



Resident Led Project

Application Pack



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Resident Led Project Application Process

Step by Step Guide

Step 1:

Read the Guidance for Applicants which has been included in this pack, this will give you an understanding of the process and what is likely to be funded under the Resident Led project Scheme.

Step 2:

Speak to your Community Development Officer about the project. They will be able to tell you if your idea is something which would be considered by the Resident Led Project Panel and if there is money in the budget. The Officer will send a survey to all residents within the project area; all projects considered by the Panel are expected to have received a 40% response rate with the majority in favour. This process normally takes two weeks and must be completed before progressing with the project.

Step 3:

Follow the guidance provided ensuring you have completed all sections of the application form, not including the sections in grey. These will be completed by your Community Development Officer once all other sections have been finished by the applicant.

Step 4:

You will be notified of your timeslot at the Resident Led Project Panel Meeting, a resident must be in attendance to represent the project and answer any questions from the Panel.

Step 5:

Following the panel meeting, your Community Development Officer will contact you with the decision of the Panel. If our project has been successful, your Officer will raise the orders for any works and/or equipment.

Please Note:

Projects which will require on-going maintenance, such as garden furniture etc. will no longer be accepted due to a lack of budget going forward.

If you have any problems completing the form please speak to your Community Development Officer, they may redirect you to your local 'Hub' where you can receive support on completing the form, using a computer to research your quotations etc.

The Panel has the final say over whether the project is funded from this budget. If members of the Panel do not feel that the project should be supported, even if there is sufficient financial resource, then the project will not be approved. Projects that are unsuccessful in gaining funding in any one financial year can be resubmitted in the following or subsequent years.

GUIDANCE FOR APPLICANTS

Please read before completing application

Before completing the form, speak to your Community Development Officer regarding this project, they will be able to advise whether the project is viable and send a survey to residents in the relevant area. All residents must be surveyed to gauge support for the project and must have a response rate of 40% with the majority in favour. The Officer will confirm with you that the survey has been received and whether the project has received enough support to go ahead, this process normally takes around 2 weeks.

Please remember to put the name and address of the unit/area which is to be covered by the bid and to get approval and information from the relevant officers concerned. Applicants should only complete the white boxes and ignore the boxes coloured in grey.

The lead applicant should be available to present their project to the panel. In this way, any questions arising from the proposal that are not covered in the application can be clarified to help the Panel make an informed decision.

It should be understood that the Panel has the final say over whether the project is funded from this budget. If members of the Panel do not feel that the project should be supported, even if there is sufficient financial resource, then the project will not be approved. Projects that are unsuccessful in gaining funding in any one financial year can be resubmitted in the following or subsequent years.

The Resident Project Panel currently has a budget of £7.5k and it looks to fund as many worthwhile projects as possible.

The Panel expect to consider projects up to £5k however; it will take each scheme on its own merits.

To help you decide whether your project is likely to be funded it may be useful to know what kinds of schemes have been supported in the past.

Projects funded in the past are:

Closing off unsafe alleyways to prevent ASB
Fitting security gates to elderly peoples bungalows
Fencing around communal gardens
Art projects

The Panel will not fund

Projects which will require on-going maintenance i.e. garden furniture, decking, benches and erecting gazebos.
Parking schemes
Major construction or rebuild projects
Projects that pose potential health and safety risks
Schemes that are part of SBC landlord's responsibility e.g. communal flooring and redecoration
Projects that would only benefit a few individuals
Projects that breach equalities legislation.

COMPLETING THE APPLICATION

Name of group submitting proposals

This should be the name of the group or each joint applicant who is involved in the project. If a number of groups have formed a partnership for the purposes of taking the project forward then this should be stipulated here.

The lead applicants name and contact details should also be given here.

Description of project

This should give enough detailed information to enable members of the panel to have a full understanding of all elements of the project. In some cases it may be appropriate to submit plans or drawings to aid understanding of the project.

