

# Merthyr Valleys Homes Grant Scheme Guidance Notes



Merthyr Valleys Homes vision is to  
***'Continually provide excellent and innovative services that improves the quality of our tenant homes and the wider community'.***

The aim of this grant is to enable Merthyr Valleys Homes fulfil this vision and meet its social responsibility by investing in local communities in ways that will improve people's quality of life. The Values and Key Objectives of Merthyr Valleys Homes, these are:

## **Our Values**

- Acting with openness, respect and integrity
- Fulfilling potential
- Listening, learning and involving
- Being locally committed and accountable
- Partnership working

## **Our Key Objectives**

- Provide quality homes
- Sustain a people-friendly environment
- Deliver excellent services within a performance management culture
- Build communities and be community focused
- Work in partnership
- Ensure a sustainable and financially viable future

Applications can be submitted to the Grant Scheme throughout the financial year from April to March and are processed on a first come first served basis. It is to your advantage to submit applications as early as possible to avoid the risk of disappointment.

**Please make sure that sufficient postage is put on the applications pack when submitting your application.**

**We cannot take responsibility for applications which we do not receive.**

**We are unable to accept faxed or e-mailed applications.**

The grant decision making is at the discretion of a Grant Panel made up of tenants. The Grant Panel will meet on a six weekly cycle, subject to applications and funds. All applicants will be notified in writing within one week of the decision made. All successful grants will be paid in advance either by cheque or BACS payment and will be stated in the offer letter.

You can apply for:

- a) Small grant up to £1,000 – there will be approximately 10 grants made available per annum.
- b) Medium grant up to £5,000 – there will be approximately 5 grants made available per annum.

### **Grant Criteria**

Applications are welcome from individuals and community based groups. Merthyr Valleys Homes will consider a grant if the application complies with one or more of the criteria set out below:

1. Activities or projects that involve children and young people.
2. Projects that help to create a sense of community spirit, cohesion, pride and respect.
3. Projects that will help to improve the appearance of the local neighbourhood.
4. Projects that help to make people feel safer and reduce the fear of crime.
5. Projects that help to build the confidence and capacity of local residents to get more involved in their local communities.

In addition:

1. The project provides a benefit to the local community i.e. within Merthyr Tydfil County Borough.
2. The project is linked to a joint initiative or partnership arrangement in which Merthyr Valleys Homes is already involved.
3. The project raises Merthyr Valleys Homes public profile.
4. The applicant be a constituted group with governance documents and have a bank account.
5. If you work with vulnerable people submit a copy of your policy.
6. Where applicable provide evidence of proof of ownership / tenure/ planning permission.
7. Where applicable provide evidence of insurance.

Where there is no constituted group or the application is made by an individual, an application can still be received. If successful the money will be kept in the Merthyr Valleys Homes account and will pay out on receipt of invoices.

### **Grant Conditions**

Grants of up to 100% maybe awarded.

- The grant must only be used for the purpose agreed in the offer letter.
- All grant monies must be spent by the **end of each financial year** i.e. 31st March.
- Any unspent portion of the grant must be returned to Merthyr Valleys Homes as soon as the Group is aware that it will no longer require that funding or by the 1st March or if requested by Merthyr Valleys Homes.
- A Project Evaluation Form and evidence of expenditure must be completed by the 30th April.

- Any grant awarded will not be paid to a Group until the previous grant has been accounted for.
- The Group must ensure that appropriate and adequate insurance is in place for the project.
- The Group must agree to any additional monitoring as required.
- In the event that your Group was to close within 12 months from receipt of a grant, any unspent grant will be returned back to Merthyr Valleys Homes.

### **Grant Restrictions**

- Applications in excess of the grant thresholds i.e. £1,000 small grant or £5,000 medium grant will not be considered.
- Applications for trips and wages will not be considered.
- Groups are only eligible to access one of the grant funding streams in a financial year. For example, if an application for a small grant is made, a further request for a medium grant cannot be made/awarded in the same financial year.
- Priority will be given to new projects. Projects that have already started will be considered as a one off grant.
- Merthyr Valleys Homes will not normally fund projects where resources are available through mainstream funding. It will consider awarding a grant where its involvement will “unlock” larger sums of funding, but this will be the subject to Board approval.
- Only projects which are local i.e. within Merthyr Tydfil County Borough are eligible.

### **Publicity**

Merthyr Valleys Homes may wish to publicise the award of a grant, any group awarded with a grant will be expected to allow this. Merthyr Valleys Homes will agree in advance with the group the precise nature of the publicity, including wording of press releases. Merthyr Valleys Homes has large banners which could be utilised by successful recipients at events or at the launch of projects. Any publicity relating to the award of a grant will be undertaken by Merthyr Valleys Homes, at its own expense.

If any group wishes to publicise this grant award separately or independently (for example, in a newsletter), the wording must be agreed in advance with Merthyr Valleys Homes.

### **Important Note**

If you do not complete all the relevant boxes and supply us with the supporting documents, your application will be returned to you with a request to complete the missing information or provide the missing documents.

It is only when we have received the complete application form and all the Information that we will be in a position to start the assessment process of your application.

# Checklist



The guidelines to applicants have been read and understood		
A “ <b>signed and adopted</b> ” copy of the groups constitution / governing document is enclosed. <i>Please note the constitution must have a dissolution clause.</i>	The group name on these documents must match exactly	
A photocopy of a recent <b>bank statement</b> i.e. within the last 3 months		
A copy of the group's <b>Annual Accounts</b> / or Annual Income and Expenditure Statement		
A copy of the group's child protection/vulnerable persons policy.		
A copy of the group's insurance.		
Quotes / estimates and / or other evidence of <b>all</b> costs (e.g. Copy of catalogue pages) is enclosed		
Proof of ownership / or lease of the building / land is enclosed (if the group is applying for building / land improvements or fixed equipment)		
As a group we have accounted for all previous grants from the Merthyr Valleys Homes Grant Scheme and have returned all outstanding Project Evaluation Forms.		