**Homeless Prevention Fund Application 2022/23**

The Homeless Prevention Fund was first introduced in 2019/20, and in the past three years the Housing Executive has recognised the significant positive impact by the projects achieved through the grant funding. The new Homelessness Strategy 2022-27 sets out the need to continue to prioritise prevention, and the Homeless Prevention Fund is an effective approach to contribute to this.

NIHE are seeking applications from 2021/22project providers who have expressed an interest in renewing projects, and also to new applicants who wish to deliver a project. Applications are invited from constituted groups in receipt of homelessness funding, supporting people funding, social enterprise funding, or constituted groups working with key homeless client groups with endorsement from the local NIHE Area Manager.

In line with the 2022-2027 Homelessness Strategy, Ending Homelessness Together and the Reset Plan (The Way Home) the following key priority areas and delivery approaches have been identified for this year’s Prevention fund;

**2022 – 2027 Homelessness Strategy** prevention activities:

* *Primary Prevention Activity*– Universal policies and interventions for the population as a whole which will not only be related to housing. This will also include raising awareness to assist in the public’s understanding of the complex nature of homelessness to ensure households approaching crisis can access support.
* *Secondary Prevention Activity*- Identifying and targeting particular groups which are at the highest risk of homelessness to undertake pre-crisis intervention. This can take the form of advice and mediation services; proactive interventions and targeted services at known risk points.
* *Tertiary Prevention Activity*- Tackling recurring homelessness, including ensuring tenancy sustainment is central to preventing repeat homelessness.

**Reset Plan** Priority Vulnerable Groups

* Youth homeless including former care leavers;
* Victims of domestic abuse;
* Those experiencing or impacted by addictions;
* Those with mental ill-health;
* Those at risk of losing private rented sector accommodation.

**Please note that whilst we will consider all applications, those providing secondary intervention activities to key vulnerable groups identified above are particularly sought, with similarly targeted primary and tertiary projects also considered.**

There are many social, economic and family factors that can result in a household becoming homeless. These factors are outlined throughout the Strategy.

Applications will be assessed under a five category typology which includes:

• Assisting in the public’s understanding of the complex nature of homelessness.

• Identifying particular groups which are at the highest risk of homelessness

• Raising awareness of homelessness to ensure households approaching crisis can access support.

• Undertaking pre-crisis intervention. This can take the form of advice and mediation services; proactive interventions and targeted services at known risk points.

• Preventing recurring homelessness, including ensuring tenancy sustainment is central to preventing repeat homelessness.

**The 2022/23 Homeless Prevention fund will focus on the following models;**

1. *Intervention models -* (either by mediation and/or counselling or through direct financial support);
2. *Training models -* (to empower and equip sector workers who have been identified as working with those at risk of homelessness);
3. *Personal development models –* (to provide a structured training programme to empower and equip participants who have been identified as at risk of homelessness) and;
4. *Awareness Models - (*which seek to raise awareness of the complex nature of homelessness and available support services among the general public, sector workers or individuals who have been identified as at risk of homelessness).
5. *Social Enterprise model –* (to improve communities, tackle social issues and provide access to employment and skills training for individuals identified as at risk of homelessness). These projects are separate from those funded through the Social Enterprise fund and can be viewed as complementary to these where the focus is on preventing vulnerable individuals becoming homeless.

Based on the evaluation of last year’s projects and the anticipated demand the **focus of the Fund will be on models that directly benefit the customer and the front line staff within the sector.** Applications for the following models will therefore be of particular interest:-

1. *Intervention model – (by providing direct financial support);*
2. *Intervention model – (through mediation and/or counselling support) and;*
3. *Personal development models – (to provide a structured training programme to empower and equip participants who have been identified as at risk of homelessness).*

As our objective is to provide 2022/23Homeless Prevention funding on a 5 month delivery model (ideally with early notification in mid-October to enable commencement on 1st November), please provide as much detail as possible on the costings as this will hopefully minimise any unnecessary future correspondence if your project is shortlisted by our panel.

