

Historical Grant and Constitutional Change Notifications

Guidance for Registered Providers and Unregistered Bodies

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1 Grant notification requirements

- 1.1 The [Registered Provider and Unregistered Bodies Recovery of Grant Determinations](#) require that all classes of provider that have a legal interest in grant-funded homes notify the GLA when a relevant event is due to take place, or has taken place.
- 1.2 There are separate requirements for Registered Providers and Unregistered Bodies to follow. For further details please refer to the GLA's [Affordable Housing Capital Funding Guide](#).
- 1.3 This guidance provides further information for providers – both Registered Providers and Unregistered Bodies – on the notifications process and what they need to complete as part of that process.

2 Historical grant notifications for relevant events

- 2.1 Where a provider is aware that a relevant event will occur, or where a relevant event has already occurred, partners should determine whether a notification form is required. Please note that there are different types of relevant events depending on whether an organisation is a Registered Provider or an Unregistered Body.
- 2.2 Details of the relevant events applicable to Registered Providers and Unregistered Bodies can be found in the GLA's [Affordable Housing Capital Funding Guide](#).
- 2.3 For **Registered Providers**, relevant events 8a) to 8f) and 8u) should be notified to the GLA (either through the historical grant notification form [HGNF 1](#) or to the provider's GLA Area Manager) as soon as they are identified. For relevant events 8g) to 8t) a notification form should be sent to the GLA at least 14 days before the relevant event is expected to occur, or as soon as possible if 14 days' notice is not possible, using form [HGNF 1](#).
- 2.4 For **Unregistered Bodies**, relevant events 6a) to 6f) should be notified to the GLA (either through the historical grant notification form [HGNF 2](#) or to the provider's GLA Area Manager) as soon as they are identified. For relevant events 6g) to 6p) a notification form should be sent to the GLA at least 14 days before the event is expected to occur, or as soon as possible if 14 days' notice is not possible, using form [HGNF 2](#).
- 2.5 Late notification of relevant events may result in interest being charged on the recoverable grant. Please see section 3.2 below.
- 2.6 Where the completion of a historical grant notification form is required, there are two separate forms depending on the type of provider:
 - Registered Providers – please use form [HGNF 1](#)
 - Unregistered Bodies – please use form [HGNF 2](#)
- 2.7 These forms must be completed in full. An explanation of terms used in the form is provided in Annex 1.
- 2.8 The forms should be returned to the GLA, **via email only**, to the provider's GLA Area Manager or to AffordableHomes@london.gov.uk.
- 2.9 Providers are advised to download a new form for every notification as the forms are subject to change.

3 Grant recovery calculations

- 3.1 Forms [HGNF 1](#) and [HGNF 2](#) require providers to submit written details of the calculation of recoverable grant, including details of how the grant has been apportioned between the units on the scheme (where relevant), any eligible deductions, and any other factors that may bear on the recoverable amount and the ability for a provider to recover the total grant.
- 3.2 In some instances the GLA will seek to recover interest. This is usually when a notification is not received by the appropriate deadline. Please see the guidance on grant recovery in the GLA's [Affordable Housing Capital Funding Guide](#) for more details.

4 Constitutional changes

- 4.1 The GLA also requires a historical grant notification when a provider with a legal interest in any grant-funded properties or land is intending to make any changes to its organisational structure that may affect the legal ownership of the homes, and therefore the legal route to future recovery of grant. This includes situations such as:
- Becoming or ceasing to be a subsidiary or associate of another body
 - Amalgamations, transfer of engagements, mergers or de-mergers
 - Change in ownership, company structure or management (i.e. change of control)
- 4.2 There is one form to complete for all types of provider:
- Constitutional changes notification form – please use form [CCNF 1](#)
- 4.3 Providers are asked to provide details about the proposed changes, including any legal implications for grant-funded property and land. Providers are expected to have sought their own legal advice and provide details of this where appropriate.

5 Next steps

- 5.1 The GLA will confirm receipt of the notification form in writing.
- 5.2 Once the details of the form have been reviewed, the GLA will confirm in writing the amounts of grant to be recovered. The GLA aims to confirm recovery amounts within 10 days of receipt of the form, but this will take longer where deferred or waived recovery or grant write-off has been requested. Please note that grant will only be written off in exceptional circumstances, as outlined in the GLA's [Affordable Housing Capital Funding Guide](#).
- 5.3 Any questions about forms that have been submitted should be addressed to AffordableHomes@london.gov.uk.

Annex 1 – Explanation of terms for completion of historical grant and constitutional change notification forms

Provider details

‘Organisation name’ – if the applicant is a member of a group structure, please ensure that the correct group member is named.

‘Regulator of Social Housing registration code’ (Registered Providers only) – please provide the registration number assigned by the Regulator of Social Housing. For de-registered organisations formerly registered with the Regulator of Social Housing please input the registration code previously assigned.

‘Companies House Registration Number, FCA Registration Number or Charity Commission Number’ – please input as applicable.

Investment Management System (IMS) partner code OR Open Project System (OPS) organisation ID (Unregistered Bodies only) – please provide the ‘NP’ code assigned by the GLA where applicable.

Property / site details

Investment Management System (IMS) scheme number OR Open Project System (OPS) project ID – this relates to the six-digit ID assigned to all projects processed through IMS or OPS. This will relate only to projects where grant confirmation was issued after 1 April 1999.

‘If pre-IMS then Project Number’ – for schemes where grant confirmation was issued prior to 1 April 1999 they will have been assigned a *Project Number*. These take the form of an 11 character reference number beginning with ‘P’ (e.g. P9242100000).

Relevant event

‘Funding programme (if known)’ – this relates to GLA (or predecessor) investment programme under which the property(s) or scheme received its grant funding, if known.

‘Financial year of funding confirmation’ – this relates to the financial year of scheme approval by the GLA.

‘Funding Contract details (if known)’ – details of the contract entered in to with the GLA, including name and date.

‘Relevant event giving rise to the recovery of grant’ – **please choose one option only from the menu**. For more detail on these event options please refer to the relevant grant recovery chapters of the GLA’s [Affordable Housing Capital Funding Guide](#).

‘Grant attributed to the property(s) covered by this notification’ and ‘Amount of grant to be recovered’ – these should be consistent with, and reflect the information provided in, section 4.