

Application Criteria for Brighter Community Fund

Applications *must* be for projects that support Raven's Strategic Plan, ***Building Homes, Changing Lives***, and clearly fit under one of the themes below.

The application is to be completed electronically via the forms link at the end of this guidance. Please read all the BCF criteria and guidance for advice on what information should be included in your application. If you need assistance, please contact BCF@ravenht.org.uk

Strategic criteria

Identify which one of the criteria best fits your project.

Build stronger and more resilient communities

- Activities and services that help improve people's skills, wellbeing, opportunities or circumstances.
- Projects that bring people together, build positive relationships and strengthen connections within and between communities.

Environmental value

- Projects delivered with partners and communities that improve the local environment and help create places where customers are proud to live.
- Improvements to Raven's physical assets that provide a clear and lasting benefit to the wider community.

Assessment criteria

- All applications must demonstrate financial viability for its duration and sustainability of the project.
- Your application should demonstrate local support and potential for strengthening the local community.
- All bids should contain the specific information regarding the project delivery.
- Funding will be restricted to a maximum of £5,000 for any one project. You will need to demonstrate where any additional funding has been sourced or requested if required.

The BCF panel will assess every bid using the following criteria

- The bid provides evidence of a clear need or benefit
- There is evidence the funding will benefit the communities we serve.
- The project will be delivering outputs within six months of award
- The project strongly supports Raven's objectives
- The bid is well costed and provides value for money across all expenditure
- Bids should meet all the criteria. Higher priority to applications which best meet the criteria.

Awarding Procedure

All application bids will be complete via the Forms link. You will receive a confirmation response for your submission. Following this a response in writing will

be received within 2 weeks of the panel meeting to say whether you are successful or not. The unsuccessful bids will contain details on why and advice of future bids. There is no appeal process, the panel's decision is final

Grants will be paid direct into a bank account or straight to the supplier following an invoice for work and set up as a supplier

The grant must be used only for the purpose it was granted and accounted for correctly.

At the end of the project a report must be submitted on its benefits as agreed in the application

Funding applications quarterly

Round 1	Application deadline - 30 September 2026	Decision by - Fri 30th October 2026
Round 2	Application deadline - 30 January 2027	Decision by – Fri 26th February 2027
Round 3	Application Deadline - 30 April 2027	Decision by - Fri 28th May 2027

Application Form Guidance notes

[Application form Link](#)

Please ensure you have read **this** and the **Funding Criteria** before completing your application form

Overall Summary

About the applicant

Tell us who you and how best to contact you about any queries or awards

- **Contact name** – What is the name of the applicant or person to whom all enquiries will go
- **Name of Organisation and Charity No.** (If applicable): If you are applying as an organisation tell us the name of your organisation and if it is a charity what your registered Charity number is. If not relevant, please put N/A.
- **Full address & postcode:** The full registered address of the organisation or individual to whom all correspondence will go.
- **Contact number:** The best number to call for the main point of contact
- **Email address:** The best email to write to for the main point of contact

Information of project to be funded

Please provide clear information about what you will deliver with the funding. Projects aims and ambitions

- **Name of project:** Give your project a unique name. This will be the name we refer to from application to final report. It can be a brief descriptive name e.g. *Garden sessions, estate improvement project*

- **What criteria have you planned to meet within this project?** Tick **one** criteria that best matches your project
- **Project be delivery area:** Tell us in which borough and towns you will serve, and which Raven estates and areas will most benefit from the delivery.
- **The beneficiaries and the main participants in the project:**
 - Give a full description of who your project aims to serve and benefit.
 - Explain how you know there is a need and it will be of benefit.
 - Explain how the project can specifically benefit Raven residents.
 - Tell us about specific age groups, community groups, demographics.
 - How will you share and inform them about what you will deliver?
- **What you will deliver with the funding:**
 - Tell us in detail the main activities, services, improvements, or events included in the project.
 - What are your aims and objectives?
 - How many beneficiaries and how will they be involved?
 - Planned delivery timelines, who will do what and when.
 - Resources that will be used and how.
 - What will be achieved at the end and the difference you will have made?
 - How will you monitor and record information along the delivery?
- **Scope of project:** Explain how the project will involve and affect the wider community. Give a description on how it will be managed and monitored.
- **Expected outcomes:** Describe the short-term and long-term benefits of the project, for both the participants and the community. Describe anticipated progress where possible.
- **Measure success:** Try and think about the measurable objectives to your project outcomes, try to include target figures. What records, photos, feedback, surveys, or reports will show the project has worked.
- **Amount requested (up to £5,000):** Tell us how much you are applying for from Raven Housing Trust.
- **Time plan:** Please give the expected timescales for the project – expected start date and end date. All funded projects should commence within 3 months of award date.
- **Agreement to submit a report:** Agree to submit a report at the end of the project, if completed in less than six-months from award date or send an update report if the project lasts for over six months.

Quotes: Please include any quotes for the work to be carried out.

Budget

Total Project Delivery Costs (£): State the total cost to deliver the full project including any costs already secured

Amount requested from BCF fund (up to £5,000): Please include the full amount you want us to consider awarding towards your project

Other confirmed source of funding and amount (£): Please give details of the additional funding you may have got from elsewhere and the amount.

Total budget breakdown: Please give an accurate itemised breakdown of all costs involved for the project.

Quotes: Please submit quotes for any works or purchases to be used with the proposed funding. (Works - Raven may be able suggest contractors)
Please upload quotes via the email link with the project name as the subject line.

Important information

- All awarded projects will be required to submit a feedback report with 6 weeks of project completion or 6 months from award date.
- Raven can offer advice on what consultation is needed and how you could collect it
- If more evidence is requested, please provide it to the requesting officer within 14 days
- All completed projects can be inspected by Raven via appointment.
- The funding will be used only for the purpose set out in the application
- The funding is a one-off contribution and does not constitute an on-going funding commitment from Raven BCF.
- You will appreciate that this funding is paid from Raven's rental income, which is subject to scrutiny. So please keep records of how the funding was used.
- Where possible the BCF funding will pay any invoices direct (payment methods will be discussed if proposal successful)
- Submissions will close at 11.45pm on the deadline day.
- It is advised to save your response at submission for your reference.