

# Tenants Initiative Scheme

Do you have an idea for a project which would really benefit your local community? Perhaps you'd like to have cycle racks for your street or a shed or new planting in your communal garden?



## Sounds Good - Tell Me More

The TIS Scheme (Tenants Initiative Scheme) is run by the Cambridge Federation and is funded by the City Council



It enables residents to get money to make improvements to their neighbourhood

The maximum amount you can apply for is £7000



## Who Can Apply?

Any group of tenants and/or leaseholders can bid for the money. It could be an existing Residents' Association or simply a few people who live in the same area and have a good idea!

## What are the Rules?

The project must be on City Council land and cannot cost more than £7000.

You need to demonstrate that the project will benefit your local community (not just you and your neighbour!) and we need evidence that you have consulted them.

The project must be Tenant led and you must get your Housing Officer involved as well. They will have to sign the form to show that they approve it.

The funds are for new projects and money cannot normally be used for fixing something that is broken or used to replace something that the Council could be reasonably expected to replace. But projects which replace items that promote community values (such as a communal notice board) will be considered.

Because fences are part of the Council's overall maintenance plan, bids for new fences will only be considered in exceptional circumstances.

You will need to get quotes for the work to be carried out. Your Housing Officer can help you with this.

The use of TIS funding as part of a bigger scheme will be considered on an individual basis. If the project meets the Council's wider priorities it may be approved.

# Tenants Initiative Scheme

## Project Application Form

This section can be pulled out and filled in. Remember that you need to have the support and backing of your Housing Officer for this project. They can help you fill in the form too. Guidance notes are provided on page 6.

<p>1. Resident contact name &amp; phone number</p> <p>Mr J Smith 01223 123456</p>
<p>2. What is the project?</p> <p>Create a paved area in front of the bungalows for wheelie bin storage</p>
<p>3. Where will the project be carried out? (please enclose photographs and a map)</p> <p>Hulatt Road</p>
<p>4. Number of homes affected by the project</p> <p>Eleven Bungalows</p>
<p>5. Name and signature of Housing Officer involved</p> <p>Sam Ficarra</p>

6. How much will it cost? (see guidance notes)

£787.25

7. How will it be maintained and what will this cost? (see guidance notes)

Maintainance costs will be absorbed by  
City Homes

8. Please give details and evidence of consultation with local residents (see guidance notes)

Area meeting with residents and local  
councillors 23/10/07

9. How will the project benefit the residents of the area? (see guidance notes)

The residents have requested this paved area to store the wheelie bins on collection day, as otherwise they obstruct the pathway making it difficult for residents to get past

10. Please give us an idea of how long the work will take once started.

One day

11. Any other information you wish to give in support of your application.

The bungalows are all tenanted by elderly residents. Some have physical disabilities and restricted mobility. If the pathway is obstructed by the bins they are not able to manoeuvre around the obstacle. The paved area would allow the bins to be placed off the main pathway



## Guidance Notes

### 6. How much will it cost?

The cost of the project cannot exceed £7000. The use of TIS funding as part of a bigger scheme will be considered on an individual basis. Your Housing Officer can help you to work out the costs and they can help you get quotes from Council approved contractors. If you decide not to use an approved contractor you will need to provide three quotes for us to compare.

### 7. How will it be maintained and what will this cost?

You will need to consult your Housing Officer to decide how the maintenance will be carried out e.g. if the project is new planting, can it be included in the grounds maintenance programme and what will that cost? If it is lighting or seating, what will happen if it is damaged?

### 8. Please give details and evidence of consultation with local residents.

Give full details and the results of the consultation which took place to check that the project is approved by the majority of residents it affects. Consultation can include letters to residents about the project, public meetings, door-to-door surveys etc. Again, your Housing Officer can help you with this.

### 9. How will the project benefit the residents of the area?

Write a couple of sentences about how you think the project will improve the area and benefit residents.



## Who Decides Which Projects Are Funded?

The Cambridge Federation's Committee (made up of Council tenants, leaseholders and residents) will decide which bids are approved. The City Council's Technical Services team will then check the bids for technical or legal issues, before giving the final go-ahead.

You will receive a letter giving you the outcome of your application and if successful your Housing Officer will be asked to place the necessary orders for the work to be completed.

## Examples of Successful TIS Bids

- Refurbishment of Lichfield Hall – new kitchens, toilets, redecoration.
- Planting of communal gardens at School Court sheltered scheme.
- Planting of shrub beds at Fanshawe Road flats.
- Installation of a water butt for the communal gardens in Lichfield Road.
- Cycle racks and notice boards at Bermuda Road flats.
- Extra lighting at Hawkins Road garages.
- Improvements to the drying areas at Russell Court and Northfield Avenue.

There are pictures of successful TIS bids and an example of completed form on our website [www.cambridgefederation.com](http://www.cambridgefederation.com)

This checklist will help you get all of the information together that you'll need for your application.

You must be able to tick 'yes' against all of the following before we can proceed with your application.

- Does Cambridge City Council own the land where the project will be?
- Will the project benefit your community?
- Has the application come from a tenant?
- Is there evidence that tenants have been consulted?
- Has your Housing Officer (and Technical Officer if relevant) signed the application form?
- Is the application for something new rather than a replacement?
- Have maintenance costs been taken into account?
- Have you included a quote from an approved contractor?
- If you are not using an approved contractor, have you included three quotes?
- Have you included photographs and a map of the area where you would like the project to be?

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If the answer to all of these is 'yes' you are ready to submit your application! And please remember that we are here to help you! If you need help or advice about your project you can call us on 01223 568318, e-mail [cambridgefed@btconnect.com](mailto:cambridgefed@btconnect.com) or visit our website at [www.cambridgefederation.com](http://www.cambridgefederation.com)

Please send your application to:  
The Cambridge Federation  
The Bath House  
Gwydir Street  
Cambridge CB1 2LW