

# Small Improvement Bid

## Application Form

Please complete part 1, part 2a and part 3. The guidance notes below might ask you to complete part 2b as well. We've included a checklist at the end to help you out. We wish you well with your application.

*- Resident Engagement Team*

### Part 1

Name of Group:

#### ***First Tenant Contact Details***

Name:

Address:

Postcode:

Telephone:

Mobile:

#### ***Second Tenant Contact Details***

Name:

Address:

Postcode:

Telephone:

Mobile:

**Part 2a**

**Location of Work:**

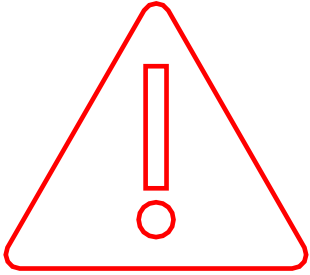
**Description of Proposed Improvement Work:**

**Reason why the Improvement Work is needed:**

**Number of council residents benefitting from the works:**

**Number of other residents benefitting from the works:**

**Please don't forget to include any photographs and diagrams of the proposed locations and work requested and a list of signatures from residents in support of the work.**



Applications are reviewed by a Surveyor. The Surveyor can decide that proposed works can only be considered if the Housing Management Contractor is used. This is because some work is complicated, requires ground breaking, has health and safety implications, and needs to be signed off. If this happens, and you said you would organise everything, then we will contact you, let you know about the change and ask if you want the application to continue.

## Who will carry out the proposed work? (please choose one)

- Housing Management Contractor
- Named Applicants will arrange everything

For who will carry out the work, if you selected 'Housing Management Contractor', please now **complete Part 3**.

If you selected 'Named Applicants will arrange everything' please now **complete Part 2b and Part 3**.

## **Part 2b**

If your group is intending to complete the works, then we need a few more details.



**SIB Requested Amount (maximum £10 thousand):**

£

**Any Other Funding Secured if necessary:**

£

**Anticipated Total Cost of the Work:**

£

**How have you worked out these costs? Please provide a detailed budget (full itemised costings) breakdown.**

**Don't forget to include copies of all the quotes and documents with your application.**

We need copies of the quote and all documents from your contractor in relation to the works. Please include any extra documents that support your full itemised costings.

## **Part 3**

Run through this checklist just to make sure everything is ready to be submitted.

- Two residents of council properties are named in Part 1
- Location, description and reason for the works are all included in Part 2a
- Council residents will benefit from the works, with the number given in Part 2a (plus other residents, if required)
- Have you said who will carry out the proposed works? Your residents' preferred contractor or the Housing Management contractor?
- If residents are planning on organising all of the works, then remember to give all of the financial information that we need in Part 2b
- We also need to see that your application is supported by the local community, so please attach a list of names, addresses and signatures of local residents who are supporting the application.
- The lead tenants named on the bid have read the Terms and Conditions for the Small Improvement Bid scheme 2021.

Is everything ready? Please return this form and all supporting documents to:

Wiltshire Council Housing Resident Engagement

Housing Management

Bourne Hill

Salisbury

SP1 3UZ

Thank you.

*- Resident Engagement Team*

**FOR OFFICE USE ONLY**