Tenant and Leaseholder Involvement Team Toolkit

Tenant and resident association grant application guide for Nottingham City Homes grants programme

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Contact information

Should you have any queries please contact:

Tenant and Leaseholder Involvement Team
14 Hounds Gate
Nottingham
NG1 7BA

Telephone: 0115 915 7380

Fax: 0115 915 7414

Minicom: 0115 915 7447

E-mail: gettinginvolved@nottinghamcityhomes.org.uk

Text: INVOLVE to **80800** followed by your name, address and phone number. We will call you back to discuss how you can get involved. Texts are charged at standard network rates.

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Grants available

There are a number of Grants available, subject to application, for recognised Tenants and Residents Associations. Nottingham City Homes grants programme aims to support our Tenants and Residents Associations to get involved in our services and be active in communities.

a) Start Up Grant – to get new groups up and running

b) Running-Costs Grant – to enable groups to meet the ongoing costs of 'managing' their groups ie resource costs such as stationery, postage, refreshments etc.

c) One-Off Events – Groups may undertake special activities such as parties or trips.

Start Up Grant of up to £500

Recognised Tenant and Resident Associations can apply for a Start Up Grant on completion of the following:

- Have achieved the terms and conditions as contained within Nottingham City Homes Recognition Criteria for Groups
- Have established a Committee structure and held their initial Annual General Meeting
- Have registered with Nottingham City Homes by completing the registration form.

The Start Up Grant will assist groups to develop their Association and meet the costs of meeting room hire, refreshments, stationery and travels costs.

Running Costs Grant of up to £2000

Once Groups are established they will require a Running Costs Grant (one per year) to assist their progress and meet the ongoing costs of running your group.

To be eligible for the Running Costs Grant the group must:

- Continue to meet the terms and conditions as contained within Nottingham City Homes Recognition Criteria for Groups
- Had the accounts annually audited.

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One off events/trips grant of up to £500

Once established a Recognised Tenants and Residents Association may organise a trip or fun day for the benefit of the community. The Recognised Tenants and Residents Association may apply for a One Off Grant to fund these activities.

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

- Does the proposed event seek to involve the whole community represented by the TRA?
- Has the community been consulted?
- If the proposal does not involve the whole community, does it seek to involve under represented sections of that community e.g. older people, Black and Minority Ethnic groups, disabled people or young people.
- It should be noted that grants for one-off events/trips cannot be paid retrospectively, therefore it is essential groups seek support from their Tenant and Resident Officer in advance to make sure they plan for their activities.

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Grant Request from Tenant and Resident Association

- An existing or newly developed Tenants and Residents' Association should contact the Involvement Team for a Grant Application Pack.

- The Involvement Team will post the Tenants and Residents Association an application pack

- Once the Tenants and Residents Association have completed the grant form and have gathered all the supporting evidence the form should be returned to the Involvement Team.

Processing a Grant Application

- The Tenant & Leaseholder Involvement Team will inspect the application form to ensure that it is complete on the day of receipt

- **A complete application form includes the following information:**

  - A financial statement for the current year
  - The group's constitution - this should demonstrate the recognition criteria for Tenant and Resident Associations
  - Quotations (if necessary)
  - Supporting evidence if it is a project or event being undertaken e.g. consultation information
  - The Tenant & Resident Association must supply a detailed breakdown of the items that they are applying for. For example, if an association were applying for money towards a community event such as a fun-day, the Tenant and Leaseholder Involvement Team would expect the FUNDING REQUESTED FOR section of the application form to be properly completed, as in the following example:

Entertainer	£ 90.00
Insurance	£ 100.00
Sound System	£ 40.00
Publicity	£ 10.00

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Recognition Criteria

To be eligible for grant funding from Nottingham City Homes a Tenant and Resident Association must have signed up to the Code of Conduct and have a Constitution containing the following:

a) Aims and Objectives of the Group – some of the groups aims should be to promote tenants and residents interests and campaign for improvements to their housing conditions, services and environment and to encourage and to encourage local tenants and residents to get involved.
b) To work in partnership with Nottingham City Homes and Nottingham City Council and partner agencies, for the improvement of housing services through consultation with the communities within which they work
c) Demonstration of involvement in consultation process with Nottingham City Homes and the wider community
d) Equality of access to all Members
e) Equal Opportunities Statement
f) Termination of Membership and Appeals Procedure
g) Association 'managed' by a Committee
h) Committee elected at Annual General Meeting
i) One Tenant & Residents' Association member, from each Area Panel area to be nominated to their respective Area Panel and to feedback information to the rest of the group
j) One representatives from each Tenants and Residents Association to be nominated to be a member of the Tenants and Leaseholders Congress and to feedback information to the rest of the group
k) Tenants and Residents' Associations will be entitled to one vote at the annual election of the Tenants and Leaseholders Congress Chair and Vice Chair posts.
l) Majority of Committee Officers – 18+ years of age
m) No elected Councillors on the Committee
n) No Officers of Nottingham City Homes or Nottingham City Council to hold officer positions on the committee but may be a committee member
o) Minimum of five committee members
p) Minimum of six meetings per year
q) Annual General Meeting to be held
r) A representative from Nottingham City Homes must be invited to attend no less than three of the Associations meetings per year, one of which must be the Annual General Meeting.
s) Tenant and Resident Association Financial Regulations pertaining to application and spend of grants received from Nottingham City Homes Limited
t) Provision for Amendments to Constitution
u) Provision for Dissolution of Constitution/Group
v) Demonstration of clearly defined area of operation
w) Demonstration of encouragement of all member involvement
x) Policy Statement which encourages and promotes Equal Opportunities
y) Minutes maintained of all meetings, with a copy sent to the Tenant and Leaseholder Involvement Team
z) Annual accounts produced

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aa) Year end accounts audited by Nottingham City Homes (or recognised body)
bb) Financial regulations met
cc) Annual General Meeting (AGM) held within six months of the year end and a copy of the minutes to be sent to the Tenant and Leaseholder Involvement Team
dd) Activities monitored and reported to the Tenant and Leaseholder Involvement Team
ee) Membership attendance monitored and reported to the Tenant and Leaseholder Involvement Team
ff) Contact details provided of all committee members to the Tenant and Leaseholder Involvement Team.

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Application requiring no further information

a) If, following receipt of the Grant Application Form, all information is correct and is included, the application form will be processed. This is the key to the speedy processing of the grant application.

Application requiring further information

a) If further information is required, the Tenant and Leaseholder Involvement Team will contact the nominated TRA Committee member to assist in compiling the correct information as quickly as possible.

b) Upon receipt of the completion documentation, the Tenant and Leaseholder Involvement Team will process the application.

Approval route for grant applications

a) For Grants of £500.00 or less – subject to the Grant Application meeting all aspects of the criteria and the Tenant and Residents Association meeting all of the recognition criteria it will be formally approved by –

- The Tenant and Leaseholder Involvement Officer

a) For Grants of £500.01 - £2,000.00 – subject to the Grant Application meeting all aspects of the criteria and the Tenant and Residents Association meeting all of the recognition criteria it will be formally approved/agreed by –

b) The Tenant and Leaseholder Involvement Manager

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Grant application approval

a) The Tenant and Leaseholder Team will send the Tenant and Resident Association a letter confirming the purpose of the grant, and will also state that the grant may be used for nothing other but the approved purpose.

b) The letter will also contain a Grant Agreement Form that should be signed by the Association and returned to the Tenant and Leaseholder Involvement Team.

c) Once the Grant Agreement Form has been received the Tenant and Leaseholder Involvement Team will process the payment and pass to our Finance Team who will raise the necessary request for payment.

d) The relevant Tenant and Resident Officer will also be informed of this decision and will be forwarded a Grant Monitoring Form. It is the responsibility of the Tenant and Resident Officer to carefully monitor how the grant is spent and supply the Tenant and Leaseholder Involvement Team with the relevant information.

Grant applicaton refused

a) The Tenant and Leaseholder Involvement Team will write to the group informing them of their reasons for turning down the application. A copy of the letter will be provided to the Tenant and Resident Officer.

b) The Tenant and Resident Officer will follow this up with support and advice to the Association and assist them in fulfilling Grant requirements in the future.

Monitoring information

On a quarterly basis, details of grants processed within the period will be provided to:

- ✔ The Tenant and Leaseholder Involvement Team

In addition, details will also be contained with a report to the relevant Area Panel of Nottingham City Homes.