



# Tenant Improvement Grant Application Step by Step Guidance

## Section 1 – 4

Complete with your name, address, contact details, and tenure you must be a Dacorum Borough Council Tenant or Leaseholder

## Section 5

This is an opportunity for you to tell us about yourself and the community where you live.

## Section 6

This criteria covers the Council's five priorities, please choose which ones meet the needs of your project. You can tick more than one box.

## Section 7

You must tell us which of the three TIG categories you are requesting for your project: Equipment, Improvements or an Activity

## Section 8

Please provide a list of the items you require for your project. A list of the retail stores, product codes and prices.

**\*Maximum spend £2500 this must include any extra works e.g. hard standings**

## Section 9

This section is your opportunity to tell us how your community will benefit from this project. You could speak to your neighbours about your project and get them involved. Please provide us with plans or photographic evidence.

## Section 10

Tell us how you will show the successful outcome of your project e.g., you can tell us how you worked in partnership with the Council and its partners. You can arrange for an Improvement & Engagement Officer to interview residents for a feel good story to be publicised in Dacorum Life, complete a survey or organise a community event.



## Section 11

How did you hear about the Tenant Improvement Grant?

### Data protection information

Please read the information and tick the box to acknowledge your agreement and understanding.

### Do you need help with your application form?

Please contact the Improvement & Engagement team and one of our Officers will be happy to assist you in completing your application form.

Tel: 01442 228000 or email [Talk-to-us-@dacorum.gov.uk](mailto:Talk-to-us-@dacorum.gov.uk)

### Submitting your application form

By email: [Talk-to-us@dacorum.gov.uk](mailto:Talk-to-us@dacorum.gov.uk)

By post: Improvement & Engagement Team, Dacorum Borough Council, The Forum, Marlowes, Hemel Hempstead, Hertfordshire, HP1 1DN

