



Creating communities,  
empowering lives



# Community fund application form

## About our community fund

At Abri, we're not just about building homes. We're about building great communities, where people want to live. We believe local people know what's best for them and their community. When people living in an area take a leading role in creating change, great things can happen.

We're committed to investing in our communities. Our community fund is one way to help drive change, transform our communities, and provide opportunities. We aim to invest in local 'grass roots' organisations who want to make our communities a better place to live. **If you have a project that will support our customers in our communities and need some funding to make it happen, we'd love to hear from you.**

The rising cost of living impacts disproportionately in our communities, Applications that clearly demonstrate an impact in this area for our customers will be prioritised. We are keen to support applications that consider the health and wellbeing of our communities, particularly prominent to this in current times is helping to combat the cost of living crisis. If applicable, please detail this in your application.

Although we are keen to support projects that help all communities, we would like any applicant organisation to demonstrate how they will specifically be able to engage with people living in Abri homes.

To find out more about our Community Strategy and communities we've identified as investment zones, please look on our website: <https://www.abri.co.uk/services/enterprise-investment/community-investment-plans>

## Who should apply?

We welcome applications from local community groups, voluntary organisations, charities or similar organisations who have an idea or a project which will benefit Abri residents and the local community.

We want to support as many projects as possible, so we have a maximum limit of £3,000 per application. This may mean that we can't always offer you the full value requested; the final decision is at the discretion of our funding panel.

Our funding is available during advertised 'funding windows' throughout the year. To check the date of the next window, visit our website: <https://www.abri.co.uk/services/enterprise-investment/community-funding>

## Are you considering a larger project?

We may be able to consider projects where the cost exceeds the usual £3,000 maximum.

We refer to our larger Community Fund Grants as 'Partnership Projects'. Organisations delivering Partnership Projects are expected to work closely with a member of our Community Services Team and be familiar with the local delivery plan for the Abri Community Investment Zone where the project will take place.

You will be expected to provide monitoring information proportionate to the size of your project and contribute to our Social Value ambitions.

**Please contact us at [community.fund@abri.co.uk](mailto:community.fund@abri.co.uk) to discuss your idea.**

## Section one: About your organisation

Name of organisation			
Registered address, including postcode			
Name of person completing this application and role in the organisation			
Please tell us of any communication needs we should be aware of (large print, English as a second language, braille, or sign language)			
Telephone number			
Email address			
Website (if applicable)			
Organisation type (charity, community interest company (CIC) etc.). If a registered charity or CIC, please state your registration number			
Date of application			
Have you previously received funding from Abri including our legacy organisations: Radian and Yarlington?	Yes	No	
If yes please tell us when, how much was awarded and how it was used.			

## Section two: About your project

Project start date	
Project completion date	
Project name	
In which Abri community will your project take place?	
Projects that reach people living in Abri homes will be favored, what percentage of engagement in your project do you predict to be from Abri residents?	
Are there people in the community who will benefit from this project? If so, how many?	
Total funding requested	
Tell us about your organisation - biopic/overview?	
<p><b>Please provide a description of your project/activity and how it will benefit Abri customers and communities.</b></p> <p>Guidance notes: Please specify how it will benefit people living in Abri homes and communities. You should also include the aims and objectives, what activities you will run, and how often it will take place.</p>	

## About your beneficiaries

Please indicate how you aim to reach people living in Abri homes (please note, Abri will be unable to provide names and addresses). **Priority will be given to projects that clearly explain their marketing strategy, reach, and the networks they will use.**

Please tell us how you will encourage people to take part, especially those living in an Abri home, and make sure there is equal and fair access for all.

## Evidence of need

**Tell us why you are delivering this project? What research or evidence do you have that this project or activity is needed or welcomed by the community?**

(Guidance notes: This should include where possible details of any consultation with local residents and how the community may be involved)

## Section three: Project outcomes and reporting

If funding is successful, you will be expected to report progress against your intended outcomes and provide a summary report of your project. We may also be in contact arrange a visit from a member of the funding team and/or the panel.

Please use the tables to outline your proposed outputs and outcomes, and how you will measure them.

