



## **Guidance Notes for Applications to The Soup Dragon's Den**

### **Introduction**

Progress Housing Group has a Community Investment Fund. This is a pot of money that can be applied for by community groups to develop projects which will benefit communities in areas where Progress Housing Group has properties.

As part of our support to local community projects, Progress Housing Group has introduced a simple and community based approach to accessing funding from our Community Investment Fund. This is called the Soup Dragon's Den.

The Soup Dragon's Den is particularly aimed at small local community groups who need a small amount of funding to help them get going, or to grow the project to reach more people.

We have tried to keep the application process as simple as possible.

### **How the Soup Dragon's Den works**

All applications received will be reviewed and 6 will be short listed to present their pitch at the Soup Dragon's Den event. We will hold 2 events a year; one in May and one in November. The details of each event will be promoted on our website [www.progressgroup.org.uk](http://www.progressgroup.org.uk), but will usually be held in a community centre starting at 6 pm.

The Soup Dragon's Den event will have an open invitation for local residents and supporters of each project to attend. The evening will start with soup being served, allowing time for attendees to socialise and get to know each other. This will be followed by the applicants presenting their pitch. Similar to the TV show "Dragon's Den", but much friendlier.

Once all the pitches have taken place everyone attending the event will be asked to vote, ranking each of the 6 pitches in their order of preference. The votes will be counted and the winner announced at the end of the evening.

The winning applicant will receive up to £1,000. The remaining 5 applicants will receive half of the funding they requested up to £200.

The winning project from each Soup Dragon's Den event will be invited back the following year to provide a short update on how the project used and benefited from the funding received.

### **Application criteria**

Community groups applying for funding through the Soup Dragon's Den will need to meet the following criteria;

- Progress Housing Group owns and manages properties in the area where the project will take place.
- Tenants and customers of Progress Housing Group will be able to benefit through participation in the project.
- The project will have a positive effect on the community in general.
- There is a plan in place to ensure the future of the project after the initial funding has been used, as the Community Investment Fund is not available to fund the same project year after year.
- The project will be undertaken in accordance with Progress Housing Group's policies in relation to data protection and equality, diversity and inclusion as published on its website.
- The project is making as much use as possible of other funding, including "in kind funding" and support in addition to the Community Investment Fund.

### **Application process**

1. Complete the Soup Dragon's Den application form, giving as much information about the project as you can.
2. Forward the completed application to the Customer Voice Team to [community@progressgroup.org.uk](mailto:community@progressgroup.org.uk). They will look through the application form and contact you with any queries or for further information.
3. All applications will go through a shortlisting process to select the 6 applicants to pitch at the Soup Dragon's Den event.
4. The Customer Voice Team will contact you to let you know if your project has been shortlisted.
5. Shortlisted applicants will attend the Soup Dragon's Den event to pitch their project.

### **Successful applicants**

If you are successful in your application and are awarded funding, we will make arrangements to complete a grant agreement. You must sign this agreement before Progress Housing Association can make any payment from the Community Investment Fund.

A copy of the agreement is available from the Customer Voice Team and by making your application you agree to its terms, including those requiring reporting to Progress Housing Group and repaying money to the Community Investment Fund where required by the agreement.

The Customer Voice Team will contact you to complete the payment process, this does involve you providing some information about your group, including proof of bank account. Please note we are not able to make payments to a personal bank account.

Progress Housing Group reserves the right to publish information about donations made through the Soup Dragon's Den in the Groups publications and media channels. This may include any photographs taken. Any successful projects will therefore be asked to complete a consent form to give permission for photographs to be used.

The information you provide in your application will be used to process and administer your application for funding. If you would like to know about how we use your information, please go to our data protection page on the website at [www.progressgroup.org.uk/dp](http://www.progressgroup.org.uk/dp).

The Customer Voice Team will help you through this process, so if you have any queries please contact us at [community@progressgroup.org.uk](mailto:community@progressgroup.org.uk) or on 03333 204 555.