Is there a resident social club/fund

Applicants should state whether a social club in the project area exists and if there are any communal funds which could be put towards the total cost of the project.

These funds will be considered by the Panel who may request that they cover a proportion of the project.

Has additional funding been sought for this project?

The Panel look favourably on projects whereby applicants have sought additional funding. This could be monetary, through resources such as free labour or through volunteering time. Applicants should ensure they provide the monetary value of the funding provided, i.e. volunteering time of 2 hours x £5.00 (standard volunteering rate per hour) = £10.00 in additional funding sought.

Date project to be commenced if approved

An approximate date will be required to assist the panel in planning the programme of projects supported by this scheme. In all cases the project should be planned for the following financial year.

Estimated cost

The estimated cost should be including in this section.

Tenancy Services Officer, Sheltered Housing Manager and Technical Officer Comments

Applicants should seek comments from the Tenancy Services Officer that covers the area where the project is planned to take place and also a Technical Officer from the Property Services Team. In all build cases the project should be shown to be supported by a Technical Officer to ensure that it is feasible.

Comments from the Sheltered Housing Manager will only be required if the project is taking place within a Part 1 or Part 2 Sheltered Scheme.

Applicants should request comments using the Freephone number 0800 833 160.

Quotations

All quotations must be listed in this section and attached to the application form. Applicants must obtain 2 quotations for any works/equipment under £1k or 3 quotations for over this amount. If the cheapest supplier has not been chosen for the project, the applicant should state the reasoning. Contractor details have been included in this pack for any building works please refer this approved list. For any

items/equipment we recommend you to look online or in store keeping in mind that cost will be a factor which the Panel meets to consider the project.

Additional Information

Applicants should give any detail here that they feel has not been fully explained elsewhere. This could be information such as background research which adds weight to the project such as support from other interested parties, photos, i.e. for garden improvement.

Survey Results and Community Development Officer Checklist

These sections will be filled by your Community Development Officer following completion of the form. Please ensure you provide your completed form to your Officer by Friday 13th January 2017 in order to be heard within this financial year.

BID FOR RESIDENT LED FUNDING

Please complete form by printing or typing in the unshaded boxes

Name group submitting proposal (Please include name of lead applicant)	
<u>Description of project</u>	
<u>Is there a resident social club/fund</u>	
<u>Has additional funding been sought for this project?</u>	
<u>Please provide details if Yes or No</u>	
Date project to be commenced if approved	
Estimated Cost (All estimates to be attached if applicable)	
Tenancy Services Officer Comments	Supporting
Sheltered Housing Manager Comments	Supporting
Technical Officer Comments	Supporting

Quotations	
Additional Information	
Survey Results	
<u>Community Development Officer Checklist</u>	
Would this project require that leaseholders be consulted?	
Is this catered for effectively in South Essex Homes funding/alternative funding (ie. Within the next two years)?	
Is it included in any other works programme/would authorising this project effectively enable it to queue jump?	
If the answer to the previous question is "yes", is there a good reason for this project to queue jump?	

Contractor List

The contacts below are organisations we often use when asking for quotations for building works etc. They have a good track record of delivering Resident Led Projects and have been approved by South Essex Homes. For any work over £1000 the panel will expect to see three quotes so please ensure you obtain the correct number and include on the bid form.

Kieran Lucas Contractors Limited

Contact name: Kieran Lucas
Email: kieranlucas@yahoo.com
Telephone: 01702 341393

Main Building Maintenance Ltd

Contact name: Neil Buckley
Email: neil@main-building.co.uk
Telephone: 01375 398222

Gordon & Son

Contact name: Greg Gordon
Email: gordonandson95@hotmail.com
Telephone: 01702 864638

Skills and Workshops

Contact name: Liam King
Email: liam.king@skillsandworkshops.co.uk
Telephone: 01702 826128

Kier Services

Contact name: Leonora Oats
Email: Leonora.oats@kier.co.uk
Telephone: 01702 447010



Survey for the residents of

Hello everyone,

We are looking to put in a bid to see if we can win some money from the "Resident Led Project Fund" so we can purchase a bingo machine and bowls mat handling unit which will increase social activities for the community.

