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| **Section A: Summary Information**  **Notes**  1. Provide the organisation’s full legal name (for joint applications, provide name of lead contact).  Please indicate whether or not this is the Registered Office, and provide the Registered Office address if different.  We will use the full address provided here for correspondence.  3. Please describe what sort of organisation you are - list as many as apply.  Private Developer  Private Landlord  Private Landowner  Charitable Body  Registered social landlord  Local Authority  Community Body  Other (please describe)  If you are registered, e.g. with Office of Scottish Charity Regulator or Companies House, please detail which body you are registered with and supply registration numbers.  4. Please give the location of the site, the Local Authority which it is situated and the postcode. If a postcode is not available please provide a postcode as close to the proposed site as possible.  6. Please provide the overall cost for the project. If not confirmed, provide the best estimate of the total project cost, stating that it is an estimate and telling us why.  7. Please detail how much financial support is being sought from Scottish Government and in what form - grant, loan, or a combination of both.  Estimated costs should not include  recoverable VAT  9. Detail whether the housing is new build or existing and what tenure properties will be e.g. social rent, mid-market rent, sale, private sector leasing, rent to buy or some other.  **Notes**  1. Give the date when your organisation adopted its current legal status.  3. Please provide full names and addresses of any partner organisation(s) and state what sort of body they are (as in Section A, Q3).  4. A diagram may be helpful to illustrate the nature of your arrangement    **Notes**  1. Set out whether you or one of your partners already own the land or properties or whether you intend to purchase the land or properties as part of the project.  2. You should confirm that all necessary statutory consents will be obtained prior to a building contract being entered into  3. Please send a copy of the independent valuation of any properties or land which you are seeking to purchase as part of the project.  5. Completed houses should meet the current building regulations for work undertaken, the HfVN essential features, SHQS, EESSH and the Repairing Standard. See guidance for further information.  **Notes**  1. Please send us a separate risk register which demonstrates that you understand the risks inherent in the project - financial and non-financial. It must indicate how you propose to mitigate each risk or tackle it if the risk materialises. This is a key element in assessment of your application.  2. You may find it helpful to think in terms of   * Procurement * Development * Finance * Legal issues * Regulatory issues   3. You may find it helpful to think in terms of   * Letting * Ongoing management and maintenance * Administration/ running costs * Legal issues * Regulatory issues * Finance   In answering questions 2 and 3 you should include the following information:   * Which partner/body is/will be responsible for which element. * How ongoing management will be arranged and delivered * How the accountability of any partners/agents will be ensured. * Which good practice/codes of practice you will be working to. * Procurement * Development * Letting * Ongoing managemen * Legal issues * Regulatory issues * Finance | | |
| 1 | Name and address of organisation (for joint applications, please name a lead organisation). |  |
| 2 | Contact details for the lead individual for this application. | **Name:**  **Tel no:**  **Email address:** |
| 3 | What type of organisation are you?  Please provide registration numbers that apply to you. |  |
| 4 | Site address (including local authority area) of proposed development. |  |
| 5 | Proposed number of houses the project will deliver. |  |
| 6 | Total capital cost of the project. |  |
| 7 | What is the **total** financial support that you are applying for from the Scottish Government from this fund, split into grant, loan or a mixture? | **Grant Loan Total** |
| 8 | Please provide estimated site start and project completion dates? | **Site start date :**  **Completion date :** |
| 9 | Provision (new build or existing) and tenure proposed. |  |
| 10 | Please complete the *‘Breakdown of Units’* spreadsheet (Appendix A) and submit it with your application. | |

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| **Section B: Applicant Information**  This section asks for information about the applicant(s) | | |
| 1 | When was your organisation set up? |  |
| 2 | Are you applying as part of a consortia or other form of partnership arrangement? | a) **Yes**  – please answer question 3 and 4  b) **No** - please move to question 5. |
| 3 | Who are your partners and what sort of bodies are they? |  |
| 4 | What is the nature of your partnership/arrangement (e.g SPV, etc)  If you are a newly set up consortium or joint venture body, you must provide full information about how your finances are to be secured? |  |
| 5 | Do you or partner bodies have in place appropriate levels of Public Liability Insurance and Employer's Liability Insurance? |  |
| 6 | If you are a Local Authority or Registered Social Landlord please explain why you are applying to this fund rather than the Affordable Housing Supply Programme. |  |
| 7 | If you are a Local Authority or Registered Social Landlord please explain how this work is additional to the mainstream Affordable Housing Supply Programme. |  |

