



# Places of Change Programme **Application Guidance**



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**Application Guidance**

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## Introduction

The Places of Change Programme (PCP) builds on the success of the 2005-2008 Hostels Capital Improvement Programme (HCIP) which is an important strand of our strategy for tackling homelessness, 'Sustainable Communities: settled homes, changing lives'.

The HCIP revolutionised standards of accommodation for rough sleepers, rebuilding the old institutional places of stagnation with inspirational and engaging places of change. The key outcome from this rebuilding programme was to increase the number of people who move on positively from a hostel or homelessness service. This was achieved by recognising that hostel residents need more than accommodation but also education, employment and to be engaged in activity.

Results from completed schemes record a 30% increase of people moving on in a positive way. The numbers entering into employment from their projects have doubled or even tripled. There has been a significant fall in the number of people being excluded or just abandoning their placement. HCIP set a new standard for the quality of physical environment in schemes for homeless people.

Applicants to the PCP should consider *Creating Places of Change*, which captures the learning from organisations involved in the Hostels Capital Improvement Programme. The document is available at [www.communities.gov.uk/publications/housing/placeschange](http://www.communities.gov.uk/publications/housing/placeschange)

In addition, Homeless Link, the national membership organisation for frontline homelessness agencies in England, can provide links to HCIP projects and advice on aspects of the PCP application process. Contact details for the relevant Regional Manager are on the Homeless Link website: [www.homeless.org.uk/inyourarea/team](http://www.homeless.org.uk/inyourarea/team)

## What we want to see

Communities and Local Government are particularly keen to receive PCP applications for proposals that build on or are part of a local authority strategy for tackling rough sleeping. In particular we want to see applications that:

- Replace dormitories, shared rooms and transform institutional hostels
- Provide small, specialist service provision to meet identified need (rather than large hostels)

- Transform nightshelters into short-stay assessment centres linked to daytime services
- Move service users into appropriate training and sustainable employment at the pace that's right for them, and make links with local employers
- Uncover and tackle un-addressed health needs, in partnership with local health services
- Show cross authority working and sub-regional partnerships
- Demonstrate voluntary sector agencies working in partnership
- Include social enterprise or links to social enterprise
- Offer the "Learning Power Award"
- Work with the "Move On Plan Protocols" developed by Homeless Link
- Developing partnerships with the private sector

## Innovation

The HCIP encouraged new approaches to tackling rough sleeping and engaging with 'hard-to-reach' groups. The PCP looks to build on this success and actively we seek applications that are looking to develop new ways of working with homeless people. One HCIP project manager summed it up by saying – 'it's the wow factor'.

## Who can apply?

Applications for funding are invited from local authorities. The only exception to this is applications from voluntary organisations for non-building related grants where they are of a national or regional basis and do not have a specific local authority base. With this exception applications must be made by a local authority. For a voluntary organisation this means that they will need to convince their local authority partner that their proposals meet the criteria for PCP and are deliverable. It is for a local authority to decide whether to apply for grant funding.

Applications will only be considered for PCP funding that will directly reduce rough sleeping or sustain current reductions in rough sleeping. For example the HCIP funded direct access hostels and second stage move-on accommodation for rough sleepers. Projects must specifically form part of a local authority strategy for tackling rough sleeping.

Local authorities may submit more than one application if there is sufficient outstanding need in their area.

## Registered Social Landlords (RSLs)

Under this PCP application guidance RSLs cannot apply for grant funding directly. For local authority applications which involve RSL owned property, RSLs will have been expected to have applied through the Housing Corporation's mainstream supported housing programme. If an RSL wishes its local authority to make an application, the local authority will need to explain if any Housing Corporation bid is outstanding, or if a previous bid for funding has been rejected. Where local authorities are seeking to maximise the effectiveness of a scheme by combining PCP and Housing Corporation funding streams, we will consider such applications. However, to note again, any application for PCP funding in such cases must come directly from the local authority.

