



## Tenant and Resident Association Development Grant

### **Application Form Guidance**

#### **Aim**

Tenant and Resident Associations that have any large or additional costs that they cannot afford to pay for from their Annual Tenant & Resident Association Grant or from their own fund raising can apply to Halton Housing Trust for a Development Grant.

Examples include:

- costs of any special projects for involving under represented groups
- exploring new ways of seeking the views of local people / consulting tenants
- independent research
- transport expenses to take older people or people with a disability to and from meetings
- attending conferences / training (from the approved list)
- providing a crèche or paying child minding fees
- paying someone to deliver your newsletters or leaflets
- buying or hiring equipment

If you manage your own premises you can apply for support towards large bills that you cannot afford to pay. For example:

- redecoration
- replacement of worn out furniture and appliances
- meeting health and safety standards
- security

#### **Criteria**

Tenant and Resident Associations wishing to apply for a Development Grant must:

- Complete the attached form
- Get it signed by two of the committee officers
- Provide information to show that the Tenant and Resident Association responsibilities outlined in the Partnership Agreement are being met
- Agree that the Trust reserves the right to request to see the Association's bank / building society books at any reasonable time
- Provide details of how the grant was spent

The Development Grant must be spent for the purpose that it was given, within six months of receipt of the cheque or must be returned to the Trust.

You can apply for a Development Grant at anytime.

No more than one grant per association will be paid in any financial year.

**Amount**

A flat rate of up to £500.

**Approval**

An acknowledgement will be sent to you within 7 days of receiving your completed application form advising of the date when it could be considered by the Customer Forum.

Consideration by the Customer Forum is dependant on the Association providing the necessary information to show that the Tenant and Resident Association responsibilities as outlined in the Partnership Agreement are being met. This information can be submitted along with the application form or it can be arranged for a member of the Customer Involvement Team to meet with the Association and view the information.

You will be advised in writing of the outcome of your application within 7 days of the Customer Forum's decision.



## Tenant and Resident Association Development Grant

### Application Form

Please answer the following questions.

Name of the Association ?

Name, address and committee position held by the person that you want the cheque sending to ?

Briefly, tell us what you want to spend the grant on ?  
*(Please attach an extra sheet, if required)*

What benefits will this project provide to your local community ?  
*(Please attach an extra sheet, if required)*

What is the total cost of the project ?

How much do you wish to apply for ?

What funds do you currently have ?

How much do you intend to contribute either from your current funds or by fundraising ?

Have you recently applied for any other funding ? Yes / No

If yes please provide further details *(name of funder, type of grant, amount and date)*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Position in Association: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Position in Association: \_\_\_\_\_

Return to: Customer Involvement Team, Halton Housing Trust, Daresbury Point,  
Greenwood Drive, Manor Park, Runcorn, WA7 1UG



0151 510 5180

**FOR HHT STAFF USE ONLY**

Date received: \_\_\_\_\_

Date association advised of receipt: \_\_\_\_\_

Can the association demonstrate that it is democratic, representative and accountable to their members by:  
*(As outlined in the Partnership Agreement)*

No.	Criteria	Met
1	Having a written constitution that is not more than 3 years old	Yes / No
2	Being familiar with the constitution to ensure that the associations aims and objectives are met	Yes / No
3	Holding regular meetings as set out in our constitution	Yes / No
4	Keeping a record of our meetings and financial records, which any member of the association can see on request by providing reasonable notice	Yes / No
5	Publishing an annual report informing our members about the past years activities	Yes / No
6	Holding an annual general meeting of the association to elect our officers and committee in accordance with our constitution	Yes / No
7	Keeping our members informed about our activities by publishing at least 2 newsletters a year and delivering a copy to every household	Yes / No
8	Informing all of our members how they can contact the tenants and residents association and who their committee members are	Yes / No
9	Making determined effort to involve all sections of the community within the area that we represent.	Yes / No
Signed: _____		Dated: _____

Approval

Date considered by the Customer Forum: \_\_\_\_\_

Decision: Awarded / Declined

Reason / conditions: \_\_\_\_\_

\_\_\_\_\_

Date Association advised of decision: \_\_\_\_\_