



Affordable Housing Funding Policy for Homes West Registered Providers, Community Land Trusts and Community Led Housing Organisations

Grant Application Procedure Guide

1. Grants available under new Affordable Housing Funding Policy – April 2019

RPs need to opt in their application for most appropriate grant (G1 to G7) and advise whether they wish to take up one of the supplementary grants (SGA, SGB or SGC)

Grants to deliver new affordable homes

G1	Scheme offers 100% Affordable Homes to Rent (Includes Affordable Rent (up to LHA limits) and Social Rent homes for RPs, CLTs and CLH	BCC sole funder – however encourages RP to identify other resources RCGF and Reserves	No more than £55,000/unit on schemes delivered principally on private land
G2	Scheme offers 100% Affordable Rent and Social Rent homes to meet Better Lives at Homes objectives to RPs	BCC sole funder however RPs encouraged to identify other resources RCGF and Reserves	No more than £80,000 for each new build self-contained accommodation unit or flat for wheelchair user or bed space in shared new build and refurbished houses.
G3	Scheme offers 100% Affordable Homes to Rent (Includes Affordable Rent (up to LHA limits) and Social Rent to RPs, CLTs and CLH on private sites where s106 has been previously agreed	BCC and Homes England partnership funders –may include RCGF as part of Homes England element and must comply with the Capital Funding Guide	No more than £75,000 per unit (total amount split between BCC and HE) on schemes delivered principally on private land
G4	Shared Equity homes where CLT/CLH retains a 'golden' share to ensure future affordability (occupants costs no greater 35% gross income) to only CLTs and CLH	BCC sole funder	No more than £35,000 per unit grant on private land or no more than £35,000 per unit grant/ plot value on Council land
G5	Shared Equity homes where CLT/CLH retains a 'golden' share to ensure future affordability (occupants costs no greater 35% gross income) to only CLTs and CLH	BCC and HE joint funders	No more than £45,000 per unit grant (total split between BCC and HE) on private land only
G6	Scheme secures 'additional'	BCC sole funder –	No more than £75,000 per unit on

	Affordable Rent (up to LHA limits) and Social Rent homes over and above AH secured through s106 or purchase existing satisfactory homes to RPs, CLTs and CLH	however encourages RP to identify other resources RCGF and Reserves	schemes delivered on private land – subject to demonstrating that no more than 90% of OMV paid for ‘additional’ homes
G7	Scheme secures ‘additional’ Affordable Rent (up to LHA limits) and Social Rent homes over and above AH secured at nil subsidy through s106 to RPs or where developers proposal was exempt from providing affordable housing	BCC and Homes England partnership funders –may include RCGF as part of Homes England element and must comply with the Capital Funding Guide	No more than £100,000 per unit grant on schemes delivered principally on private land – subject to demonstrating that no more than 90% of OMV paid for ‘additional’ homes

Supplementary Grants to deliver corporate objectives

SGA	Scheme requires additional grant to deliver Rented homes suitable for a wheelchair user to RPs, CLTs and CLH	BCC sole funder however encourages RP to identify other resources RCGF and Reserves	No more than £25,000 per Rented unit on schemes delivered. Can be combined with Grants for rented properties (1) above
SGB	Scheme requires grant to deliver BCC requirements through Heat Hierarchy to RPs, CLTs and CLH	BCC sole funder – however encourages RP to identify other resources RCGF and Reserves	No more than £10,000 per Rented or Shared Ownership unit on schemes delivered principally on private land
SGC	Scheme requires grant to deliver ‘modular homes’ to RPs, CLTs and CLH	BCC sole funder however encourages RP to identify other resources RCGF and Reserves	No more than £5000/ Rented or Shared Ownership unit on schemes delivered

2. Application process for grant proposal(s)

- a. Frequency: The Council will accept grant submissions for affordable homes to rent *and shared equity* at any time through a Continuous Market Engagement process on Pro Contract; however applicants should note that applications will only be appraised by the Panel on a monthly basis with the last date of each month signalling the deadline for each bid round.
- b. Contact: All eligible applicants should either register their organisation on Pro Contract, the online system the Council processes the grant application or follow the online link from the Council’s affordable housing webpage. Once the application process has commenced all communications will be managed via Pro Contract online email facility. Applicants should note that any questions submitted will be anonymised

with responses published to all RPs or other eligible applicants.

- c. RPs or other eligible applicants will be expected to include all information/data sought in Appraisal Criteria table below. The Panel will make recommendations based on their appraisals and may seek clarifications, further information/data or suggest that the organisation makes a new application.
- d. The Panel will report to the Housing Delivery Board and the Executive Director for Growth and Regeneration decision in liaison with the Cabinet Member for Homes within four- six weeks of the receipt of the application.
- e. The Panel will notify RPs or other eligible applicants of outcome within one - two weeks of Executive Director's decision. If unsuccessful RPs or other eligible applicants will be notified of the reason(s) why the grant application is not being progressed. Resubmissions will be acceptable. Please note the Council's decision may be subject to HE approval where joint funding is required.