## What can a bid support?

Applications are invited for any aspect of capital investment that will help an organisation develop as a place of change and reduce, or sustain reductions in, the number of people sleeping rough in England. This can include accommodation and non-accommodation costs for:

- Re-build.
- Refurbishments.
- Extensions.
- The purchase of new buildings.
- Items of capital equipment for buildings or activities.
- Any fees for the development of the project e.g. architects' fees following a successful application.

The following cannot be part of an application:

- Any revenue expenditure, for example staff costs or any costs associated with the development of a PCP application.

## Match Funding

PCP grant should not normally expect to contribute 100% of scheme costs and we are keen to see match funding in applications. Match funding can come from the public sector, private sector or both. Where a number of applications meet the criteria any match funding may be a determining factor. Please see Section H (Budget) for further details.

## What criteria will be used to assess the bids?

The following sections describe the information that we expect to be included in applications for grant funding. Please ensure that your application addresses the issues outlined in each section, since this information will be used as the basis for determining which authorities and organisations receive grants.

### **A: Bid Overview**

*(Maximum 400 words)*

A brief description of the proposal should be provided, to include:

- A description of how a capital grant will be used to help the service develop as a place of change and reduce, or sustain reductions in, the number of people sleeping rough in England
- What the grant will fund and, if the application is for building work. Design innovation and green schemes were prominent in HCIP.
- How a scheme will identify and create employment and training opportunities for service users in the development of the new scheme – including whether they will be involved in any self build capacity
- The services and activities to be offered as a result of the grant. This will include different approaches to meaningful activity
- The client group(s) that will benefit
- The involvement and support of service users and staff in the application
- Information on any commercial space to be included which is intended to be used for social enterprise.

Note: Information provided under section A should be descriptive only, with justifications being made in the following sections.

**B: Places of Change Outcomes**

*(Maximum 300 words)*

The main Places of Change outcomes are:

- *To increase the number of clients positively moving on to independent or more appropriate supported accommodation: and*
- *To increase the number of clients moving into education & employment*

Meeting the following outputs will help this to be achieved:

- To involve residents in the development of services
- *To increase access to primary and other health care services including therapeutic interventions tailored to address clients' health and well-being*
- *To reduce the number of exclusions and abandonments and to increase the number of planned moves*
- *To develop well-trained, motivated and supported staff*
- *To provide a quality physical environment*

The bid should describe:

- How the activities and services to be offered as a result of the capital investment will help meet the Places of Change outcomes
- How the design of the building (if the bid is for building work) will help the provision of these activities and services or lead directly to meeting the Places of Change outcomes
- Any work that is already underway around the Places of Change agenda
- Present performance against Places of Change outcomes (a baseline from which to assess progress)
- Any other indicators that may be used to monitor progress, for example customer satisfaction surveys
- Service User involvement

**C: Staffing**

*(Maximum 200 words)*

The bid should give information about:

- Realistic staffing requirements and roles in the proposed service and the changes needed from present operations, if applicable

- Support and training needs for frontline workers and managers in the service in order to meet Places of Change outcomes
- How staff will help achieve Places of Change outcomes and their work be sustained in the long-term (please link to revenue information in the budget section, below)

**D: Strategic relevance**

*(Maximum 300 words)*

The bid should show:

- The relevance of the proposal to reduce, or sustain reductions in, the number of people sleeping rough. A zero or low rough sleeping figure should not prevent a proposal.
- In principle support within the local authority of lead councillor and senior officer, Supporting People Team and other relevant agencies and organisations (e.g. health)
- For London based bids, the relevance of the proposal to sub-regional and pan-London provision, including how it will enable cross-authority provision of services and bed spaces.
- For outside of London any relevance for the proposal to the region/sub-region and how it could enable cross-authority provision of services and bed spaces
- How the proposal fits in with the local authority homelessness strategy, in particular the actions to tackle rough sleeping.
- Confirming provision is not being duplicated
- How the proposed service will work with other local organisations to achieve the strategic aim to tackle rough sleeping.

