

Tenant and Resident Association Start-Up / Running Cost 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. Up-to-date 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 newly developed TRAs, and existing TRAs to help support and develop themselves. TRAs can apply for a start-up grant of up to £500, or for a running cost grant (once they have become established) of up to £2000 on an annual basis to help meet their day-to-day running costs.

These costs include:

- Bills for running a centre
- Room hire for meetings and other activities
- Providing light refreshments at meetings
- Buying stationery or small items of equipment
- Refunding money spent on work for the association (e.g. postage and telephone calls)
- Paying for printing of a newsletter
- Audit and bank charges

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 8 weeks of providing all the required details. The Officer responsible will keep you informed of the progress of your application.

You must not buy or 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 groups 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 groups constitution / governing document
- You have enclosed a copy of your groups latest accounts
- You have enclosed quotations for costs where necessary

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

Start-Up / Running Cost 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 in to

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 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.

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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

AUTHORISATION

This grant has been approved for payment by (on behalf of Nottingham City Homes):

Name	Position
Signature	Date