**OVA Veterans’ Capital Housing Fund:**

**Refurbishment Grant Programme - 2023/24**

**Application Questions**

This document is provided for information purposes only. The only way to apply for a grant is through our **online application form**. (You will be sent the details of how to access the online application form)

Many organisations find it helpful to work on the questions in a Word Document, then upload full answers when ready to apply. This can be particularly helpful if there are any issues with your internet connection when you are completing the online form.

(The first section of the form will ask for organisation and contact details)

|  |  |  |
| --- | --- | --- |
| **About Your Project** | | **Max word count** |
| **What is the title of your project?** | Title your project with 5 words or fewer capturing the essence of what you want to do, something that if you are successful, we can use to publicise your project on our website. | 5 |
| **Please provide a short summary of your project.** | In 50 words or fewer, tell us what your project will do. If successful, this project description will feature on our website so please avoid the use of acronyms and words such as we/our. | 50 |
| **Tell us about the programme of work that will be undertaken if your application is successful and how it will contribute to reducing veteran homelessness and end rough sleeping.** | Describe what you will do with this refurbishment grant. You should outline the different elements of your full programme of refurbishment work. Tell us what you intend to do and how your intended outcomes contribute to the governments ambition to reduce veteran homelessness. These should relate to aims and needs of the Veteran Capital Housing Fund programme, as outlined in the programme guidance. | 500 |
| **Which programme priority does this project meet?** | Which of the programme priorities will your project meet? Please choose the category that best describes your project. Please select all that apply, if only one applies only select one option.   * Transitional homeless veteran housing. * Accommodation or facilities in a veteran care home. * Accommodation or facilities in long term veteran supported housing. * Refurbishments that enhance and improve access to housing for veterans with disabilities. * Housing which facilitates family life for veterans. | Drop down (allow multiple choice) |
| **Will your refurbishment project support transitional or permanent housing?** | Please select the option that best describes your project. If you project would support both, please select both options. NOTE Permanent housing can only include properties that are available to veterans under a social rent; or are part of a wider facility that provides a home to a veteran with the tailored support that meets their needs. This can include care homes.   * Transitional Housing * Permanent Housing * Both Transitional and Permanent Housing | Drop down (allow multiple choice) |
| **How will your project meet the wider programme aims of the Veteran Capital Housing Fund?** | Please tell us how your project will help reduce veteran homelessness and meet the wider aims of the Veteran Capital Housing Fund programme.   * To increase homes/housing units available at affordable rents. * Ensuring properties meet decent homes and energy efficiency standards. * Meeting identified need for both transitional and long-term veteran housing. | 300 |
| **Will your project extend the usable life of the accommodation?** | Will your project extend the usable life of the accommodation ensuring that it can remain accessible to veterans with a housing need? | 200 |
| **Tell us how the project has been developed with veterans?** | Show us how the idea for your project has been shaped by the people it will benefit. Have veterans been involved in any consultation when planning the project. | 150 |
| **Tell us about any experience you have in developing similar projects.** | Please demonstrate that you have the required skills and experience to deliver this project including tendering, managing partners, good governance, and financial monitoring processes. This should include any experience managing capital projects.  You can write up to 250 words. | 250 |
| **Tell us why this project is needed in this location.** | Why is the project needed in this particular location with respect to need and access? | 200 |
| **Please tell us the location of this project.** | Please tell us the geographical location where the proposed project will take place. | Dropdown |
| **Please tell us the postcode project.** | Please tell us the primary postcode where the proposed project will take place. | Postcode |

