



NEIGHBOURHOOD IMPROVEMENT PROJECTS APPLICATION FORM

This form is to be used for Neighbourhood Improvement Projects (NIP) bids.

Please see the section on guidance for completing the NIP application form, for more information.

Section 1

Where is the improvement to be carried out?

(Block(s) / Estate / Street / Area)

.....

Number of Properties:

Contact Details

Name of TRA and TRA representative /Housing Officer:

.....

Address

.....
.....

Telephone:

Email Address:

.....

Section 2

Improvement Bid:

2.1 What is your idea for improvements to the space?

Think about your aims for the project and what you hope to achieve and make sure you highlight anything which makes your idea creative or special. In this section you could also include ideas for equipment, landscaping, etc.

Please provide as much detail as possible including a full description of any furniture or equipment, exact sizes, colour and wording of any signage.

2.2 Please describe the space and how it is currently used?

You could include photos of diagrams to help to explain this. Maybe the current use is no longer is no longer fit for purpose, or for purpose or you have identified that the space is underutilised.

2.3 Are there currently any issues or concerns with the space?

Is there any Anti Social Behaviour (ASB) such as fly tipping or dog fouling?
Are you aware of any other plans for this area?

PROPOSED BENEFITS:

2.4 What benefit will the improvement have on the community?

What impact will the improvements have for the people who live there. For example, will it increase safety and discourage ASB or create a greater sense of community? Make sure you say who will use the space once it is finished.

2.5 What benefit will the improvement have on the environment?

For example, will it help attract more wildlife to the area, prevent flooding or encourage sustainable food growing?

CONSULTATION

2.6 How has the TRA or local community been involved in developing this bid?

Evidence of consultation and support for any improvement project is essential. The Investment Group will be particularly looking for evidence of resident involvement. Please describe how residents had an input into the application, for example through meetings or informal interviews.

Where a proposed improvement would impact on residents' everyday living individual consultation will need to be carried out and evidenced.

Section 3

Supporting Documents

Have you included the minutes from the group meeting, or survey responses to show you have consulted with the local community and that there is support for this improvement bid?	
Have you included any photos or diagrams to outline the location and explain your idea?	
Have you attached a map showing the location of the space that the improvement bid refers to?	

Signature:	
Date:	

The Resident Involvement Team will review your improvement bid to see if it meets the criteria that is set out in the attached guidance notes. It will be presented to the resident-led Investment Group for a decision if it meets the criteria.

Thanks for your interest and good luck with your bid!

Please return to
Resident Involvement Team

by post:
3rd Floor, Town Hall Extension
King Street, Hammersmith London W6 9JU

by email:
Getinvolved@lbhf.gov.uk

NEIGHBOURHOOD IMPROVEMENT FUND GUIDANCE NOTES

The Neighbourhood Improvement Projects (NIP) provides funding for improvement works to communal areas of council housing land. The fund cannot be used for any schemes which have an ongoing service charge element, for maintenance, replacement, or repairs, for improvement to individual properties, for wages or running costs. It is to be used for to improve the environment for all residents living where there are communal areas. NIP is not to be used as a substitute for planned and capital works but may be used to complement them.

The value of the fund is agreed on a yearly basis by the Council and the fund is then allocated by the Investment Group, a resident led Service Improvement Group.

Does Any Improvement Qualify?

The funding is 'capital' and all works must comply with the definition and requirements given below:

“Capital expenditure is an expense where the benefit continues over a long period, rather than being exhausted in a short period. Such expenditure is of a non-recurring nature and results in acquisition of permanent assets. It is thus distinct from a recurring expense.”

With a few exceptions listed above, you can bid for almost any improvement work where the expenditure results in buying, building or improving fixed assets up to the value of £25,000 per bid.

There is a separate Place Environmental Rejuvenation Programme (PERP) that is managed in partnership with Groundwork for larger projects up to the value of £75,000.

Please note that some improvements may be subject to planning permission.

Who Can Apply?

All council housing residents can apply.

TRAs can apply on behalf of their community and if there is no TRA a smaller group acting on behalf of their block or street can also apply.

Where there is no active representation your Housing Officer can submit a bid.

In all cases, evidence of consultation and support for the proposal needs to be provided.

Where a proposed improvement would impact on residents' everyday living individual consultation will need to be carried out.

Need information or advice?

You can contact the Resident Involvement Team on 0208 753 6652, or email Getinvolved@lbhf.gov.uk. We are here to give you ideas for potential bids, advice on how to carry out consultation, and support in terms of writing your bid.

How to Apply?

- Check that your project meets the criteria for Neighbourhood Improvement Projects.
- You must consult with other people within your community (your estate, block, or street) to get their support or approval for the project.
- You must make your bid in writing, using our standard form.

Who decides?

All funding bids that meet the criteria are considered by the resident-led Investment Group. Where we have more bids than funding available, the Investment Group decides which of the bids carry the highest priority based on the scoring from the weighting criteria matrix (below)

When will works be done?

If your bid is approved, the work will be programmed by our contractors and you will be told when the work is due to be started and completed.

What happens if my bid is not successful?

The Resident Involvement Team will give feedback if your bid is not successful. It may be that more information is required or your bid needs to be tweaked and can be resubmitted at a later date. It may even be that a part of your bid has been successful and another part hasn't. Whatever the case, we will work with you so that you understand the reasons why your bid hasn't been successful.

What if I am a leaseholder?

Neighbourhood Improvement Projects are for the benefit of all the community, and all residents can submit bids. Leaseholders will not be billed in their Service Charges for these works.

EXAMPLES OF IMPROVEMENTS ARE: -

- ❖ fixed playground equipment in communal areas (not indoor play equipment)
- ❖ improvement works to existing communal gardens, including shrubs and planting where there is no increase to the ground maintenance charges
- ❖ garden furniture
- ❖ sheds (subject to fire safety regulations)
- ❖ fences and gates, but not to individual dwellings
- ❖ secure bike storage
- ❖ waste and recycling enclosures
- ❖ new notice boards and signs
- ❖ works to design out anti social behaviour
- ❖ new refuse or recycling bin enclosures
- ❖ assets for TRA halls in certain circumstances
- ❖ surfacing of communal areas

What the Neighbourhood Improvement Projects can't fund

- Community events or activities
- Individual improvements to resident's properties
- Projects placing long term & additional financial demand on the Housing Department
- Projects on land which isn't owned by the council's Housing Department.
- Applications for work at council office premises.
- CCTV
- Door entry systems

How is your bid assessed?

The matrix below shows the criteria that officers use to assess your bid before it is submitted to the resident-led Investment Group

		Weighting Criteria Values			
		No	Yes		
1	Is this a true capital project?	0	1		/1
	If 0/1 no further analysis required.				
2	Has strong resident support been evidenced?	0	1		/1
	If 0/1 no further analysis required.				
	Weighting Criteria Point Value	1	2	3	Total
3	NIP and HEIP/PERP in last 2 years	>£10k	<£10k	£0	/3
4	What is the impact of the project on –				
	Weighting Criteria Point Value	0	4	6	
a	the image/appearance of the block or estate?	Negative	Neutral	Positive	/6
b	the local community?	Negative	Neutral	Positive	/6
c	security and community safety?	Negative	Neutral	Positive	/6
d	the environment/biodiversity?	Negative	Neutral	Positive	/6
e	maintenance obligations?	New	Existing	None	/6
	Total out of maximum 35 points				/35