | |
| 1 | Lack of estimated cost | |
| 0 | No detailed estimates | |

Does the proposal identify any added value, such as the use of volunteers, community involvement, SME's or added social and environmental value?

| | | |
|---|-------------------------|--|
| 3 | Large scale added value | |
| 2 | Some added value | |
| 1 | Little added value | |
| 0 | No added value | |

11.2.5. Equality and Diversity (5% Weighting)

Does the proposal sufficiently identify equality and diversity considerations and mitigate against these where identified?

| | | |
|---|--|--|
| 3 | Significant reference/mitigation of E&D considerations | |
| 2 | Some reference/mitigation of E&D considerations | |
| 1 | Little reference/mitigation of E&D considerations | |
| 0 | No reference/mitigation of E&D considerations | |

NB: Please note applications that score zero on this point will not be progressed.

11.2.6. Partnerships Working and Person-Centred Approach (5% Weighting)

Does the proposal identify the extent of working with partners and/or support person-centred delivery?

| | | |
|---|---|--|
| 3 | Partnership working and/or a person-centred approach is integral to the project | |
| 2 | Some partnership or third-party involvement and/or person-centred approach | |
| 1 | Minimal partnership working and/or person-centred approach | |
| 0 | None | |

All applications will be scored against the above criteria based on the information provided in the application form. A maximum of 3 points will be awarded for each criterion and weighted in accordance with the individual weightings.

Applications with the highest scores are most likely to be successful, especially at times when funding availability is limited.

The Council reserves the right to refuse low scoring applications on the basis that the proposal has not scored highly enough to meet the funding objectives.

12. Grant Conditions

The Council will offer grants with the following conditions:

12.1. Capital Grants

1. The work must be completed, and all invoices received by the 31st March 2022.
2. The grant will be valid for a period of nine months from the date of award, during which time the service or work must have commenced. (This period may be extended subject to the applicant being able to demonstrate that the project has progressed and that there is the likelihood of success.)

3. Grant payments will generally be released upon receipt of invoices on the completion of works, however, the flexibility to approve stage payments can be arranged with prior approval. Each request for this will be considered on merit.
4. It is a condition of any grant towards any community building, including recreational facilities, village halls, community centres etc that in the event of the land or buildings ceasing to be so used, or sold, or appropriated for another purpose, the Council reserves the right to claim a share of the proceeds or value as appropriate, based on the proportion of the grant to the value of the land or building, subject to the overriding supervision of the Charity Commission where applicable.

12.2. Revenue Grants

1. The service must be fully operation within three months of the funding being awarded.
2. Grants will be paid quarterly in arrears following submission of agreed quarterly outcome monitoring, for smaller organisations/grants, flexibility on funding and performance monitoring arrangements will be considered.

12.3. General

1. Offers of funding are based upon the submitted project and the commitment of the other partners and/or funders. Any subsequent changes in the details of the project and its finances will lead to a review of the assistance offered by the Council.
2. Payments will be made directly to a bank or specific project account in the name of the organisation. If the applicant is a new or small organisation the Council will consider working with an organisation such as South Derbyshire CVS who has the capacity to hold funds on behalf of other organisations.
3. An agreed review, monitoring and reporting process will be put in place to ensure that the aims and objectives of the project are met. Some projects may also have additional conditions applied to them, the extent of which will be agreed at an early stage.
4. Acknowledgement: the support of South Derbyshire District Council should be acknowledged on any literature specific to the project, in press articles or at the premises. The Council can provide copies of their logos.
5. A grant will only be approved in advance of the scheme being carried out. There will be no grants awarded for work already started or completed prior to approval.
6. Your organisation must agree to allow the Council's officers to inspect the service or completed work and your records on request, including your book of accounts.
7. If the application is made by an organisation registered for VAT purposes, the grant will only be paid on the amounts after the deduction of any VAT, only net amounts should therefore be shown on the application and claim form.

13. Cooperation

To enable the Council to process the application as effectively as possible, please:

- Complete the application form fully providing all relevant information and documentation required, this will prevent any unnecessary delays in assessing the application.
- Provide a daytime contact number or email address as this will help to resolve any queries as quickly as possible.
- Keep us informed of any change in circumstances as soon as possible as this may affect the application.