|  |  |  |
| --- | --- | --- |
| **Beneficiaries** | | |
| **Who will the beneficiaries be?** | Please select all that apply and to the lowest level (to include ages) veterans. | Drop down |
| **Tell us more about the veterans you seek to help.** | Describe the types of needs you expect them to present; How will you meet these needs?  Would you describe their needs as being high, medium or low in terms of the support that they need? | 300 |
| **Will your project address the needs of veterans from marginalised groups, or those who have previously had less access to appropriate accommodation e.g., Women, BAME, LGBT etc** | Please outline these plans and your relevant experience in this area. Please also outline your understanding of the specific challenges for veterans with physical difficulties and how you will be addressing these. | 250 |
| **How many veterans does your organisation currently house?** | Please confirm the approximate number of veterans that your organisation currently houses. | Number |
| **How many homes or units does your organisation currently have within its remit?** | Please outline the number of homes or units your organisation manages or owns. | Number |
| **How many additional homes or units would be created as part of this project?** | Please outline how many additional homes or units that would be provided as part of this project. | Number |
| **How many people would benefit from this project directly?** | Please provide the number of people that would benefit directly as a result of this project being built? | Number |
| **How many people would benefit from this project indirectly?** | Please provide the number of people that would benefit indirectly as a result of this project being built? | Number |
| **Have you undertaken and options appraisal as to why the proposed project is the best way to support veterans’ needs?** | Please provide a description on all the options you have considered in delivering this project. This is an opportunity to describe the alternative plans you considered and why the current proposal will help facilitate your plan. | 200 |
| **Project Delivery** | | |
| **What stage is your refurbishment project currently at?** | Please tell us at what stage your project is up to at this point. | 150 |
| **Please tell us who will manage your capital project and about their relevant experience?** | Have you identified who will manage the capital project, are they experienced in managing similar capital projects?  You can write up to 150 words. | 150 |
| **Does your organisation own the property/land freehold or leasehold? (select one)** | If you receive an award, we will request a copy of your lease or land registry title document, at the same time as you return your signed grant contract and prior to any grant payment being made.  We expect any lease to have a term of a minimum of 10 years remaining at the time of the award. If the term is less than 10 years, the grant offer would be revoked.   * Our organisation owns the property/land Freehold * I can confirm the organisation’s lease has over 10 years remaining, and we will supply this if we are successful. We understand that no grant payments would be made to us prior to submission of a 10-year lease. * The organisation has a lease which has less than ten years remaining; however, the organisation is in the process of having this extended and will be able to provide this if we are successful and prior to any payments being made to us. | Multi choice Dropdown (Can only pick one) |
| **If the property/land is leasehold, do you have permission from the landlord to carry out this work?** | Please tell us if the landlord consents to the work being carried out. We may ask for evidence of this if an award is made (if you are the freeholder, answer N/A). | 100 |
| **Does any part of this project seek to purchase land or a property?** | Would part of the project be to purchase land or a property? Please give us detailed information regarding this and at what stage this is at. Or answer N/A if not applicable. | 200 |
| **Please tell us if there is anything else you want us to know with regard to the freehold or leasehold arrangements of your property.** | Is there anything else you need to let us know? | 150 |
| **Have you discussed your potential project with the local authority?** | Have you had a conversation with the local authority about this project and do they endorse it? How does this complement and not duplicate existing provision? Please show us how your project fills a gap in support and explain what other housing for veterans is available in your project location. | 250 |
| **When would your proposed project start?** | Your refurbishment project must be completed within 12 months.  DO NOT enter date manually. | date |
| **When would your proposed project finish?** | Your refurbishment project must be completed within 12 months.  DO NOT enter date manually. | date |
| **If applicable, tell us who you would work with to develop and deliver your project, where you are partnering with other organisations who may receive part of any grant you may be awarded.** | This could be organisations you network with or work in partnership with. If you would be working in partnership with an organisation and they would be managing any part of the grant, you would need a partnership agreement in place. This would be reviewed by the Trust before any funds will be distributed, if your application is successful. Where you detail a partnership organisation, please confirm if you have an existing partnership agreement with them or that you will have a partnership agreement put in place if you are successful.  What experience does the proposed partner have in delivering capital projects? | 300 |
| **Has a Development Appraisal been undertaken at this stage?** | Have you at this stage, undertaken a Development Appraisal, or do you intend to undertake one.  [https://www.gov.uk/government/publications/development-appraisal-](https://www.gov.uk/government/publications/development-appraisal-tool)tool | 100 |
| **What are the main risks associated with this project?** | What are the main risks associated with this project and how do you plan to mitigate against these? Do you have a contingency plan? | 200 |
| **Where applicable, please provide us with detail regarding any Planning Permission, Building Regulations Approval or any other statutory consent you require for this project.** | Does your project require planning permission? Does your project require Building regulations approval? Does your project require any other consent?  Please provide us with either:  A link to the planning portal where you have applied for Planning Permission/Building Regs or any other consent.  OR  Please describe, in detail, the progress that you have made against these.  We may ask to see more information during our assessment process. Should you be successful, we will ask for all granted approval and consent prior to any grant payments being made. | 250 |