There is no cap placed on the project funding available, however applications should outline realistic project delivery and spend objectives which reflect the **5 month** funding term. In recognition that for most projects the staffing element makes up the majority of expenses, and in light of the current challenges within the sector on recruitment and retention of staff, applicants should note that applications that also explore options around non-staffing costs directly linked to providing improved client support and prevention will be considered, subject to provision of evidence of anticipated benefit to customers during the outlined funding term.

Please be advised that **funding awarded will be non-recurrent and will have to be spent by the 31st March 2023.**

Upon completion of this application form please sign and return, with any relevant supporting documentation, via email to [homelessness.strategy@nihe.gov.uk](mailto:homelessness.strategy@nihe.gov.uk)

If you have any queries on the application form, please contact the staff below:

**Colin McCloy**, **E:** [Colin.McCloy@NIHE.](mailto:Colin.McCloy@NIHE.)gov.uk, **T**: 02895 982216,

**Karen Brennan** **E:** [Karen.Brennan@NIHE.gov.uk](mailto:Karen.Brennan@NIHE.gov.uk), **T**: 07436 206868

**PLEASE NOTE THAT THE DEADLINE FOR APPLICATIONS IS 5PM ON FRIDAY, 23rd SEPTEMBER 2022**

*Guidance notes for this application form are included at the end of this document.*

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| **Project Summary** |
| 1. **Project Title** |
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| 1. **Name of organisation/ group applying for funding** |
|  |
| 1. **Please detail your organisation type (e.g., voluntary sector/community sector/statutory etc.)** |
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| 1. **Applicant address** |
|  |
| 1. **Name of NIHE area office/district council area** |
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| 1. **Name of main contact and position within organisation (e.g. Chairman, Treasurer, Secretary) Please also include direct contact details for Project Manager and/ or project Co-ordinator.** |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Name** | **Position** | **Email Address** | **Office Direct Line** | **Mobile** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |
| 1. **Where will the project take place?** |
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| 1. **Are you aware of any conflict of interest? If yes please provide details** |
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| 1. **Is the group either:**  * **Constituted within the community sector?** * **In receipt of homelessness or Supporting People or social enterprise funding?** * **A constituted group working with key homeless client groups with endorsement from local NIHE area manager?**   **Please provide further details below** |
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| 1. **Please provide details of Management Committee or Board members** |
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| 1. **Will your project involve working with children or vulnerable adults? YES/NO** |
| If yes, please provide copy of Child Protection & Vulnerable Adults policy   * + Child Protection policy attached   + Vulnerable Adults policy attached |
| 1. **Please describe your proposed project for 2022/23, its main aims, how it will be delivered and how it will respond to need. (If applicable, please reference how this differs from your any previous projects funded through the Homeless Prevention Funding).** |
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| 1. **What key objectives do you wish to achieve through your project (please detail up to 5 objectives/ outcomes)** |
| |  |  | | --- | --- | | **Objective 1** | **Detail:** | | **Anticipated impact on individual / client:** | | **Anticipated impact on community:** | | **Objective 2** | **Detail:** | | **Anticipated impact on individual / client:** | | **Anticipated impact on community:** | | **Objective 3** | **Detail:** | | **Anticipated impact on individual / client:** | | **Anticipated impact on community:** | | **Objective 4** | **Detail:** | | **Anticipated impact on individual / client:** | | **Anticipated impact on community:** | | **Objective 5** | **Detail:** | | **Anticipated impact on individual / client:** | | **Anticipated impact on community:** | |
| 1. **If applicable**, **please outline any changes you will make to the project based on any learning from last year or any best practice that you wish to repeat.** |
|  |
| 1. **Over the duration of the project how many clients will the project target?** |
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| 1. **Who will these clients be, and which members of the community will benefit from your project?**   **• Demographic (eg: Young people/victims of domestic abuse/people with**  **addictions and/or mental-ill health, etc.)**  **• Geographical Spread of clients/reach of project** |
|  |
| 1. **Do you anticipate any resourcing or staff recruitment requirements to successfully deliver this project? If so, please detail projected costs and timeframes.** |
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| 1. **Are there any similar projects in the area? If so, how does your project fit with them?** |
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| 1. **What measures will the project use to determine success?** |
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| 1. **Please outline how you will monitor and report on the project** |
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| 1. **What are the key dates for the delivery of your project? Please include the start and end dates along with the frequency of any relevant events** |
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| **COSTS – \*\*Please provide a detailed breakdown of all costs\*\*** |
| 1. **Based on the specified funding timeframe of 1st November 2022 – 31st March 2023, what will your project cost (£)?** |
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| **Capital equipment (£)** |
|  |
| **Operating costs (£)** |
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| **Other costs (£)** |
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| 1. **How much are you seeking from the Homelessness Prevention Fund (£)?** |
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| 1. **Provide detail of funding from other sources for this project** |
|  |
| 1. **Please confirm that the activities outlined in this application do not duplicate any projects which are currently supported by alternative funding streams** |
| Delete as appropriate –  I confirm the activities in this application are/are not currently supported by alternative funding streams |
| **Financial Details**  If your application is approved for funding, you will be asked to supply bank details for the organisation. Please note, you may also be asked to provide a bank statement as evidence of this being a bank account for the organisation.  GUIDANCE: NIHE can only hold one central address and one set of bank details per supplier. To prevent any issues in relation to payments likely to be processed by the Housing Executive, please ensure the details provided are those assigned to the charity as a whole. |
| **Declaration** |
| I confirm that all the information contained within this application is accurate to the best of my knowledge and that I am authorised to apply for funding on behalf of the organisation I understand that if it is successful there will be monitoring and evaluation responsibilities to fulfil. I also confirm that I have read the guidance notes associated with the completion of this form. |
| **Signed** |
|  |
| **Name** |
|  |
| **Position in organisation** |
|  |
| **Date** |
|  |

