



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

JAMES PALMER
CAMBRIDGESHIRE &
PETERBOROUGH MAYOR

COMMUNITY LAND TRUST SET-UP GRANT AND APPLICATION FORM

The set-up grant of up to £5,000 is intended to provide steering groups or other appropriate community-based organisations with funding to pay for the professional fees and technical costs that are associated with the legal set-up for a local Community Land Trust (CLT), and contribute toward the costs of the basic community engagement activities that are essential to build local support and towards developing a business plan.

To be considered for a set-up grant the steering group/community based organisation should ideally meet the following key criteria:

1. The applicant group/organisation should have either a bank account or the means to administer the grant funds on their behalf
2. The applicant group/organisation must be representative of the community, with an open democratic membership structure
3. The applicant group/organisation must be clear about the community that it has been established to serve, with a clear vision for the type of CLT they wish to set-up and a description of the project
4. Any assets that are to be retained by the CLT in the long-term are expected to be permanently affordable for local people on local wages
5. The organisation must intend to provide evidence of meaningful public engagement and that the proposed project that requires funding has general community support
6. The project will need evidence of the backing of the wider community e.g. local planning authority

Supporting documents

All applications will need to be on a CPCA CLT set-up grant application form. Any supporting documentation such as a vision or mission statement, evidence of need, letter of support etc will help the application process.

Application process

Interested applicants should make contact in the first instance with the Community Housing Programme Manager for the Combined Authority who will review the project information and carry out the necessary due diligence to ensure the project is suitable. The Community Housing Programme Manager will then submit the application, with a recommendation, to the Combined Authority Housing & Communities Committee for decision. The decision of the Housing & Communities Committee will be final.

If a grant is approved by the Housing & Communities Committee then a grant offer letter will be issued within 14 days of the decision. Funds will be released to the applicant once any grant offer conditions have been met and the applicant has signed and returned the offer letter.

Reporting

It will be a condition of the grant that applicants report regularly on project performance at least quarterly according to a pre-agreed timetable. Such reporting will include evidence of expenditure.

ABOUT YOUR ORGANISATION			
Organisation name (if known):			
Name of contact:		Title:	
Position held:			
Organisation address:	Correspondence address (if different):		
Postcode:		Postcode:	
Telephone:		Contact telephone:	
Email address:			
Does your organisation already have a bank account (delete as applicable)? <i>Note: if there is a bank account, please supply a copy of the latest statement</i>		Yes / No	
If no bank account, is there another local organisation, such as a Parish or Town Council that could hold and administer the grants funds on your behalf? If so, please give details below:			
Council Bank:		Sort Code:	

<p>In which geographical area do you wish to set-up your organisation?</p>	
<p>How many people are currently involved?</p>	
<p>Please list the names and give brief details of your working group. so far as it is established (e.g. 'local resident', 'Parish Councillor', 'Local Authority Representative'):</p>	
<p>Signature of person responsible for set-up grant application:</p>	
<p>Print name:</p>	<p>Date:</p>

What is your vision for your organisation?

The vision will explain the long-term changes that you expect to achieve through the work of your organisation.

What type of organisation do you want to set-up (e.g. Community Land Trust, Co-operative)?

Why do you think this is the most appropriate legal model for what you want to do?

Is the proposal for this organisation an outcome from Neighbourhood Planning?

ABOUT YOUR PROJECT

Please describe your project.

It would be useful to know what type of community assets you want to create (e.g. houses, workspaces, open space etc), and the scale of your project, i.e. how many properties you hope to build in the current scheme?

Approximately how many affordable homes are you looking to deliver? Are there any other types of homes you are looking to deliver (eg. market housing, homes for older people, starter homes)?

Are there any other community assets or amenities (eg. open space, workspaces, community facilities) that you are looking to deliver? If so, please give details.

Have you carried out any local needs surveys, such as a housing need survey? What were the results? If you have not carried out any surveys how do you know there is a need for your project?

Other than the surveys have you directly engaged or informed your local community about your plans? If yes, how did you do this?

Do you have any land identified? Is this land secured in any way?

Who will directly benefit from your project (e.g. who will use or occupy the assets / properties)?

How will you select the occupants of any housing that you plan to build?

Will the properties you intend to build be constructed using local materials or sustainable building techniques?
Answering no to this question will not necessarily affect our decision to offer you a grant

What do you want to achieve in the short-term (i.e. within next 6 months)?

What are your plans for the medium-term (i.e. 6 months to 3 years)?

What are your plans for the long-term (i.e. once the current project has been completed)?

ABOUT YOU

Why are you the right people to lead this project?

What skills do you have?

What skills are you missing and how will you acquire them?

Do you have the support of other individuals or organisations? If so, please outline (e.g. 'local authority', 'parish council', 'regional CLT Umbrella'):

How did you hear about the Community-Led Housing grant fund?

Please let us know if there is anything else you would like us to know about your project: