



Ministry of Housing,
Communities &
Local Government

2 Marsham Street
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Email: RLEgrantfund@communities.gov.uk

31 December 2019

Paul Greevy
Strategic Housing Manager
Nottingham City Council
By email: paul.greevy@nottinghamcity.gov.uk

Dear Paul,

Thank you for your interest in the Private Rented Sector Innovation and Enforcement Grant Fund.

We are pleased to inform you that following a rigorous process of assessment against the criteria set out in the prospectus, we are able to fund both bids to the full amounts of £91,370 and £9,840.

This funding is made available under Section 31 of the Local Government Act 2003. We expect the funds will be released in January 2020, and colleagues will be in touch regarding the administration of payments.

MHCLG strongly encourage you to proceed with the implementation of the project laid out in your bid immediately. We would like to reiterate that this funding is available in financial year 2019/20 thus spending should be complete by 31 March 2020.

The Government will be publicly announcing the outcome of the assessment process in the new year. We have informed you of the outcome of your proposals in advance of this in order to maximise the time you have to deliver your project. However, please refrain from any media or press activity in reference to the grants until further notice. This should not prevent you from engaging with delivery partners. We will be in touch in due course, once a date for the announcement has been confirmed.

MHCLG look forward to receiving an update on the progress of your projects after six weeks and a full impact report by the end of June 2020. Our officials will be engaging directly with selected local authorities to arrange site visits and if you are selected you will hear from us in due course.

Yours sincerely,

Ciara Burch

MHCLG Funding – Enforce and Innovate spending table

Nottingham Trent University Research – £9,840

To be spent with NTU for them to conduct some research to find out the nature and extent of the experiences of vulnerable adults, formerly looked after by the local authority, who in the early years of adult life have been accommodated in the private rented sector, but have become subject to exploitation and bad practice, sometimes in poorly maintained low quality accommodation, and with insufficient coping skills to manage such accommodation, often without support.

Environmental Officer training – £24,000

Training for Environmental Officers. Procurement exercise may be needed to get a training provider.

East Midlands Property Owners (EMPO) – £4,200

Landlords supporting landlords training – EMPO to provide HHSRS and Fire safety training for less able / professionalised landlords.

‘Marks Out Of Tenancy’ (MOOT) – £16,250

Scheme that asks tenants to review their home and its management. The intention is to improve market knowledge and encourage good management. Exemption required due to Marks out of tenancy being only provider of the service.

YouTube videos: “How to...” – £,1920

Series of how to videos to be produced for use by tenants and Landlords

Housing Aid / NPRAS (Nottingham Private Rented Assistance Scheme) – £24,000

The project will map needs, services and pathways into support for tenants, and develop webpages, including a self-serve portal, to allow landlords to link their housing management with support and advice to sustain tenancies. Referral routes to be established to secure access to housing needs officers at Housing Aid promoting homelessness prevention through personalised housing plans (PHPs).

Proposal Form

Please refer to the prospectus for the criteria to consider when completing this form. Contact the email address below if you have any questions.

Completed application forms to be submitted by 1 December to:

RLEgrantfund@communities.gov.uk

Completed applications should include this form, the checklist at the end and a full breakdown of costs.

You may annex essential supporting material where relevant, but key information must be drawn out in your answers below.

Depending on the scale and complexity of the proposal we may seek additional information. Information in this bid may be shared with other government colleagues to inform decisions, help develop our understanding and inform wider policy development and best practice.

A. Your details

Project title and brief summary (30 words max)	<i>Good Landlords, Quality Homes, Safe Tenants: A suite of online resources to support landlords and tenants</i>
Local Authority	Nottingham City Council
Contact details of working lead	Name: Paul Greevy Email: paul.greevy@nottinghamcity.gov.uk Phone: 0115 876 1127 POSTCODE: NG1 6HS
Partners (if applicable)	Marks out of Tenancy East Midlands Property Owners (EMPO)
Geographical Area covered by the proposal	Nottingham City
Please provide a fuller summary of your proposal that can be used as the basis for press releases (100 words max)	Most landlords want to comply with the law and offer a good home to their tenants. Tenants need to know what to expect from their landlord and the best way to exercise their rights. This projects offers a range of tools to both to make their lives easier and to improve the safety and quality of housing. The tools are easy to access and interactive, from YouTube videos to a property rating app.

B. Finance summary

Where further explanation is required on any of the costs this should be included in your description of the proposal in **section 2** below.

Please provide headline figures in the table below and provide a FULL BREAKDOWN OF COSTS as an annex to your application.

Financial year 2019-20	TOTAL
Amount requested (all resource cost, no assets)	£91,370

Please note –

Costs cannot include overheads that are calculated as a flat rate percentage. Actual overheads can be included provided they are clearly evidenced/justified and are proportionate to the size, scale and duration of the proposal.

Costs cannot include management costs/fees that are calculated as a percentage of existing senior management time. Costs can be included for additional project support and management provided these are proportionate to the size of the bid.

Projects cannot be funded where spend would be incurred beyond the end of financial year 2019/20 and cannot be granted where projects include funding in advance of need. Due to this, we will not fund permanent staffing costs. However, the grant can be used to fund temporary staff on a time-limited basis within the funding period.

1. What is the issue you want to address, and current action being taken? (500 words)

We are looking for you to set a clear definition of the issues you are currently experiencing which arise from poor quality housing within the Private Rental Sector (PRS), the current enforcement action you are able to undertake against criminal landlords, the support currently provided to landlords to meet their responsibilities, and any limits you face.

As part of this please state:

- 1. The number of dwellings in the PRS in your local authority*
- 2. The percentage of tenures which are PRS in your local authority area*
- 3. The number of PRS dwellings which fall within the scope of the project*
- 4. An estimate of the number of these properties which do not meet their legal requirements in terms of standards and licensing.*

There are 135,399 dwellings in Nottingham, 42% are owner occupied, 32% private rented (at the Census 2001 this was just 13%) with 26% social rented. This shift since 2001 is significant and only partly explained by the growth in student numbers. There is increasing evidence of low income individuals and families living in the PRS, and for a City ranked 8th from bottom in the last Indices of Deprivation table (2015) this is a concern.

The BRE HMO model estimates 12,372 HMOs across the City

9,307 dwellings in the private rented sector have category 1 HHSRS hazards. This equates to 21% of properties in the private rented sector.

There are currently 14,000 properties that are licensable and which have not applied for a licence. The latter situation arises from the introduction of Selective Licensing in August 2018. Within the sector there is a significant student market. Some of this is in purpose-built or converted blocks, and some with several hundred flats and largely owned by companies operating nationally. There are landlords with portfolios of street properties and very many are owners of one or two properties. Often these are local residents but many live elsewhere.

2. How are you proposing to tackle the problem, and why is this your preferred approach? (1250 words)

Here you should set out how you propose to tackle the issue(s) you have identified in section 1 above. This may be a standalone project or part of a wider strategy.

Strong proposals will:

- **Provide a practical, costed approach to the issue outlined above, with detail about what will be done and how**
- **Where the proposal complements or adds value to other activities, including that of other public services, make this clear.**
- **Be clear on any proposed recruitment of temporary *staffing for the project*. Ensure that **resource costs and asset costs are clearly differentiated**. Bids should also assess the feasibility of recruitment, at this salary, in the planned timescale.**
- **Set out why this is the preferred approach, and briefly if any other options have been considered and why they have been rejected.**
- **Detail the scale of the activity, including the geographical area covered where appropriate, and who the intervention will target or involve**
- **Refer to the sustainability of the approach taken in the project or explain why it is time limited (for instance if the activity is in response to a spike in pressures)**
- **Identify any risks to the project being rolled out within the timescales, and how these will be mitigated, e.g. delays with internal signoffs from data protection teams.**
- **Highlight how your preferred approach can be scaled and shared with other local authorities and partners.**

If your authority is submitting further grant proposals for our consideration you should explain how all the projects fit your overall strategic objectives and how they will be co-ordinated.

The private rented sector in Nottingham is rapidly evolving and having to deal with a range of challenges. These include the growth in student numbers accompanied by the rise of purpose built flats, the impact of Universal Credit, rising homelessness, changes in drug misuse and, in some parts of the City, organised criminality trying to use properties to house victims of exploitation.

Nottingham's strategic objective is Quality Homes for All and this requires supporting good landlords and acting against poor and criminal landlords. This proposal supports these aims by substantially improving the advice available to landlords, including providing practical assistance to prevent making households homeless. It also empowers tenants through providing advice and guidance and by directly involving them in the assessment of their properties.

'How to...' Videos (YouTube)

These will be accessible via YouTube. One guide will shadow a qualified housing inspector conducting an HHSRS inspection, showing what landlords should look for when checking properties. It will also highlight the Homes Fit for Human Habitation legislation.

A second video - 'A Tenants' Guide' - will show what constitutes poor management and explain how to raise concerns with landlords and then with the Council if matters are not resolved.

Both of these products will fill a gap in what is currently offered and would be immediately available for use by other local authorities. Information about access and viewer behaviour could also be valuable.

Targets all landlords and tenants:

- Costs: 4 days filming and editing - £400/day £320 for subtitle/translaction.
Total £1920

Landlords Supporting Landlords

The Council works closely with EMPO (East Midlands Property Owners Ltd) and their analysis is that some landlords currently lack sufficient levels of knowledge around HHSRS and fire safety.

Providing training in these areas will help improve health and safety of tenants and will also be a tool for raising the importance of HHSRS more widely with landlords.

EMPO can provide this training over one day courses, at £70 per delegate, with a minimum number of delegates per session of 20. To impact on rogue landlords, the Safer Housing Team will make encourage landlords to attend, with the real incentive of this being an alternative to immediate enforcement action.

Target: Landlords based locally.

Aim: to provide 60 training places this year,

Total Cost: £4,200.

Landlord's Preventing Homelessness Tool

Too often landlords may find themselves in a position where they feel that eviction is the only option. This Tool will provide information about alternative actions the landlord can take, along with signposting to a range of services that they can call on to assist.

This work will include linking in with our Tenancy Matters Team who can help sustain tenancies and prevent homelessness by highlighting how to work constructively around rights and responsibilities. This product would be embedded within our new Landlord and Tenant Guidance site and incorporate regular updates via Twitter feeds.

This Tool could be transferred to other councils, but would need amending to reflect local provision. Feedback on user volume will help others assess whether to do so.

Targets landlords (primarily of tenants in receipt of benefits which is the economically weakest segment of the market).

Cost £24,000

Tenant Involvement

We have recently committed to a partnership with the MHCLG endorsed 'Marks Out Of Tenancy' (MOOT) scheme that asks tenants to review their home and its management. The intention is to improve market knowledge and encourage good management.

To be effective, the Scheme needs to attract a volume of users and it is proposed to jump-start this by incentivising tenants to add a review through a combination of marketing and by directly approaching tenants and assisting completion. We can then promote an expectation that prospective tenants check the site.

As with the Trip Advisor model, it should become progressively more difficult for landlords to operate not only under the statutory but also the commercial radar, and reviews of properties will be automatically forwarded to the Authority for cross-referencing with licencing applications to ensure compliance.

This will raise the profile and credibility of the project nationally and local areas can decide whether to adopt the activity demonstrated here to boost initial take-up.

Target audience tenants and prospective tenants.

Output: 1,000 reviews by Nottingham residents by 31 April 2020.

Costs: £5000 for billboard promotion in target neighbourhoods, £250 for promotional leaflets plus £1,000 for distribution.

Face to face interviews - Equipment (tablets) and interviewer time £10,000.

Total: £16,250

Effective Enforcement

Our strategy is clear on the need to tackle the small number of rogue landlords.

Our Enforcement Officers are our key contact with landlords and their role starts with advice and guidance only escalating to enforcement when landlords do not comply.

Enforcement Officers an Advanced Professional Certificate in Investigative Practice (APCIP). The course will develop officers to be highly proficient in all areas of investigative practice to include Law, Evidence, Procedure & Best Practice, Advanced Statement/Report Writing, Courtroom Skills/Giving Evidence, Advanced Investigative Interviewing, Case File Preparation and Employment Investigations. This will provide a more consistent approach to enforcement with

The training will support, promote and develop higher standards of enforcement in the private rented housing sector and enable officers to better tackle Rogue Landlords for offences not only in Housing Law but the other associated statutory legislation which officers are duly authorised to enforce.

Target 34 Enforcement Officers within Safer Housing and ASB Service

Cost: External trainer providing intensive course based in Nottingham - £45,000.

Evaluating Impact

We will assess the impact of this training using surveys of staff undertaking the training as well as the data highlighting improved outcomes following investigations and interventions which can be shared with other authorities.

The impact of 'do-nothing' is increased homelessness, unidentified fire and other safety hazards and consequent harm to tenants, and a lack of support to landlords who wish to play a positive role in the City and in the lives of their tenants.

Whilst the impact of these proposals can be identified through a number of outputs, it is anticipated that the real impact will be long-term and incremental, and that in the short-term assessment of outcomes will be based on perception responses from landlords, tenants, professionals and other stakeholders.

3. How will the proposal benefit the local community? (750 words)

The Fund is intended to tackle poor quality housing, rogue landlords and issues associated with this, whilst supporting landlords to fulfil their responsibilities. In this section you will need to set out how your proposal does this, with reference to the issues identified in section 1.

Strong proposals will:

- *Make the case for how funding will make a difference to the lives of the wider community, compared to a 'do nothing' scenario. Please make estimates for the number of people this will impact.*
- *Give **clear, measurable benefits and outcomes, and timescales for these** (eg estimated cost savings, additional provision of a service, increased number of enforcement proceedings initiated, % target for improvement in indicators such as Anti-Social Behaviour complaints, etc)*
- *Have already **evidenced of the views of the wider local community** and will explain how they have drawn on these to shape the bid, and how they plan to communicate progress to residents. Some examples of ways to do this could be through anecdotal feedback, resident complaints, existing surveys or feedback forms, or focus groups.*

This project offers tangible benefits to both landlords and to tenants: both tenants and locally-based landlords are part of our community. On an individual basis, both will benefit from access to much improved guidance and support. Key beneficiaries will be those individuals whose homelessness was prevented through the improved collaboration between landlords, Council and other agencies. That clearly also has financial benefits for the public purse.

The broader benefit is the contribution that this will make to improve the quality of private rented housing and the improved management of those property by landlords. This in turn will contribute to improved health and education outcomes and reduced crime and anti-social behaviour which are hard to evaluate in the context of other activity such as the non-statutory licensing schemes in Nottingham.

4. Outputs, outcomes, and evaluation (750 words)

Please provide a breakdown of targets and expected outputs below and when they are expected to deliver. These must be clearly linked to the issues identified in section 1.

Please note funded proposals will be expected to keep provide regular progress reports to an agreed programme and will be asked to complete an 'Impact Summary' after the project.

Strong proposals will **clearly set out what success looks like** and how this will be evaluated by:

- Providing **clear quantifiable target outputs**, with a plan in place and key milestones to **monitor these throughout the project and evaluate the project activities against these**.
- Have **strategic outcomes** linked to the issues that are identified in section 1 above and explain how these will be measured.
- Consider how to help local partners learn from the intervention by sharing good practice.
- Demonstrate how the project could be adopted and built upon by other Local Authorities.

Product	Outputs by 31/3/2019	Outputs by 31/3/2020	Outcomes
Landlord You Tube	Video online	500 viewings 50 likes	Improved work by landlords leading to fewer hazards identified when inspected.
Tenant You Tube	Video online	200 viewings 20 likes	Tenants better informed.
Marks Out of Tenancy	1,000 Nottingham reviews (by 31/4)	2,500 reviews	Standard of properties improved as landlords take action to avoid and/or fix low rated properties. Tenants more confident in renting property.
EMPO Training	60 landlords trained	Feedback from Landlords that delivering their role more effectively	Improved work by landlords leading to fewer hazards identified when inspected.
Accredited Investigators	34 accredited officers	At least 30 officer still in post and employing learning	Increase in effective enforcement activity with a long term impact as rogue landlords exit market
Homeless Prevention	Pathways mapped; Online guidance in place	Toolkit accessed 40 times; Evidence that 8 evictions were avoided	Reduced homelessness

This checklist will help you ensure your proposal meets the Fund’s criteria. You should indicate all that apply and submit this with your application form.

Your proposal should:

Demonstrate how your project will meet the following criteria: <ul style="list-style-type: none"> • Achieve positive enforcement outcomes and have clear supporting evidence. • Have measurable outcomes and planned evaluation • Demonstrate that the project is cost effective, clearly deliverable and financially sustainable. And (where relevant): <ul style="list-style-type: none"> • Are innovative in the way they tackle enforcement challenges. • Enable the local authority to self-finance future enforcement activity. • Encourage positive landlord/tenant/local authority relationships • Contain a mechanism for the local authority to share their experiences and learning. 	Y Y Y Y Y Y Y
Detail existing issues and challenges faced in taking successful enforcement action.	Y
Demonstrate benefits to the wider local community.	Y
Have a clear success measures and narrative.	Y
Seek reasonable funding, which is proportionate to the scale of the issue and overall size of the Fund.	Y
Be based on local evidence.	Y
Make use of scalable approaches, and demonstrate how these could be taken forward in wider-reaching pilot schemes in the future	Y

Your proposal must not:

Duplicate mainstream funding, or funding received through other sources.	N
Fund any local authority provision or services that are already being provided.	N
Fund in advance of costs incurred, for instance through funding permanent staffing costs	N
Include overheads that are calculated as a flat rate percentage. Actual overheads can be included provided they are clearly evidenced/justified and are proportionate to the size, scale and duration of the proposal.	N
Include management costs/fees that are calculated as a percentage of existing senior management time. Proposals can include costs for additional project support manager that are proportionate to the size, scale and duration of the proposal.	N
Fund Police or Fire and Rescue Service staff time	N
Fund the start-up costs for selective licensing schemes, as these should be self –funding. Consideration will be given to housing projects within a selective licensing area provided the additional benefits are clear.	N

If you are still unclear about the criteria checklist please contact:

RLEgrantfund@communities.gov.uk

Proposal Form

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Completed applications should include this form, the checklist at the end and a full breakdown of costs.

You may annex essential supporting material where relevant, but key information must be drawn out in your answers below.

Depending on the scale and complexity of the proposal we may seek additional information. Information in this bid may be shared with other government colleagues to inform decisions, help develop our understanding and inform wider policy development and best practice.

A. Your details

<p>Project title and brief summary (30 words max)</p>	<p>Title: <i>“Who cares? The risks experienced by care leavers in the private rented sector”</i></p> <p>Research exploring the correlation between vulnerable adults who having left the Authority’s care and support, and having being accommodated in the PRS have experience exploitative and unlawful practice in their accommodation.</p>
<p>Local Authority</p>	<p>Nottingham City Council</p>
<p>Contact details of working lead</p>	<p>Name: Paul Greevy</p> <p>Email: paul.greevy@nottinghamcity.gov.uk</p> <p>Phone: 0115 8761127 / 07904 272276</p> <p>POSTCODE: NG1 6HS</p>
<p>Partners (if applicable)</p>	<p>Nottingham Trent Universty (NTU)</p>
<p>Geographical Area covered by the proposal</p>	<p>City of Nottingham</p>
<p>Please provide a fuller summary of your proposal that can be used as the basis for press releases (100 words max)</p>	<p>Reseraching the nature and extent of the experiences of vulnerable adults, formerly looked after by the local authority, who in the early years of adult life have been accommodated in the private rented sector, but have become subject to exploitation and bad practice, sometimes in poorly maintained low quality accommodation, and with insufficient coping skills to manage such accommodation, often without support.</p>

B. Finance summary

Where further explanation is required on any of the costs this should be included in your description of the proposal in **section 2** below.

Please provide headline figures in the table below and provide a FULL BREAKDOWN OF COSTS as an annex to your application.

Financial year 2019-20	TOTAL
Amount requested	£9840

Please note

Costs cannot include overheads that are calculated as a flat rate percentage. Actual overheads can be included provided they are clearly evidenced/justified and are proportionate to the size, scale and duration of the proposal.

Costs cannot include management costs/fees that are calculated as a percentage of existing senior management time. Costs can be included for additional project support and management provided these are proportionate to the size of the bid.

Projects cannot be funded where spend would be incurred beyond the end of financial year 2019/20 and cannot be granted where projects include funding in advance of need. Due to this, we will not fund permanent staffing costs. However, the grant can be used to fund temporary staff on a time-limited basis within the funding period.

1. What is the issue you want to address, and current action being taken? (500 words)

We are looking for you to set a clear definition of the issues you are currently experiencing which arise from poor quality housing within the Private Rental Sector (PRS), the current enforcement action you are able to undertake against criminal landlords, the support currently provided to landlords to meet their responsibilities, and any limits you face.

As part of this please state:

- 1. The number of dwellings in the PRS in your local authority*
- 2. The percentage of tenures which are PRS in your local authority area*
- 3. The number of PRS dwellings which fall within the scope of the project*
- 4. An estimate of the number of these properties which do not meet their legal requirements in terms of standards and licensing.*

We wish to address the issue of apparent vulnerability to unlawful practice and eviction by landlords of some of our most vulnerable citizens.

We propose to commission researched insight into a better understanding of care leaver experiences in this field, the potential for homelessness, as well as the risk of entering the criminal justice system, and possible custodial sentences, as a consequence of becoming homeless from the private rented sector.

Currently there is an information deficit with significant unknowns, particularly when it comes to some of our most vulnerable people. The exploitation of care leavers in the private rented sector is something, which on an anecdotal basis, has been raised with the Authority in the context of homelessness, but is in need of further investigation.

Research into the lived experience of this group is proposed, using locally available resources recently commissioned during the Home Office funded Nottingham Together programme, and delivered by researchers from Nottingham Trent University.

Without a family to fall back on and / or failed or unavailable tenancies in social housing, young care leavers can often end up in private rented accommodation. This is clearly an ill-fitting solution and adds to the 'likelihood of being involved with the criminal justice system and experiencing homelessness' (Centre for Social Justice, 2019). Whilst support is available to help prepare young care leavers for independent living, they gain little or no experience of independence before having to do it 'for real'.

As for the area itself, Nottingham City is predominately a Licensing area with approximately 43,000 dwellings, including some purpose built student accommodation not owned by academic institutions. However identifying an accurate percentage of tenures in the area is particularly difficult to assess and therefore it is not currently possible to assess with any particular degree of accuracy because there is a lack of reliable data relating to shared housing, and consequently the a number of individual households contained within. Suffice to say the multiplier is likely to be considerable.

Going on the BRE estimate in relation to Category 1 HHSRS hazards, it is noted that 21% of those dwellings had such hazards, and it seems fair to assume that, at the very least, 9500 dwellings would be similarly non-compliant. However when considering unknown HMOs, and that the more evasive landlords are still under the radar, it is likely to be a considerably higher percentage, with some of our most vulnerable communities experiencing the worst excesses in the City's less-celebrated accommodation.

2. How are you proposing to tackle the problem, and why is this your preferred approach? (1250 words)

Here you should set out how you propose to tackle the issue(s) you have identified in section 1 above. This may be a standalone project or part of a wider strategy.

Strong proposals will:

- **Provide a practical, costed approach to the issue outlined above, with detail about what will be done and how**
- **Where the proposal complements or adds value to other activities, including that of other public services, make this clear.**
- **Be clear on any proposed recruitment of temporary *staffing for the project*. Ensure that **resource costs and asset costs are clearly differentiated**. Bids should also assess the feasibility of recruitment, at this salary, in the planned timescale.**
- **Set out why this is the preferred approach, and briefly if any other options have been considered and why they have been rejected.**
- **Detail the scale of the activity, including the geographical area covered where appropriate, and who the intervention will target or involve**
- **Refer to the sustainability of the approach taken in the project or explain why it is time limited (for instance if the activity is in response to a spike in pressures)**
- **Identify any risks to the project being rolled out within the timescales, and how these will be mitigated, e.g. delays with internal signoffs from data protection teams.**
- **Highlight how your preferred approach can be scaled and shared with other local authorities and partners.**

If your authority is submitting further grant proposals for our consideration you should explain how all the projects fit your overall strategic objectives and how they will be co-ordinated.

It is proposed to address the issue by commissioning clear and focused research to establish the nature and extent of the challenge for the Authority. It is hoped to gain new insights to better understand the care leaver experience in the context of the private rented accommodation sector, the potential for homelessness, and the risk of entering the criminal justice system.

Having a thorough understanding of the issues facing such vulnerable young people will inform interventions, as well as highlight the actions required to maximise the chances of preventing negative outcomes.

As a result of the research the local authority will be equipped with an informed strategy and a tool kit to work effectively with partners, landlords and the young tenants, in order to overcome barriers that led to these negative and detrimental outcomes.

An independent team consisting of 3 established community researchers, local care leavers, and academics from Nottingham Trent University will design and conduct this research. This will include:

Consultation with local care leavers to gather their experiences will comprise of

- Individual structured interviews (Approx. 20 interviews)

- Themed focus groups (2 events)

In addition there will be background research undertaken to understand:

- The context behind this issue.
- The current picture of this issue in the Nottingham area, and how this compares both regionally and nationally
- How to establish examples of best practice for care leavers and housing

Interviews will be carried out with social work practitioners, the voluntary sector, as well as private sector landlords so as to better understand the situation from their perspectives.

Budget

Research Team fee for Interviews/focus groups/ transcribing	20 days x £300	£6000
Research design/background data	3 days x £300	
£900 Report writing	4 days x £300	£1200
Briefing Event	preparation and delivery	£300
Room hire for interviews/ data collection		£300
20 x £10 vouchers for research participants		£200
20 x £5 travel expenses for research participants		£100
18 x £5 travel expenses for focus group research participants		£90
Report and tool kit design		£300
Expenses/ contingency		£300
Refreshments and hospitality		£150
Total		£9840

3. How will the proposal benefit the local community? (750 words)

The Fund is intended to tackle poor quality housing, rogue landlords and issues associated with this, whilst supporting landlords to fulfil their responsibilities. In this section you will need to set out how your proposal does this, with reference to the issues identified in section 1.

Strong proposals will:

- *Make the case for how funding will make a difference to the lives of the wider community, compared to a 'do nothing' scenario. Please make estimates for the number of people this will impact.*
- *Give **clear, measurable benefits and outcomes, and timescales for these** (eg estimated cost savings, additional provision of a service, increased number of enforcement proceedings initiated, % target for improvement in indicators such as Anti-Social Behaviour complaints, etc)*
- *Have already **evidenced of the views of the wider local community** and will explain how they have drawn on these to shape the bid, and how they plan to communicate progress to residents. Some examples of ways to do this could be through anecdotal feedback, resident complaints, existing surveys or feedback forms, or focus groups.*

The wider local community should benefit from reductions in tenancy failure, which often occur as a consequence of poor life choices that can lead to, for example, evictions because of poor conduct and the impact that this often has in the immediate vicinity.