<p><b>Output</b></p> <p>An output refers to the number of something you have carried out/produced, e.g. number of sessions / number of participants / parents involved</p> <p><b>Always include the number of Abri residents you aim to include.</b></p>	<p><b>How you will measure it</b></p> <p>For example, register of participants</p>

<b>Outcome</b> An outcome is measuring the intended benefit of the project e.g. increased confidence in cooking, improved knowledge around healthier meals, people volunteering or engaging in a community activity etc. <b>Please provide results showing Abri residents and other attendees in the community</b>	<b>How you will measure it</b> For example, register of participants



Do you have any other unique measures to know if your project is successful?

Please tick the boxes below to let us know if your project supports any of our community investment strategic outcomes. Please tick all that apply:

**Cost of Living**

<input type="checkbox"/>	Reducing the impact of the cost of living crisis
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**Employment**

<input type="checkbox"/>	Providing volunteering and/or training opportunities
<input type="checkbox"/>	Providing employment opportunities and/or self-employment
<input type="checkbox"/>	Providing career opportunities for local young people
<input type="checkbox"/>	Offering opportunities for local people to upskill

**Community empowerment**

<input type="checkbox"/>	Opportunities for community cohesion
<input type="checkbox"/>	Developing community leaders
<input type="checkbox"/>	Improving the quality of the local environment and public spaces
<input type="checkbox"/>	Celebrating community heritage
<input type="checkbox"/>	Addressing inequalities or stigma that exists in communities

**Health and wellbeing**

<input type="checkbox"/>	Improvement to physical health
<input type="checkbox"/>	Improvement to mental health
<input type="checkbox"/>	Increased social network and connection therefore reducing isolation
<input type="checkbox"/>	Intergenerational activity
<input type="checkbox"/>	Providing an opportunity to enjoy a new activity

## Section four: Project costs

If funding is successful, you will be expected to report progress against your intended outcomes and provide a summary report of your project.

Item or activity	Total cost*		Amount requested from Abri		Source of additional funding with amount (£)
<i>Example: plants for growing</i>	£300		£200		£100 from the local council
	£		£		
	£		£		
	£		£		
	£		£		
	£		£		
	£		£		
	£		£		
	£		£		
	£		£		
	£		£		
	£		£		
	£		£		
<b>TOTALS</b>	£		£		

\*applicants are responsible for any VAT liability. All costs quoted should include VAT if applicable.

### If this application is successful, where should payment be made?

Name of account	
Bank name	
Sort code	
Account number	

Please note: the bank account will need to be registered to the organisation named above with at least two signatories. Remember to include a bank statement

## Section five: Checklist

**Before you send in your application, check that you have included the following (funding cannot be considered until all documents are submitted): (add tick in boxes)**

Your organisations governing document.

A bank statement in the name of your organisation.

Your Health and Safety Policy and a risk assessment for the activity, if relevant.

Copies of your public liability insurance and your Employers Liability Insurance where relevant.

Your Equality and Diversity Policy or statement.

Your GDPR Policy

DPIA Form 1b (form provided for completion at the end of this document)

Your Safeguarding Policy and the date it was last reviewed. Your application should also detail how you will practically apply this policy to the project.

Copies of any research and consultation you have carried out that supports your application.

Any photos or diagrams that help bring your project to life.

Written confirmation that all staff and volunteers with access to vulnerable participants will have current DBS checks.

We may request other confirmation documents depending on the project proposed.

This information is requested so that Abri can confirm the identity of the applicant and that it has appropriate insurance and policies in place. Abri does not review the information to determine its adequacy for the applicant's requirements or its compliance with legal and regulatory requirements and acceptance of your application by Abri should not be considered confirmation that this is the case. It is the responsibility of the applicant to ensure that its insurance and policies are adequate for its needs and comply with all legal and regulatory requirements.

## Section six: Declaration

<p>How did you find out about our community fund?</p>	
<p>Have any members of Abri staff helped you with your application? Please name them here.</p>	
<p>Are you, or any of your management committee, employed by Abri?</p>	

**Please tick the boxes and sign below to confirm that you accept the terms of the community fund.**

Funding will benefit Abri residents and the community it is meant to serve and will demonstrate equal opportunities.

We agree to report back on progress on the agreed dates provided, including a breakdown of how the funding has been spent.

We agree to allow Abri to use the project for publicity purposes in both internal and external publications. We understand this may include Abri visiting the project and taking pictures/videos (with consent forms signed).