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| **SECTION C:** **Project information**  This section is about the status of the development that you are seeking support for and what will be delivered. | | |
| 1 | Please explain the existing ownership arrangements for the site/ properties |  |
| 2 | Do you have planning permission and/or building warrants in place? If not please set out when you expect to have them. |  |
| 3 | Please confirm the current value of the site / properties or cost to purchase. A copy of an independent valuation is required. |  |
| 4 | Please provide details of any known site constraints and how these will be overcome. |  |
| 5 | Please confirm that the completed houses will meet the quality standards set out in the guidance. If proposals go beyond this minimum or are unable to meet it (for existing properties) please explain. |  |
| 6 | Please provide a brief description of your project, how it would operate,your project’s intended objectives and outcomes and how support from this fund will enable you to achieve these. |  |

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| **SECTION D:** **Financial information**  **Notes**  1. Detail any other sources of public funding that have been sought, listing which organisation the funds have been sought from, what type of funds, is it grant, loan, land, equity other and how much has been sought or secured.    2. Detail any other sources of non-public funding (private finance) that has been sought, listing which organisation the funds have been sought from, what type of funds, is it bank lending, bond issue, private equity investment, community resources, other and how much has been sought or secured. If further private finance is still required please set this out.  3. Set out all sources and provide a total figure for the contribution you intend to make. Examples could include property or land that you already own, cash reserves, any previous SG funded assets (including land and houses) which you intend to use or dispose of in order to generate funds and the receipts from which you may, for example, be seeking to retain in full.  5. Please provide a breakdown of current rateable value(s) per property, detail any rates relief currently received by those properties e.g. Small Business Bonus Scheme or empty property relief, including a description of the type and percentage of relief awarded.  The information here will be used to assess the deliverability and value for money of your project. | | |
| 1 | What is the total amount of financial support or resources you are applying for from other public sector organisations for this project?  Has support been agreed in principle or provided already?  Is further public finance still to be secured? | |  |  |  |  | | --- | --- | --- | --- | | **Source** | **Type of funds** | **Amount** | **Secured**  **(Y/N)** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | **Total** |  |  |  | |
| 2 | What support has been committed from other non-public sector organisations (e.g. lenders), broken down by each source?  Has support been agreed in principle or provided already?  Is further private finance still to be secured? | |  |  |  |  | | --- | --- | --- | --- | | **Source** | **Type of funds** | **Amount** | **Secured**  **(Y/N)** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | **Total** |  |  |  | |
| 3 | What financial and staff resources will you or your partner organisations be contributing to this project? | **Total: £**  **Comprising:** |
| 4 | Please complete the *‘Breakdown of capital costs and SG funding required’* spreadsheet (Appendix B) and submit with your application. | |
| 5 | Does your proposal involve converting non-domestic properties into affordable housing? If so what is the total current rateable value of these properties? |  |
| 6 | If you are applying for a Rural Housing Fund loan, when do you expect to repay it in full? | **Notes**  6. Please note full repayment cannot be made for at least 10 years.  7. It is important that evidence of quotes from three different contractors for project costs are provided (copies of all quotes should be supplied with your application form).  8. The Housing Tender Return provides us with detailed technical information about your project. Follow the guidance within the Housing Tender Return document.  10. Provide  editable fully operational version which does not hide formulas or data. |
| 7 | Please confirm you have obtained at least three quotes for project costs. If you were unable to obtain three quotes please explain why. |  |
| 8 | For **new build projects** please complete the attached Housing Tender Returnspreadsheet (Appendix C) and submit it with your application. | |
| 9 | For **refurbishment projects** please provide a detailed breakdown in Excel of all works required and associated costs. | |
| 10 | Please provide full financial models for your project in Excel which set out :   * The assumptions that sit behind your proposal – these must include all income, expenditure, financing and economic assumptions (e.g. future rates of inflation) * The total discounted cash flows covering the entire life time of your project. * The funding cash flow (in real terms showing inflow of grants/loans etc and repayment of private finance and other funding provision) covering the lifetime of the project. | |

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| **SECTION E: Risk**   * **This section is about how the project will be managed and controlled** | | | |
| 1 | Please provide a copy of your risk assessment for the project | | |
| 2 | What management and control arrangements are in place for the implementation (build) phase, including responsibilities and accountability arrangements? | |  |
| 3 | What arrangements are in place for on-going management of the houses, including responsibilities and accountability arrangements? | |  |
| 4 | | What are your anticipated management, maintenance and any other running costs once the houses are completed, how will these be met and what are your assumptions about future cost increases? |  |
| 5 | | Please provide a brief summary of other housing projects that you (or other partners) have been involved in. |  |
| 6 | | Please provide details of other relevant legal, regulatory, technical or financial management work which needs to be undertaken in order for your project to progress. |  |

