



Cunningham Housing Association Social & Economic Development Application Form Guidance

Social & Economic Development

Application Form Guidance

these notes are designed to give guidance on completion of the Application Form. This guidance should be read in conjunction with the Social & Economic Development Application form, to which it relates directly, and the CHA Social & Economic Development Programme Information.

Section 1: Contact Details

Please provide contact details including the full name of the organisation. Do not use acronyms or other short forms.

Section 2: Organisation Details What does your organisation do?

This question allows you to describe the aims, objectives and principal activities of your organisation including details of services provided and client groups supported.

*Please note that information in this section should be about your **organisation** and **not the project** for which you are applying for CHA assistance.*

Section 3: Please provide details of your project? Please advise what your organisation proposes to do and why?

This question allows you to provide a short summary of what your organisation's aspirations are so that we can provide appropriate support. Please advise details of what you propose to do, what you hope to achieve, proposed activities together with anticipated timescales, with start and end dates.

Section 4: How will this project assist your organisation to grow and develop?

The principal aim of CHA is to support growth and improve the sustainability of established social enterprises in . Please detail how your project will, for example allow you to develop revenue generating opportunities, widen the service you offer, procure public sector contracts, form new trading arms etc.

Section 5: Please indicate what type of assistance you require from the CHA Programme?

Please use this section to detail the type of assistance that you require and the reasons why this support is needed. Section 2 of the CHA Programme Information guide sets out a range of available support interventions that the Programme offers.

Section 6: How will your project contribute to the following outcomes?

- **Creation of new jobs** – Please provide details of new and additional staff that will be employed as a result of your project. This should be expressed in terms of Full Time Equivalent (FTE) posts, i.e. 2 part-time posts of 17.5 hours equates to 1 FTE new job.
- **Increased sales/trading income** – This would refer to the amount (in £pounds) by which you expect your organisation's sales/trading income to increase as a result of the project supported by CHA.
- **Increased turnover** – This would refer to the amount (in £pounds) by which you expect your organisation's annual turnover to increase as a result of the project supported by CHA.
- **Improved capacity to tender for public services contracts** – This would refer to the number of public service contracts secured as a result of the project supported by CHA

Section 7: Please detail any further outcomes which you expect your project to achieve.

This section allows you to describe the full impact of your project and highlight additional outcomes that are not set out in Section 6. Where possible, these should be detailed in SMART format – Specific, Measurable, Achievable, Realistic and Time bound.

For example; a 5% increase in clients will be secured by March 2013, or 2 new income generating contracts secured by June 2013 etc

Section 8: Please use this page to provide any additional information in support of your application.

Please use this section to provide further information in support of your application.

Section 9: Certification

- **Name of Signatory** - Please ensure that the person signing this form on behalf of your organisation has the relevant authority to do so. Please print their name in block capitals. The signatory and the contact person detailed in Section 1 do not have to be the same person.
- **Position** – Please detail the position held by the signatory within your organisation
- **Signature** – The identified signatory should sign their name in blue ink
- **Date** – Date when application was signed on behalf of the applicant organisation