



# 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, your project 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 provide us an estimation of dates, times, and costs you believe the project will require.

## Section 8

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

## Section 9

You could speak to your neighbours about your project and get them involved. You could create a petition or even send us some photographs of the improvements needed.

## 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, Newsletter, and social media. You might suggest we carry out a survey or consultation.

## Section 11

If you are able to provide a risk assessment of your project, please make them available to us. For further assistance and guidance, please contact the Tenant & Involvement team on 01442 228000 or email: [Talk-to-us@dacorum.gov.uk](mailto:Talk-to-us@dacorum.gov.uk)



## Section 12

How did you hear about TIG? E.G. on the back of a rent statement, Dacorum Digest, social media or word of mouth.

### 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

