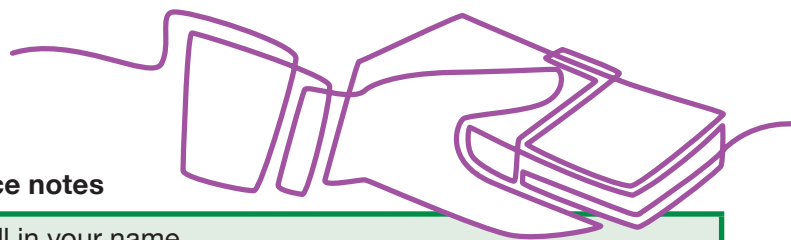




LSHA Community Investment Grant

Guidance notes

on how to fill in the application form



Sections	No.	Information required	Guidance notes	
Applicant	1	Who is applying for the grant?	Please fill in your name, address, telephone number & e-mail address	
	What is the Project?	2	Name of project	Decide a name for your project <i>e.g., London House Gardening Project</i>
		3	Description of project	Please describe what the project is. This could range from purchasing a communal lawnmower / trimmer and plants to improve your garden to hiring a minibus/coach to take older tenants out on day trip. <i>Please use photos, if possible, to show what you would like to improve.</i>
		4	How will the project benefit the community?	Briefly describe how your project will benefit your neighbours. <i>e.g., to improve the garden which is used by all the neighbours / to install a notice board in the hall way for all to use / to hire a coach for a day trip for the older people on the estate.</i>
Feasibility Study	5	Does the community support the project?	It is important to ensure that your project is supported by the tenants in your block/estate. You should explain here how have you found out if your neighbours support the project? This could be as simple as writing a letter describing your project, asking if they support it and asking them to contact you or by door knocking your neighbours and asking their opinion. You will have to get your neighbours who support your project to sign your application form.	
	6	How will the project be carried out?	Describe how you will undertake the project. Will neighbours help or will you do this on your own?	
	7	What are the Health and Safety risks?	What are the risks associated with the project? Will you have to use machinery? How have you ensured that the risks are removed?	
	8	Does the project require permissions other than LSHA?	Is the project area on LSHA land or on Council Land? <i>If on Council land then permission from the Council will be required.</i>	
Costings and Timings	9	How much will the project cost?	You need to describe how you have investigated the cost of the project. Show how you have got the quotes / price checks from shops or the internet. You need to show each of the costs of the items together with a grand total. You also have to provide the details of the shop or website you have researched. There is a £500 maximum limit for each project.	
	10	When will the project take place and how long will it take?	When do you propose to undertake the project? Is it a one off? <i>e.g. planning a day trip.</i> If so when will it be completed or is it ongoing? <i>e.g. gardening project.</i> You will have to submit the receipts of each item purchased to LSHA to provide the evidence of how money was spent so LSHA can successfully financially audit the project.	
Success of project	11	How will success of the project be measured?	It is important to show how you will assess the impact of the project for the community. This could be the number of tenants/ your neighbours who took part in the project or perhaps taking photographs of the improvements/end result of the project.	