3. Criteria based appraisal approach for Proposal(s)

All grant applications will be appraised against the following criteria and scoring chart in the Appraisal Criteria table below. Any application that does not achieve a score of at least 3 out of 5 on any of the criteria will be discounted and may be asked to make a new submission.

Appraisal criteria table

Ref	Topic & Weighting	Criteria	Evidence	Score
Quality				
1.	Housing proposal (10%)	Demonstrate how your Proposal(s), highlighting location, tenure mix, type, design and specification of units, responds to: <ul style="list-style-type: none"> • Corporate Strategy - including Mayoral Priority to increase and speed up delivery of AH • Bristol Local Plan –including compliance with Urban Living SPD, space standards and the Heat Hierarchy • Housing Needs demand data from Head of Housing Options - <i>July 2019 latest analysis shows preference for one bedroom (2 person) and four bedroom (8 person) homes delivered as social rent</i> 	Text response up to 500 words Supported by planning application drawings	0-5
2.	Deliverability of programme (20%)	Demonstrate that your scheme can start on site within next twelve months and be delivered by March 2021 by making available: <ul style="list-style-type: none"> • Land ownership or acquisition position: • Planning status 	Text response up to 500 words Supported with a Gantt	0-5

		<ul style="list-style-type: none"> • Deliverability of scheme i.e. highway access or other encumbrances. • Innovative construction practices – including use of modular homes to accelerate delivery 	Chart with key milestones	
3.	Social Value (20%)	<p>What additional social benefit will this scheme deliver? Tell us what issues will be addressed; the impact and outcomes that demonstrates how your proposal will respond to BCC Social Value Policy.</p> <p>It is important to include:</p> <ul style="list-style-type: none"> • What you propose to do and how • Firm commitments • How these commitments will be measured • How these commitments will be monitored <p>You are asked to submit your responses to this question on the Social Value Measures table available to download from ProContract and upload the completed table with your application. You should identify measures (column E) relevant to your scheme and include a description of your commitments together with details of evidence used to confirm commitments have been delivered (columns H and I).</p>	<p>Text response up to 500 words that responds to detailed issues</p> <p>Supported by completed Social Value Measures Table</p>	0-5
Cost and Value for Money				
4.	Financial Appraisal (25%)	<p>Provide evidence of your organisation's financial standing as a going concern and demonstrate your capacity to deliver this housing scheme.</p> <ul style="list-style-type: none"> • Three years signed audited accounts • Most recent management accounts • Pro Val Appraisal • Confirmation of funding sources available to deliver scheme from the HE, RP Reserves & RCGF, private finance facilities, charitable and other funding sources • Financial Forecasting Returns / Medium Term Financial Plans • Credit/loan facilities – supported by letters from banks and financial institutions 	<p>Text response up to 500 words supported by following documents: Prior Annual Report (s) Pro Val appraisal (full and summary) in PDF format.</p> <p>Letter of intent or confirmation of availability of funding</p> <p>Other financial records (on request).</p>	0-5

5.	BCC Grant requirement (25%)	Value-for-money justification following analysis of submitted Development Appraisal, Grant Review (identifying which grant(s) are being sought), the Affordability Review and the Funding Agreement compliance statement. This assessment will also take into account the difference between 100% AH scheme and a scheme that has secured AH through s106 at nil subsidy	Statement (up to 500 words) with BCC Development Appraisal Grant Review Affordability Review and Funding Agreement statement	0-5
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Guidance for awarding scores for Registered Providers seeking grant funding

Assessment	Score 0-5	Reason to award this score based on evidence provided against the criteria included
Unacceptable	0	<ul style="list-style-type: none"> Does not meet the criteria; Does not comply and/or insufficient information provided to demonstrate that the RP has the ability, understanding, experience, skills, resource & quality measures required to meet the objectives sought and deliver , with little or no evidence to support the proposal
Serious reservations	1	<ul style="list-style-type: none"> Satisfies the criteria with major reservations; Considerable reservations of the RPs relevant ability, understanding, experience, skills, and resource & quality measures required to meet the objectives sought and deliver, with little or no evidence to support the proposal.
Minor reservations	2	<ul style="list-style-type: none"> Satisfies the criteria with minor reservations; Some minor reservations of the RPs relevant ability, understanding, experience, skills and resource & quality measures required to meet the objectives sought and deliver with little or no evidence to support the proposal.
Satisfactory	3	<ul style="list-style-type: none"> Satisfies the criteria; Demonstration by the RP of the relevant ability, understanding, experience, skills, resource & quality measures required to meet the objectives sought and deliver with evidence to support the proposal
Good	4	<ul style="list-style-type: none"> Satisfies the criteria with minor additional benefits; Above average demonstration by the RP of the relevant ability, understanding, experience, skills, resource & quality measures required to meet the objectives sought and deliver; Proposal identifies factors that will offer potential added value, with evidence to support the proposal.
Excellent	5	<ul style="list-style-type: none"> Significantly exceeds the criteria ; Exceptional demonstration by the RP of the relevant ability, understanding, experience, skills, resource & quality measures required to meet the objectives sought and deliver; Proposal identifies factors that will offer potential added value, with evidence to support the proposal.