Please therefore would you kindly take the time to complete the attached survey and return in the prepaid envelope provided by no later than Date. You do not have to give your name and flat number unless you would like to.

Should the majority of residents be in favour of this project we will put forward our bid when the Resident Led Project panel meet again. The panel will make an informed decision as to whether some or all of the items within this project are successful.

We will be working on this project with your Community Development Officer who can be contacted on telephone..... should you wish to know more about the Resident Led Project Fund.

There is obviously no guarantee that we will win the money but fingers crossed!



	Yes	No
I am in favour of the bowls mat handling unit	<input type="checkbox"/>	<input type="checkbox"/>
I am in favour of the bingo machine	<input type="checkbox"/>	<input type="checkbox"/>

Name..... Address.....

EXAMPLE - BID FOR RESIDENT LED FUNDING

Please complete form by printing or typing in the unshaded boxes

Name group submitting proposal (Please include name of lead applicant)	<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100px; height: 15px;"></div>
<p><u>Description of project</u></p> <p>Residents would like to put in a bid from the resident led project fund for a bowls mat handling unit, this equipment would assist the residents with setting up their communal lounge for indoor bowls and clearing away the mat after use. The mat is very heavy and residents currently struggle to perform this task unaided.</p> <p>They have also asked for a bingo machine with the aim to create more social activities and to encourage a greater sense of community.</p>	
<p><u>Is there a resident social club/fund</u></p> <p>Yes £500 in social fund.</p> <p>The residents have agreed to pay £100 from their social funds towards the cost of the total project.</p>	
<p><u>Has additional funding been sought for this project?</u></p> <p><u>Please provide details if Yes or No</u></p> <p>No as funding provided through social funds.</p>	
Date project to be commenced if approved	ASAP
Estimated Cost (All estimates to be attached if applicable)	£573.11
<p>Estate Officer Comments</p> <p>I am not aware of any reasons why this would cause any problems.</p> <p style="margin-left: 40px;">- Sarah Lander, Tenancy Services Manager</p>	<p>Supporting</p> <p>Yes</p>
<p>Sheltered Housing Manager Comments</p> <p>No problem.</p> <p style="margin-left: 40px;">- Margaret Hutchings, Supported Housing Manager</p>	<p>Supporting</p> <p>Yes</p>

Technical Officer Comments Not applicable.	Supporting															
Quotations Bowls mat handling unit: Duke Bowls £523.11 (Total cost includes delivery and assembly). Verdemat Bowls £570.00 Bowls World £586.67 Bingo Machine Starter Kit: Thomas and Anca Club Supplies £150.00																
Additional Information No further information supplied.																
Survey Results <table border="0"> <tr> <td>No of surveys sent out</td> <td>58</td> <td></td> </tr> <tr> <td>No of surveys returned</td> <td>27</td> <td>46.55%</td> </tr> <tr> <td></td> <td>Yes</td> <td>No</td> </tr> <tr> <td>In favour of bowls mat handling unit</td> <td>25</td> <td>2</td> </tr> <tr> <td>In favour of bingo machine</td> <td>26</td> <td>0</td> </tr> </table>	No of surveys sent out	58		No of surveys returned	27	46.55%		Yes	No	In favour of bowls mat handling unit	25	2	In favour of bingo machine	26	0	
No of surveys sent out	58															
No of surveys returned	27	46.55%														
	Yes	No														
In favour of bowls mat handling unit	25	2														
In favour of bingo machine	26	0														
<u>Resident Involvement Officer Checklist</u>																
Would this project require that leaseholders be consulted?	No															
Is this catered for effectively in South Essex Homes funding/alternative funding (ie. Within the next two years)?	No															
Is it included in any other works programme/would authorising this project effectively enable it to queue jump?	No															
If the answer to the previous question is "yes", is there a good reason for this project to queue jump?	N/A															