**E: Needs analysis**

*(Maximum 300 words)*

The bid should:

- Supply evidence from a proper needs assessment which demonstrates how this proposal will reduce rough sleeping and increase the number of people moving on positively from hostels

**F: Project planning**

(Maximum 200 words)

The bid should show:

- An outline project plan for the scheme which includes the key phases of the project. Applicants should refer to *Creating Places of Change* this publication sets out the lessons learnt in developing HCIP including key areas such as planning applications, scheme design etc.

**H: Budget**

(Maximum 300 words plus figures)

The bid should include:

- An overall cost, with evidence of how this figure has been reached
- A timetable of proposed spend in each of the three years covered by the Programme. Spend in some years may be zero.
- An outline of revenue implications for the proposal (including staffing) and where these proposals will lead to revenue commitment and how it is intended to fund these costs<sup>1</sup>
- Evidence of how the proposal will provide value for money
- A budget for any component of the bid that is based around social enterprise

**Match Funding**

We are keen to see an element of match funding in PCP bids. Although it is not essential where there are a number of applications that all meet the criteria any match funding contribution may be a determining factor. Please give an indication of the following:

- Of the total project cost, how much is sought from PCP?
- Of the total cost how much is to be funded from other sources?
- From Housing Corporation funding:
  1. Already applied to Housing Corporation mainstream funding.
  2. Discussed with the Housing Corporation?
  3. Intend to apply for any in year additional resources?

<sup>1</sup> This should include Supporting People, but also revenue streams outside housing and homelessness, including Local Area Agreements. It should address long-term sustainability and be realistic around staffing numbers

- Local authority capital resources
- Own resources of the project
- PCT
- Other

## Closing date

The closing date for applications is 25 January 2008.

## Next steps

Decisions will be made on the basis of the application forms received.

Communities and Local Government will notify successful applicants by 29 February 2008.

## What happens if an application is successful?

### **Grant payments**

Grant payments will be made under section 31 of the Local Government Act 2003 where grant is paid to local authorities and under section 180 of the Housing Act 1996 where grant is paid to voluntary organisations. Successful applicants will be required to agree a financial profile with Communities and Local Government covering the value of grant to be drawn down in each financial year. Once this profile is set it will not be amended.

Successful applicants will have until 31 March 2011 to draw down grants from Communities and Local Government.

Local authorities should ensure that their processes are compliant with the guidance for the voluntary sector Compact with the third sector and take account of the funding guidance in that Compact when making payments of grant to voluntary sector organisations.

### **Milestones**

Financial profiles for grant will detail a number of milestones that will need to be met. It is at this stage that a detailed project plan will be required.

For building projects, typical milestones will include site acquisition, planning permission and the instruction of contractors.

**IMPORTANT NOTE:** The majority of any PCP grant will not be available until planning permission has been obtained. If a building project fails at planning application stage, Communities and Local Government will consider recovering relevant costs incurred from award of the grant to that date.

### **Sharing Information**

Successful applicants will be encouraged to share learning from the PCP with other interested parties. This will include disseminating learning through the independent work of Homeless Link's Regional Managers.

### **Monitoring**

Successful applicants will be required to complete a standard monitoring form on a regular basis. For projects in the development stage this will cover progress; grant spend and forecasts for Places of Change outcomes. Completed projects will be expected to report fully against Places of Change outcomes.

### **Contact Details**

Please remember to update CLG if the person listed for contact changes.

## What if the application is unsuccessful?

The Places of Change Programme is likely to be oversubscribed and it will not be possible to fund all applications. Notification will be provided on all unsuccessful applications.

Unsuccessful applications of a sufficiently high standard will be entered onto a reserve list. In addition, any scheme subsequently identified that demonstrates an extreme need and meets the PCP criteria fully may also be entered onto the reserve list.

Should slippage funds become available, Communities and Local Government will assess applications from the reserve list for funding

## Further Information

If you require further information about the application process please contact Michael Wilson on Michael1.wilson@communities.gsi.gov.uk or telephone 020 7944 8785. The application form is available as a separate document at [www.communities.gov.uk/publications/housing/placeschange](http://www.communities.gov.uk/publications/housing/placeschange)