

## Community Support Awards Criteria and Award Process

Organisations are invited to submit a funding application if their project links into at least one of LHT's key business priorities or LHT's Regeneration Strategy Themes by addressing one or more of the following:

- Safer and Stronger Communities
- Children & Young People
- Healthier Communities & Older People
- Economic Development
- Support for Community Facilities and capacity building

Applications will be considered by the awards panel and will be appraised according to the aims and objectives of the initiative and its proposed impact.

**Applicants should note that funding is limited and therefore not all applications will be successful.**

In addition to addressing the above themes applicants must meet the following criteria:

- Organisations should have their own bank account
- The maximum grant available is £300
- The project should benefit LHT neighbourhoods
- Organisations must provide copies of the relevant supporting information and policies where appropriate, e.g. Health & Safety Policy, Criminal Records Bureau checks (where appropriate)
- LHT must be recognised as a funder in all literature relating to the project
- Information must be submitted to LHT about the impact the project had on their neighbourhoods along with copies of all receipts and expenditure relating to the project
- Organisations can only submit one successful application per year (Merseyside only)

**Please note core-running costs or political campaigns will not be funded.**

## **Decision Process**

The fund is co-ordinated and administered through a panel which is made up of LHT staff and tenant representatives.

Applications will be considered 4 times per year May, August, November, and February. Organisations are only allowed one successful application per year. You will receive acknowledgement in writing within 5 working days upon receipt of your application.

You will be notified by post within 5 working days of the outcome of your application. If you are successful you must complete a Terms & Conditions form.

**The decision of the panel is final, there is no appeals process.**

Community Support Application forms can be obtained from:

LHT's Regeneration Team,  
12 Hanover Street,  
Liverpool L1 4AA

Or alternatively by telephoning:

Liverpool Housing Trust - 01928 796 000

Or via LHT's Website: [www.lht.co.uk](http://www.lht.co.uk)

If you need any further information or assistance in completing this form please contact a member of the Regeneration team.

## Community Support Awards Application Form

**Project Title**

### Applicant Details

**Name of organisation**

**Address**

**Postcode**

**Telephone**

**Fax**

**Email**

**Name of contact person**

**Position in organisation**

**Does the organisation have a**

**Constitution**  Yes  No

**Bank Account**  Yes  No

**Equal Opportunity Policy**  Yes  No  
(If yes please attach to copy application)

**Health and Safety Policy**  Yes  No  
(If yes please attach copy to application)

If your project involves young people, are the relevant people CRB checked?  
Can you provide evidence upon request?

### About Your Project

1. Describe your project (please attach any additional sheets if required)

2. What are the project objectives and outcomes? (ie. improve the environment, work with young people)

3. Is the project sponsored by any other organisation(s)?  Yes  No

If yes, who is it sponsored by and how much are they contributing

4. What amount of money are you requesting from LHT?

5. Please provide a breakdown of costs

6. Which LHT Neighbourhood will benefit from your project, how many people will benefit, and what impact will it have?

7. How did you hear about the Community Support Awards?

8. Have you received funding from the Community Support Awards previously, if so when and what for.

9. Is there any additional information you wish to include in support of your application?

I certify that the information give in this application form is true and accurate.

**Signature**

**Date**

### For Official use only

Date received by LHT

Date of next Committee meeting

Decision taken

Date of decision

Officer

**Return your completed application to:**

### The Regeneration Team

Vicinity House,  
12 Hanover Street,  
Liverpool  
L1 4AA