It will also benefit the City as a whole by reducing the need for local resources needing to be deployed in the 'clear up operations' associated with tenancy failure, in particular the human cost, but also the impact on locally provided services through local budgets.

It is anticipated that learned outcomes, reporting directly from the lived experiences, should better facilitate positive outcomes for the client group and those working for them, as well as informing community development and commissioning activity.

4. Outputs, outcomes, and evaluation (750 words)

Please provide a breakdown of targets and expected outputs below and when they are expected to deliver. These must be clearly linked to the issues identified in section 1.

Please note funded proposals will be expected to keep provide regular progress reports to an agreed programme and will be asked to complete an 'Impact Summary' after the project.

*Strong proposals will **clearly set out what success looks like** and how this will be evaluated by:*

- *Providing **clear quantifiable target outputs**, with a plan in place and key milestones to **monitor these throughout the project and evaluate the project activities against these.***
- *Have **strategic outcomes** linked to the issues that are identified in section 1 above and explain how these will be measured.*
- *Consider how to help local partners learn from the intervention by sharing good practice.*
- *Demonstrate how the project could be adopted and built upon by other Local Authorities.*

A report based on findings together with suggested recommendations that can be presented at a briefing event / conference so that Nottingham benefits as well as other local authorities and partners.

Practical resources to be provided post research:

- A template tool kits for practitioners for care leavers in the PRS – who should do what.
- A resource highlighting minimum standards in the private rented sector for both landlords and tenants as well as a care leavers as well as the additional help available when relationships become more challenging.

This checklist will help you ensure your proposal meets the Fund’s criteria. You should indicate all that apply and submit this with your application form.

Your proposal should:

<p>Demonstrate how your project will meet the following criteria:</p> <ul style="list-style-type: none"> • Achieve positive enforcement outcomes and have clear supporting evidence. • Have measurable outcomes and planned evaluation • Demonstrate that the project is cost effective, clearly deliverable and financially sustainable. <p>And (where relevant):</p> <ul style="list-style-type: none"> • Are innovative in the way they tackle enforcement challenges. • Enable the local authority to self-finance future enforcement activity. • Encourage positive landlord/tenant/local authority relationships • Contain a mechanism for the local authority to share their experiences and learning. 	<p>Y Y Y Y Y Y Y</p>
Detail existing issues and challenges faced in taking successful enforcement action.	y
Demonstrate benefits to the wider local community.	y
Have a clear success measures and narrative.	y
Seek reasonable funding, which is proportionate to the scale of the issue and overall size of the Fund.	y
Be based on local evidence.	y
Make use of scalable approaches, and demonstrate how these could be taken forward in wider-reaching pilot schemes in the future	y

Your proposal must not:

Duplicate mainstream funding, or funding received through other sources.	n
Fund any local authority provision or services that are already being provided.	n
Fund in advance of costs incurred, for instance through funding permanent staffing costs	n
Include overheads that are calculated as a flat rate percentage. Actual overheads can be included provided they are clearly evidenced/justified and are proportionate to the size, scale and duration of the proposal.	n
Include management costs/fees that are calculated as a percentage of existing senior management time. Proposals can include costs for additional project support manager that are proportionate to the size, scale and duration of the proposal.	n
Fund Police or Fire and Rescue Service staff time	n
Fund the start-up costs for selective licensing schemes, as these should be self –funding. Consideration will be given to housing projects within a selective licensing area provided the additional benefits are clear.	n

If you are still unclear about the criteria checklist please contact:

RLEgrantfund@communities.gov.uk