

Tenant and Resident Association

One-off Grant Application



Guide to making an application

Nottingham City Homes recognises and values the work of community volunteers and their organisations by providing grants for formally recognised Tenant and Residents Associations. Details of grants available from Nottingham City Homes can be found in 'A guide to Tenant and Resident Associations' (copies are available from the Tenant and Leaseholder Involvement Team). This form should be used for all applications of grants to Nottingham City Homes.

This form should be used by existing, recognised. TRAs can apply for a one-off grant of up to £500, to help them organise an event / trip / fun day for the benefit of the whole community.

There are criteria that the group must demonstrate in order to obtain this grant:

- Does the proposed project seek to involve the whole community represented by the TRA?
- Has the community been consulted?
- If the proposal does not include the whole community, does it seek to involve under represented sections of the community? e.g. older people, Black & Minority Ethnic groups, disabled people or young people
- **It should be noted that grants for one-off projects cannot be paid retrospectively, therefore it is important that support and guidance is sought from the Involvement Team before events are planned**

Please read the following notes before completing the form

How to apply

- Complete this form and return it to **Tenant and Leaseholder Involvement Team, Nottingham City Homes, 14 Hounds Gate, Nottingham, NG1 7BA.**
- Your application will then be assessed and referred to the relevant Involvement Officer. You will then be contacted if any further information is needed. A visit may also be organised to visit you.
- Once all the details have been finalised your application will be considered by the appropriate Involvement Officer. They will then let you know whether it has been successful, and if so, what the procedures are for claiming your grant.
- The timetable for processing applications will vary depending on the nature of the scheme and the amount of additional information required. All applicants should, however, receive a final decision within two weeks of providing all the required details. The Officer responsible will keep you informed of the progress of your application.

Please note: we advise not to order any goods or services for which you are requesting funding until you receive confirmation that your grant has been approved.

Filling in the form

The following notes are intended to help in completing your application. To help us process your request quickly, please provide as much information as possible and make sure all the questions are answered.

Section 1

Asks for general details about your organisation or group.

Section 2

Asks for details about the grant you are requesting and details of the costs you are requesting.

Please describe clearly how the grant will be used, it is important to give us as much information as possible so that we can assess your request accurately. If you need more space, please attach extra sheets to the form.

Section 3

Asks for details of any other funding your group has received in the last five years, either long term or one-off amounts.

Section 4

Asks for details about your group's finances. It is important to give accurate information about the accounts and any reserves that your group may hold.

Sending your application

Please check the following before sending your application:

- Two people have signed the declaration
- You have enclosed a copy of your group's constitution / governing document
- You have enclosed a copy of your group's latest accounts
- You have enclosed quotations for costs where necessary

We recommend that you keep a copy of this form for your own records.

One-off Grant Application Form



Section 1 – About your group

Name of group:

Address:

Post code:

Telephone number:

Fax number:

Email address / Website (if applicable):

When was the group set up?:

Month:

Year:

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Name and address of the committee:

Chair	Secretary	Treasurer

How many people are involved in your group?

Committee member	 	Volunteers	 	Others (please state)	
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What are the main activities of your organisation, or what services do you provide? New groups should describe the activities they plan to provide:

Please attach a copy of your organisation's legal paperwork (constitution / written rules / equal opportunities policy etc)

Tick if copy enclosed

Please confirm details of the organisation's bank account for the payment to be made into:

Name of bank / building society:

Account number:

Sort code:

Who will be responsible for this application on a day-to-day basis?

Name:

Position:

Section 2 – About the project for which the funding is requested

Name of the particular project / event:

Where will the event / activity take place?

What are the main aims of the project, activity or event and what do you hope to achieve?

How will the grant be spent and what activities will be undertaken?

How will you measure and review the success of the project?

Section 3 – Funding requested

Please note if any of the requests include single items costing over £250, you must obtain 3 quotes and send them with your application. Please attach additional sheets if required.

Funding requested for	Cost £
TOTAL:	£

Contributions from other sources (e.g. from reserves, fund raising, grants from other sources)

Source of funding	Item to be funded	Amount £	Date

Additional financial information

Please give details of any grant aid received by your group in the last 5 years.

Year	Amount £	Purpose

Section 4 - Annual accounts

Please provide the following information about your most recent set of annual accounts.

Accounts year ending:

Day		Month		Year	
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Total income: £ _____

Total expenditure: £ _____

Profit / Loss for year: £ _____
(i.e total income less total expenditure)

Savings: £ _____
(reserves, cash or investments)

If your group is holding reserves, please state whether any amounts are restricted or reserves for a specific purpose(s). Please give details below:

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Please attach a copy of your groups latest audited accounts or statement of income and expenditure.

DECLARATION

To be signed by two people from your group, one of which should be the Chair or Treasurer.

I declare on behalf of the group that to my knowledge all the information given in this application is correct.

Name:	Position:
Signature:	Date:

Name:	Position:
Signature:	Date:

For NCH use only

This grant has been processed by:

Date received:	Approved?(please circle) Yes / No
Name:	Position:
Signature:	Date: