

Thrive Homes Community Grant guidance notes for applicants



Introduction

These guidance notes are to assist you in the completion of our Thrive Homes Community Grant application form.

Before your project can be considered for support and taking to the next stage, you will need to think carefully and thoroughly about what exactly you want to do in terms of the following headings. If you need clarification or impartial assistance with anything below, please contact Thrive on 0800 917 6077.

Project title

The name of the project (it's a good idea to keep this as simple as possible).

Project group

The name of the individual, group or organisation who will be developing and implementing the project.

Project partners

Other organisations or agencies who will be playing an active part in the developing or implementing the project i.e. actually doing some of the work.

Project aims

These should say what the project is aiming to achieve. There may be several strands to a project which relate to training, sustainability, culture and community – you need to clarify what specific things you are trying to achieve by the project rather than saying what you intend to do (this comes later under project description). Aims should be kept simple.

Justification

This section should say why the project is necessary which is important as it helps to persuade Thrive Homes and possibly other funders that they should support and fund your project. You can separate your argument into a number of headings:

- **Needs.** Why does the location or community need the project? Describe the lack of provision and why other facilities cannot meet the need and provide evidence where possible.
- **Who will benefit.** What particular issues need addressing for the residents, area or community relevant to your project? Is the area deprived, suffer from social exclusion, isolation, high unemployment or specific problems which your project is aiming to address? Also back up with evidence where possible.

- **Opportunities.** What opportunities is your project aiming to maximise? Perhaps it is adding value to another complementary project. Perhaps there is another project in the community already happening which your project will link with or improve.
- **Strategic Context.** How will your project contribute to Thrive Homes Vision and Values? You can obtain further advice on these from the Resident Involvement Team.
- **Equality and Diversity.** Thrive Homes are committed to Equality and aims to ensure discriminatory barriers associated with age, disability, gender, race, religion and beliefs or sexual orientation are identified and removed from all activities). Explain how this project meets the requirements of Equality and Diversity.

Project description

- **Background.** Describe how the project idea came about and what has been achieved to date, for example is it following on from a pilot or has a feasibility study been undertaken?
- **Options.** Explain why this project option was chosen to achieve your aims and addresses the needs and opportunities and issues described above. Were there other ways of achieving them? What processes led to this project being decided upon?
- **Project Elements.** Describe what the project consists of where appropriate breaking it down into its different components. This could include different physical elements or strands and any clearly defined stages to the project.
- **Location.** If appropriate, describe the site for your project and its suitability. Include things like risk assessments. Are there any problems with the location or site or opportunities for joint working or sharing the facilities?
- **Community/Business/Agency Support.** Who is engaged and providing support and/or assistance. Include partners, local authority's local community groups and business partners. Where applicable it is important to have support from the relevant community, and local authority – is this in place and if not how do you intend to consult them?
- **Links with other projects.** Research is needed into other similar or complementary projects and how they fit with yours. You need to demonstrate that you are liaising with other initiatives where appropriate and that your project is not duplicating anything which other organisations are already doing.

Project management and development

You need to decide how the project will be managed and who will act as the project leader. Will the project have a committee or steering group and who will this be made up from? Some examples could be members of the local community, Thrive Homes residents, and/or local community groups. Through this process

consideration should be given to setting up reporting management and financial procedures, policies and monitoring systems.

The project could be developed through a number of stages, for example:

- Initial idea, research and consultation, concluding in an outline summary of the project proposal (this document)
- Feasibility study and pilot. This will build on the initial research, outline proposals and go into detail concerning:
 - the suitability of this project to the area/residents
 - sustainability and a realistic calculation of visitor/user numbers
 - detailed accurate project costing
 - identification for potential funding sources
 - forming a project partnership
 - calculation of measurable outputs
 - implementation.

Outputs

If possible these outputs should be SMART (simple, measurable, achievable, and have a timescale attached to their achievement).

The benefits which can be directly attributed to the project for example.

The number of Thrive Homes residents involved/using the service, training places, visitors etc).

Costs

At this stage it is unlikely you will be able to list all the costs, however, it might be helpful to break down costs into stages or elements of the project. Where costs are unknown explain how these will be determined, for example through a feasibility study which might form the first phase.

You will need to include any match funding or “in kind funding” you have towards the project – for examples use of professional time or facilities such as an office. When showing project costs you always need to show the in kind funding as a cost (which you would have to pay for if it was not being donated) as a funding contribution.

Managing risks

There will be risks even on a small project. Make sure you have thought through all the potential risks at the beginning of the project, identify a plan at the start of the project to minimise the impact of these risks, monitor the risks and keep looking out for new risks. Failing to manage risk properly is one of the main causes of project failure.

Successful projects will be asked to provide written summaries relating to their project. We may also request opportunities to visit your project at a time suitable to both parties.

Miscellaneous notes

Any publicity relating to a project must acknowledge the contribution of Thrive. We may use this publicity to promote Thrive Homes Community Initiatives, in our annual statement, on our website and on any promotional work deemed appropriate by us. The use of our logo must comply with our corporate guidelines which you will receive as part of the letter of award. All use of our logo must be approved by Thrive Homes Communications Manager.

On receipt of your form and supporting information an acknowledgement will be sent together with an indication of when you can expect to hear the outcome of your application. We can receive community initiative applications at any time.

All applications are put forward for assessment and final approval of the award will be made by Thrive Homes Executive Management team.

Any questions, telephone Thrive on 0800 917 6077.

Thrive Homes information is available in **large print**, on our website and in spoken word translation. Please contact us free on 0800 917 6077 to discuss how we can help you. We want to ensure our services are fair, and accessible. If you know anyone who may need this type of help and support, please tell us.

Thrive Homes
Westside, London Road
Hemel Hempstead
HP3 9TD
freephone: 0800 917 6077
enquiries@thrivehomes.org.uk
www.thrivehomes.org.uk

