

Reach Out Fund Criteria and Award Process

Organisations are invited to submit a funding application if their project links into 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 minimum amount of funding allocated will be £500 and the maximum grant available is £5,000
- The project should benefit LHT neighbourhoods
- Organisations must provide copies of the relevant supporting information and policies (Health & Safety, Criminal Records Bureau checks) where appropriate
- Organisations must provide quotes to accompany their request for funding
- 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, expenditure and evidence relating to the project i.e. photographs, feedback etc.
- Any service area within LHT can submit an application
- The projects funded will not include any commitment to future resources

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 3 times per year April, August and December. 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.

Reach Out Fund Application forms can be obtained in writing from

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

By telephone: 01928 796 000

Or via LHT's website: www.lht.co.uk

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

Reach Out Fund Application Form

Project Title

Application Details

Name of Organisation

Address

Postcode

Telephone

Email

Fax

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 copy to application)

Health and Safety Policy

Yes

No

(If yes please attach copy to application)

About Your Project

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

2. What are the project objectives and outcomes? (attach any additional sheets if required)

3. What is the total amount of your project/event?

4. What amount are you requesting from LHT?

5. Is the project sponsored by any other organisation(s)?

Yes No

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

6. Please provide a breakdown of all costs, please include quotes (failure to do so may result in a delay in your application)

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

8. If you are applying for funding to “kick start” your project; what measures have been taken to ensure the project is sustainable?

9. How did you hear about the Reach Out Fund?

10. Have you received funding from the Reach Out Fund previously, if so when and what for.

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

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

Signature

Date

For Official use only

Date received by LHT

Date of next Panel meeting

Decision taken

Date of decision

Officer

**Return to:
The Regeneration Team**

Vicinity House
12 Hanover Street
Liverpool
L1 4AA