Duke Bowls

Chipping
Close,
St
Albans
Road,
Barnet,
Herts.
EN5 4LP
Tel. 020
8364
9195

Products

Footwear
Clothing
Bowling
Waterproof
Clothing
Bowling
Headwear, Belts &
Socks
Bowling Gloves
Bowling Bags and
Trolleys
Bowls
Bowling
Accessories &
Measures
Special
Offers/Shoes &
Clothing
CLUB SHOP-Rink
Eq. & Scoreboards
New Age Bowls
Carpet Bowls
Short Mat Bowls
WindUp/Handling/
Storage Units

Home :: WindUp/Handling/ Storage Units ::
LAYOR ONE MAT UNIT



WindUp/Handling/ Storage Units

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LAYOR ONE MAT UNIT

Layor One Mat Unit. This unit comes with one roller only although at a later date it has the advantage that it can easily be converted to a two mat unit with the purchase of an extra roller and ancillary items.

Approx. Frame size – 66 cm [26"] wide x 107.5cms [42.25"] high x 215cms [84.75"] long.
Price £456.00

THERE IS AN APPROX. CARRIAGE CHARGE OF £50 BUT THIS IS DEPENDENT ON YOUR POSTAL CODE SO PLEASE CONTACT US FOR DETAILS OF OUR DELIVERY AND INSTALLATION PACKAGE



[larger image](#)

**Price: £547.20
(including VAT)**

Delivery: £50.53

Shop4Cues -
Snooker - Pool
Shop4Darts -
Darts and
Equipment

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Verdemat 30ft medium bowls carpet

notonlybowls product cp051

Verdemat (which until 2007 was marketed as Verde '95) is the most popular roll up bowling carpet currently available. It is commonly used for shortmat and carpet bowls, and is used in the majority of county and national events. It is the chosen surface for the ESMBA national championships. It comes with either an ultra lightweight foam backing, which gives a carpet thickness of approx 11mm and a fast speed, or a latex rubber backing which although thinner (carpet thickness approx 10mm) is heavier and reduces the carpet speed to medium.

The image is of Verdemat fast - the medium form of this carpet comes with a green backing.

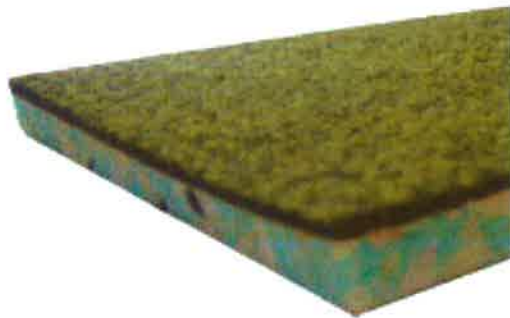
Prices include vat and UK delivery

Price : £545.00



BOWLSWORLD

BOWLS, CLOTHING & EQUIPMENT



Wygreen 'Original' 30ft Carpet

30ft x 6ft Carpet Bows Carpet. Synthetic fibre top surface and chip foam backing. A relatively hard top surface with a Med to Fast Pace, preferred by some experienced bowlers.

Price includes delivery in UK Mainland, normally 3 to 4 weeks.

Price: £519.13 (£597.00 Including VAT at 15%)

- CLEARANCE ITEMS (5)
- SPECIAL OFFERS (3)
- BINGO ACCESSORIES (6)
- BINGO MACHINES (7)
- BINGO STARTER KITS (6)
- BINGO TICKETS (96)
- BINGO CALLER (1)
- BINGO SHUTTERBOARDS (2)
- BINGO MARKERS (13)
- BINGO CLIPBOARDS (4)
- BUNTING & FLAGS (2)
- CARD DISPENSERS (2)
- CHANGE MACHINES (8)
- CLUB GAMES (8)
- COMMITTEE BADGES (2)
- CREDIT BOARDS (3)
- DART BOARDS (4)
- DART SCORERS (4)
- DARTS EQUIPMENT (6)
- FUNDRAISING TICKETS (12)
- LOTTERY MACHINES (6)
- LOTTERY TICKETS (16)
- MEMBERSHIP CARDS (2)
- RAFFLE DRUM (1)
- RAFFLE MACHINES (3)
- CLOAKROOM / RAFFLE TICKETS (16)
- ROLL TICKETS (16)
- RACE NIGHT TICKETS (1)
- VISITOR BOOKS (1)
- TYVEK WRISTBANDS (19)