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| **SECTION F: Community engagement and participation**  **Notes**  1. You may wish to reference the local authority housing need and demand assessment. However, we recognise this may not highlight local housing need and demand in the level of detail required to demonstrate the case for the project. Therefore you may wish to reference your own assessment of housing need and demand e.g. consultancy work commissioned.  3. Please set out how you have engaged with the local community in developing the proposal. This could include details of events, discussion groups, meetings, surveys you have undertaken etc.  Also summarise the views of the community – are they all supportive? Are there different views? Do they support the case for more housing but disagree with the location of the proposed development? Are they concerned about allocation of the finished properties?  Notes text sds sd sd sd ssd sd sd sd sd s s sd sdsd sd sd sd sds Notes text sds sd sd sd ssd sd sd sd sd s sd sdsd sd d sdsd sd sd sd  This section is about how the community have been involved in development of the proposal and the evidence of housing need and demand. | | |
| 1 | Please set out evidence of housing need and demand, including how the level of need and demand has been established and how the project is likely to meet the identified housing need. |  |
| 2 | Please explain the benefits to the community of increasing the long term availability of affordable housing in the local area. |  |
| 3 | Explain how the local community been involved in the planning and development of the proposal.  And summarise the views of the local community on the proposal. |  |

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| **SECTION G: Local Authority views and wider strategic fit**  **Notes**  1. Please provide name, position, and contact details (email address and telephone number) for your contact in the local authority and summarise their views. Please submit written confirmation of local authority support with your application.  2. This question is about your allocations policy for the finished houses. Your **allocations policy** must be transparent, fair and ensure equality of opportunity. For rental properties you may be working with an RSL or local authority to help with allocations or to use their waiting list to allocate properties. . However other solutions are also acceptable. As stated in the fund guidance target tenants and buyers must be those who, due to lower than average income, or higher than average rents or house prices in the area, find it difficult to access housing to meet their needs. Please demonstrate how this objective will be met.  Target tenant groups or target buyers should be informed by housing need and demand information. **A separate allocations policy document can be included if you wish.**  This section is about whether the relevant Local Authority is supportive and information on how tenant /buyers will be selected. | | |
| 1 | Provide contact details for the local authority housing official you consulted on your proposal and the views of the local authority on your proposal. |  |
| 2 | Please set out what types of groups of tenants or buyers the houses will be targeted at and how tenants and buyers will be selected (your allocations policy). |  |
| 3. | Please explain how you have involved strategic partners in developing the project (e.g. community planning partnership, local authority) and how the project links with and compliments their wider local plans and strategies |  |

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| **SECTION H:** **Sustainability and economic benefits**  **Notes**  1. Please outline what the wider economic and social benefits are expected to be (e.g. opportunities for apprenticeships or other jobs, sustaining local business, encouraging new businesses etc.), how they will be secured and the benefits they are intended to bring to the wider community and the local area.  2. This could include the use of a Rural Housing burden or another mechanism you have developed. Please explain in detail how you plan to achieve long term affordability of the houses.   * This section is about how well the proposed project helps to ensure stronger and more sustainable communities and how the houses will be kept affordable long term. | | |
| 1 | What wider economic and social benefits will your proposal deliver? |  |
| 2 | Please set out any measures being put in place to ensure the houses remain affordable long term. |  |
| 3. | Will the project help attract or enable other housing or development opportunities? |  |

**Checklist before submitting your application from**

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| **Item** | **Included/**  **Checked** |
| Completed application form |  |
| Risk register |  |
| Copies of audited financial statements for the past 2 years |  |
| For newly set up consortium or joint venture bodies, full information about how your finances are to be secured |  |
| Written confirmation of support from the Local Authority |  |
| Written confirmation from other lenders of financial support secured or agreed in principle |  |
| Copy of independent valuation of any properties or land which will be acquired as part of the project |  |
| Appendix A - ‘Breakdown of units’ spreadsheet |  |
| Appendix B – ‘Breakdown of capital costs and SG funding required’ spreadsheet |  |
| Appendix C - Housing Tender Return spreadsheet (**for new build projects**) |  |
| Detailed breakdown of works and associated costs (**refurbishment projects**) |  |
| Financial models for project |  |
| Copies of three quotes for project costs |  |

**Please return application form by email to**

[rhf@gov.scot](mailto:rhf@gov.scot)