|  |  |  |
| --- | --- | --- |
| **Has a professional such as an Architect or Quantity Surveyor been involved in the early stages of the project?** | Please tell us if a professional has been involved in the early stages of your project. How were any professionals identified, have you worked with them before? Did you undertake a tendering process?  We may ask to see more information during our assessment process. This could include the request of building plans, photographs, schedules, surveys or specifications. Should you be successful, we may ask for these documents prior to any grant payments being made. | 200 |
| **What procurement method have you undertaken to engage building professionals, contractors or suppliers?** | Have you identified building professionals to carry out the work? Did you obtain quotes or go out to competitive tender.  We may ask to see more information during our assessment process. If you are successful, we may ask to see your Tender Report and we will ask to see quotes depending on the size of your project. Please see our guidance for more information. | 150 |
| **Do you have a Building Contract?** | Do you and your chosen builder have a building contract. Please tell us what the terms are or briefly detail what is included in the contract and what type it is?  We may ask to see more information during our assessment process. If you are successful, we may ask to see your building contract prior to any payments being released. | 100 |
| **Please provide detail about how your project will improve access for all.** | We want to support projects that promote inclusive design, building spaces that are designed to be accessible for all. Please provide more detail about how your project will improve access for all. Has this included consultation with veterans?  We may ask to see more information during our assessment process. If you are successful, we may ask to see your Access Plan prior to any payments being released. | 150 |
| **Please tell us what considerations your organisation has made regarding the environment and how your project will help tackle climate change.** | We want you to provide us with information that sets out the measures you aim to take to minimise the environmental impact of your project. We would expect this is something you have considered as an organisation and falls in line with your existing environmental or climate change policies. | 150 |
| **Please tell us how your project meets Decent Homes Standards and energy efficiency standards?** | Please describe how your project has considered and meets the Decent Homes Standards. Please also outline how the project will meet energy efficiency standards. | 150 |
| **Please tell us about your plans for Health and Safety and how these link with the Construction Design and Management Regulations (2015).** | The Construction Design and Management Regulations (2015) place responsibility on clients, designers and contractors involved in construction projects to ensure adequate health and safety processes are put in place. Please confirm you have discussed this within your organisation and with relevant contractors and professionals. | 150 |
| **Please tell how you will ensure that you deliver the project in line with our ethical values?** | The Trust has an ethical code of conduct. You should tell us why you are confident that you can deliver the project in line with our values of Respect, Competence, and Integrity.  If your organisation has its own code of ethics, it is your responsibility to ensure that it is compatible with our code. | 200 |
| **Budget** | | |
| **Please confirm the total grant amount that you are requesting?** | Please note that this must not exceed £75,000. Please round this figure up to the nearest pound (£) and do not use any pence. Please, only enter the amount. DO NOT use a currency symbol or any punctuation. E.g., 74999 | number |
| **Please describe in words and amounts the main costs that you are asking for funding towards?** | Please provide a clear breakdown of what your costs will be. The breakdown should include specific information regarding any of the associated costs involved. We may ask you for more detailed budgeting information if your application is successful. You should ensure that you only include costs that are relevant to the refurbishment grant and eligible according to the programme guidance.  **You will need to complete a budget table and upload this under the Attachment tab of the application.** Please ensure the budget is clear and whilst we would encourage you to show all project costs including any other funding, please ensure the requested budget headings and amount from the Trust is clear.  You can write up to 250 words. | 250 |
| **Is any other funding required for the refurbishment project?** | Will you be applying for other funding as part of this refurbishment project or is this already in place? Will your organisation be contributing towards this project. | 100 |
| **What is the total cost of the refurbishment project?** | Please confirm the total amount required for the refurbishment work. | 50 |
| **Please tell us why you are confident you can deliver the project for the identified costs.** | How do you know you can deliver the project. How have you established the amount for contingency in your budget? | 150 |
| **Why do you need a grant from us to carry out this project?** | Why do you need funding from us to carry out this project? | 200 |
| **Checklist** | | |
| **If you are unable to answer yes to any of these questions, we may be unable to consider your application:**   * **Have you completed all relevant sections of the application form?** * **Do you agree to abide by our Ethical Code of Conduct and review your own code of conduct to ensure it is compatible with ours?** * **Have you attached a document including your budget for the refurbishment?** * **If you are not a registered charity or local authority, are you able to provide your latest, approved full annual accounts document? You will need to send this as an attachment with your application. ￼** | | Tick boxes here?  y/n |
| Declaration etc | | |