**Declaration: I confirm I am authorised to submit this application on behalf of the organisation for which the application relates.**

<p>Signed</p>	
<p>Print name</p>	
<p>Date</p>	

## What happens next: our approvals process

We have a three-stage approval process.

**Step one:** We will consider if the application is in line with our Community Investment Strategy and its aims.

**Step two:** funding cannot be awarded until we have completed our due diligence checks. This may include internet searches and cross-referencing information. We will also check the supporting documents provided. It is essential you return all documents listed on page 11 with your application. We may contact you for further information at this stage.

**Step three:** the application will be presented to our customer-led panel for their opinion.

We will then contact you to inform you of our decision and provide feedback if your application is not successful.

We'll share whether you've been successful within 4 weeks of the closing date. For successful applications we will aim to make payment by 8 weeks after the closing date subject to all supporting documentation being received and due diligence checks.

If your application is successful, we will confirm what feedback will be required to evidence the impact of your project and other documents you will need to sign and return.

### Now send your application and all support documents:

**By email to:** [community.fund@abri.co.uk](mailto:community.fund@abri.co.uk)

**Or by post to:** Enterprise Investment, Abri, Lupin Way, Yeovil, Somerset, BA22 8WN

## DPIA Screening (Part 1B- Supplier Due Diligence)

Project manager or Business Lead to ensure that this form is completed by the supplier and returned to Abri Data Protection Officer or Manager before the implementation by Abri of the systems/services it describes, and the completion of the agreement for those services.

<p><b>Does your organisation have an ICO reg. no.?</b></p>	<p><b>If Yes - check this box</b> Please supply the ICO reg no. below</p>	<p><b>If No - check this box</b> Is your organisation exempt? please explain why here.</p>
<p><b>Does your organisation have a privacy notice that covers the personal data you will be processing for Abri?</b></p>	<p><b>If Yes - check this box</b> Please provide us with a copy when you submit this form.</p>	<p><b>If No - check this box</b> please explain why here.</p>
<p><b>Does your organisation have an IT security policy that covers</b></p>	<p><b>If Yes - check this box</b> Please provide us with a copy when you submit this form.</p>	<p><b>If No - check this box</b> please explain why here.</p>
<p><b>Where will Abri's data be stored by your organisation? Please specify hosting location if digital (on-prem/ Cloud). Please specify physical location for any non-digital records.</b></p>		
<p><b>Does your organisation hold any IT Security Certifications? Eg. ISO 270001 or Cyberessentials.</b></p>	<p>Please provide us with evidence of certification, where applicable.</p>	
<p><b>Do you have evidence of any recent (last 12 months) security/ penetration tests undertaken by your organisation against either the organisation itself or the platform/ service you are providing?</b></p>	<p>Please provide us with evidence of the test results, where applicable.</p>	

<p>How does your organisation propose the parties securely transfer* the personal data, or other confidential information between each other as part of this arrangement? * eg secure email, SFTP/API's</p>		
<p>Will any Abri data held by your organisation as part of this service be hosted outside of the UK, and if so where and by whom?</p> <p>In answering this please also consider back-ups and OOO service locations</p>		
<p>Do you use sub-contractors to deliver this service?</p>	<p>If Yes - check this box Please tell us here what service they perform and where they are based.</p>	<p>If No - check this box</p>
<p>How many data breaches has your organisation recorded in the last 12 months, and were any of these reported to the ICO?</p>		
<p>Are you prepared to apply to any Abri data you hold as part of this service the retention periods communicated to you by Abri, including those which apply at the end of the agreement we have with your organisation?</p>		
<p>When staff with access rights to Abri data leave your organisation how do you ensure that those rights are terminated as soon as they leave?</p>		

<p><b>Who within your organisation will have access to Abri's personal data and how is this access controlled?</b></p>	
<p><b>Who is your Data Protection Officer?</b></p> <p><b>If you don't have one, who is responsible/ accountable for data security and compliance with data protection law in your organisation?</b></p>	<p><b>Name / job title:</b></p> <p><b>Email:</b></p> <p><b>Tel. no.:</b></p>
<p><b>Who is Abri's key account contact within your organisation and will you provide an out of office emergency number if needed?</b></p>	<p><b>Name / job title:</b></p> <p><b>Email:</b></p> <p><b>Tel. no.:</b></p>