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Bingo Starter Kit with Lucky Bingo Electronic Bingo Machine

The Bingo Starter Kit with the Lucky Bingo Electronic Bingo Machine contains everything you would require to play Bingo on a professional basis. Whether it's for home, pub, club, village hall, schools, churches or residential homes everything you need to play your own Bingo sessions is included.

Kit Contains:

- 1x Lucky Bingo
- 750 - 10 Game Bingo Booklets
- 750 - 2 Game Bingo Booklets
- 1200 - Single Bingo Tickets (2 colours)
- 50 - Bingo Felt Marker Pens
- 5 - 15ml Bingo Dabber Markers
- Bingo Rhyming Callers Card



£150.00 Exc VAT
£180.00 Inc VAT

Features For Lucky Bingo:

This popular machine is the ideal bingo selector for the small clubs, events and office parties

- Made from robust metal
- Light and easy to store
- Simple two-button operation
- Large 122mm (4 3/4") audience display
- Plays 1-75 and 1-90 bingo
- 1-90 grid display for caller
- Jackpot / snowball feature
- Last number check panel
- Displays number of calls made

Size:

- 180mm (7") Wide
- 407mm (16") High
- 127mm (5") Deep

2 years parts and labour warranty

Carriage - FREE

Quantity: 1

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You may also consider:



Delivery Costs



Price Match



Request a catalogue



Mr Douglas Kent...
We have always found the service excellent. The ladies on the telephone are always very helpful.

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Perth...
The Thomas & Anca lottery machine has been a financial bonus to the Club over the last 4 years a

[Read more](#)

Hoosan, Cleveland...
Dear Sir/Madam On behalf of my Club I would like to offer our sincere thanks for your support for

[Read more](#)

Example Resident Led Panel Scoring Sheet

Project name: _____

Name of Panel Member: _____

<u>Checklist</u>	
Where appropriate, have leaseholders been consulted?	Yes/No
Is this catered for effectively in South Essex Homes funding/alternative funding (ie. Within the next two years)?	Yes/No
Is it included in any other works programme/would authorising this project effectively enable it to queue jump?	Yes/No
If the answer to the previous question is "yes", is there a good reason for this project to queue jump?	Yes/No
Has additional funding been sought for this project?	Yes/No

<u>Criteria met by project</u>	1 to 5 1 = bad 5 = excellent
1. Support can be shown from other organisations – score each a) funding b) practical help	
2. Does the project comply with the following – score each a) Environmental b) Ecological c) Energy benefits.	
3. Would benefit the health and well-being of residents	
4. The overall benefit to the community specified.	
5. Overall VFM of the project - consider issues such as (score each): • Reasonable current costs 1 - 5 • Future ongoing costs to SEH 1 - 5	Total score out of 10

Decision of the panel

1) Approved Yes No

 If No, state reason _____

2) Project deferred
 State reason

3) Budget (please circle) CAPITAL REVENUE

Resident Led Projects - Before and After Photos



Trevett House has their concrete courtyard garden transformed in the a lovely green space for all residents to enjoy!



Furzeffield won a bid to have a canopy installed over their front door to prevent residents from getting wet while they looked for their keys!



These are examples and ideas for projects which can be funded under the Resident Led Project Scheme. If you have an idea for a project please contact your Community Development Officer who will be able to advise whether it fulfils the criteria of the Scheme.

