

HOUSING DEVELOPER FUNDS

Additional Notes to Support Completion of the Application Form (2016/17)

When completing your grant application, the following notes may assist you:

1. Please make sure you include all mandatory documentation (see checklist at end of the form)
2. Make sure you answer all questions, if any question is 'not applicable', please state this. Do not leave questions blank.
3. Funding cannot be awarded for projects which have been started or contractually committed prior to receipt of a written offer of an award, unless prior written consent has been obtained.
4. Question 18: Funding for your Project
 - i) Estimated total cost of Project – this must be supported by **TWO** realistic competitive quotes as, if your application is successful, your award will be based on these quotes. If, upon completion, the actual cost is less than that originally quoted, you may receive less monies. Please note that if the actual total cost is more, you will not get more monies.
 - ii) Amounts available from Housing Developer Funds – for further information and advice please contact Maureen Dixon, Strategic Leisure Team on 01670 623880 or email: mdixon@activenorthumberland.org.uk
5. Questions 11: Planning Permission – if in doubt, contact your local area Planning Department – if planning permission is required, confirmation in writing will be expected.
6. Question 12: Confirmation of Land Ownership or Lease Agreement. If the land is not owned, there must be evidence of a lease of normally 25 years duration when you submit your application.
7. Monies will be paid upon receipt of copies of invoices for work undertaken. Part payments can be made during the project if necessary.
8. You will be notified within seven working days of the panel meeting the outcome of your application (NB: applications over £100k will be subject to a longer decision process).
9. Feasibility Studies – a feasibility study as a stand-alone project is not eligible for funding from the Housing Development Fund. However, if a feasibility study is undertaken and as a result progresses to a full capital project, an application for funding from the Housing Developer Fund for this capital project can include the cost of the initial feasibility study within its project costs. In such cases the feasibility study becomes an eligible cost. A copy of the feasibility study together with evidence of cost must be submitted with the S106 funding application for the capital project.