On receipt of this application it will be checked and you will be contacted if further information is required. As noted, the deadline for applications will be **5PM** on **Friday, 23rd September 2022,** with the expectation that all applicants will be notified of the outcome of their application by mid-October to enable commencement in **1st November 2022**)

**Guidance Notes for completing the application form**

**PROJECT SUMMARY**

**1. Project Title**

Detail the full name of your project.

1. **Name of organisation/ group applying for funding**

Please provide the name of the group applying for the funding.

1. **Please detail your organisation type (e.g., voluntary sector/community sector/statutory etc.)**

**Please provide information in relation to the sector within in which your organisation operates.**

1. **Applicant Address**

Give the address details for the organisation / individual applying for funding. This must be the organisation / person that will hold and manage the project funding.

1. **Name of your NIHE Area Office/district council area**

Give the details of your Housing Executive Area Office and the district council in which your project is located.

1. **Name of main contact and position within organisation (e.g. Chairman, Treasurer, Secretary) Please also include direct contact details for Project Manager and/ or project Co-ordinator.**

Please provide the name of the person acting as the main contact for the application and detail their position is within your organisation. Any queries will be directed to this person.

1. **Where will the project take place?**

Please indicate in which community / area(s) your project will operate. Be as specific as possible i.e. name local Area or Housing Executive estates.

1. **Are you aware of any conflict of interest? If yes please provide details.**

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For example, please state if any project member would benefit commercially from the project.

1. **Is the group either;**

**• Constituted within the community sector?**

**• In receipt of homelessness or Supporting People or social enterprise funding?**

**• A constituted group working with key homeless client groups with endorsement from local NIHE area manager.**

Please provide documentary confirmation.

1. **Please provide details of Management Committee or Board members.**

Provide a list of names and positions.

1. **Will your project involve working with children or vulnerable adults?**

Confirm YES or NO and if yes, please provide copy of Child Protection & Vulnerable Adults policy.

1. **Please describe your proposed project for 2022/23 its main aims, how it will be delivered and how it will respond to need. *(If applicable, please reference how this differs from your any previous projects funded through the Homeless Prevention Funding).***

Please provide evidence to support the need for your project, describe what services will be offered and how the client will benefit. The evidence you provide should support the main aim(s) of your project.

1. **What key objectives do you wish to achieve through your project**

**Detail the objectives and desired outcomes of your programme and how these will benefit clients and the wider community in the short and long term.**

Please provide information in relation to outcome based accountability (OBA) (see table below).

|  |  |
| --- | --- |
| Prior to commencement of programme | At end of programme |
| What are you going to do? | What did you do? |
| How are you going to do it? | How did you do it? |
| Who will be better off? | Who is better off? |

1. **If applicable**, **please outline any changes you will make to the project based on any learning from last year or any best practice that you wish to repeat.**

**Give details of lessons learned, improvements that will be implemented, and benefits you hope to achieve.**

**Detail best practice that you hope to repeat and outline the desired outcomes.**

1. **Over the duration of the project how many clients will the project target?**

**Detail the number of beneficiaries and/or participants you are hoping to reach through your project.**

1. **Who will these clients be, and which members of the community will benefit from your project?**

**• Demographic (eg: Young people/victims of domestic abuse/people with addictions**

**etc.)**

**• Geographical Spread of clients/reach of project**

**Provide details of clients you hope to target and how they will be identified.**

1. **Do you anticipate any resourcing or staff recruitment requirements to successfully deliver this project? If so, please detail projected costs and timeframes.**

**If applicable, detail any time and associated costs that will be required to put appropriate staff in place in order to successfully deliver the proposed project.**

1. **Are there any similar projects in the area? If so, how does your project fit with them?**

Please give details of any other similar projects operating in the area and if so how your project activities will complement or be additional to these. Please also detail if this project will address unmet need if there is no similar provision in place.

1. **What measures will the project use to determine success?**

Outline how progress and outcomes will be measured and analysed.

1. **Please outline how you will monitor and report on the project?**

Please describe the proposed arrangements for reporting and monitoring. Please include details of the mechanisms/framework you intend to use to measure the outcomes and benefits achieved by the project.

1. **What are the key dates for the delivery of your project? Please include the start and end dates along with the frequency of any relevant events.**

Please give details of the timescales for your project. These should include start date and end dates and frequency of events. **All funding must be utilised by 31st March 2023.**

1. **Based on the specified funding timeframe of 1st November 2022 – 31st March 2023, what will your project cost (£)?**

Please give details of the costs of delivering your project; also include details of additional funding by any other organisations. Provide quotations where relevant. **PLEASE NOTE ALL CAPITAL EXPENDITURE INVOICES WILL NEED TO BE SUPPLIED ALONG WITH THE FINAL REPORT**.

1. **How much are you seeking from the Homeless Prevention Fund?**

Please detail how much funding you are hoping to receive through Homelessness Prevention Fund.

1. **Provide detail of funding from other sources for this project.**

Please provide details of funding from any other source to be utilised within your project.

1. **Please confirm that the activities outlined in this application do not duplicate any projects which are currently supported by alternative funding streams**

Confirm that this project will not be duplicated across other funding streams.

**FINANCIAL DETAILS**

Bank Details will be requested if your application is approved for funding.

Please note NIHE can only hold one central address and one set of bank details per supplier. To prevent any issues in relation to payments likely to be processed by the Housing Executive, please ensure the details provided are those assigned to the charity as a whole.

**DECLARATION**

Please sign and date the application.

What we do with your information

The Housing Executive collects your information on this form for the purposes of seeking applications for Homeless Prevention funding.

We will retain your personal details for 5 years in line with the NIHE Records Retention Policy.

To find out more information on how we use your data and your rights you can view our Privacy Notice at [www.nihe.gov.uk/privacy\_notice](http://www.nihe.gov.uk/privacy_notice)