

Community-led Housing Technical and Feasibility Support Fund (up to £10,000)

Guidance for applicants

Eligibility criteria

1. Applicants must be working within the geographic boundaries of South Oxfordshire District Council
2. Applicants must be a fully incorporated community-led housing (CLH) enterprise
3. Applicants must have support of the local parish/town council
4. Applicants must have engaged South Oxfordshire District Council in the provision of this support
5. Applicants must have investigated housing need in the area
6. Applicants must have an identified site which they own or have an options agreement with the landowner (or equivalent)

Activities we support

The technical and feasibility support is available for groups that have explored the housing need of their area and have incorporated their CLH organisation. This stage of support is delivered through grant allocation and advisory support from our housing delivery team. The grant funding within this stage can be used to cover a variety of cost including:

- Solicitor fees
- Architect fees
- Surveys
- Valuations

Assessment process

Usually, entry to this stage of our CLH support program will follow successful application to the first two phases of the program (Early Stage Support and Business Development). There is no expectation that these phases have been completed but incorporation and evidence of progressing land ownership agreement is compulsory.

1.) Allocation of funding -. The application form must be accompanied with evidence of your procurement process and evidence of quotes from a minimum of three contractors. We will also need to see evidence of your incorporation, evidence of the land ownership or options agreement and a copy of your business plan.

2.) Once allocation has been agreed SODC will provide a confirmation letter to support engagement of contactors.

We will contact you to let you know the outcome within 15 working days of the application being received. We will always offer you feedback on your application.

On occasion we might ask an applicant to provide further information before we make a decision.

Monitoring

If your application is successful and you are awarded a grant, we will ask for a report from you to find out how you are getting on and how our funding is being used. We will ask for it within six months of the grant being received and may ask for a further report after 12 months, depending on progress.

Completing you application

Our general advice to applicants is fairly straightforward:

- Write in clear, simple English – avoid jargon
- Don't tell us what CLH is in general, be specific about what you are trying to achieve
- Be clear about your aims, and what you are planning to deliver
- Provide as much evidence and detail in support of your application as you can
- Do tell us about what enthuses you, and mention anything unique about your scheme
- Ensure that your figures add up – check them. Don't forget to add in VAT if it applies
- If you require any assistance please contact our community-led housing officer.

If you have any queries about the completion of this form please don't hesitate to contact the Housing Delivery Team using the contact details below or by emailing us affordablehousingteam@southandvale.org.uk