



Tenant & Resident Association Starter Grant

Application Form Guidance

Aim

The Tenant & Resident Association Starter Grant is intended to help new Tenant and Resident Associations working in partnership with the Halton Housing Trust to pay for some of their basic running costs within their first year of forming, whilst working towards achieving the responsibilities outlined in the Partnership Agreement.

Examples include:

- the hire of meeting rooms
- providing light refreshments at meetings
- purchasing any stationary or small items of equipment
- paying back people who have spent money while carrying out the work of the association, such as postage, telephone calls and travel expenses

Criteria

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

- Complete the attached form
- Get it signed by two of the committee officers
- Provide information to show:
 - that the committee was democratically elected (copy of minutes)
 - it has a written constitution
 - details of the bank / building society account
- 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

If you are successful in receiving the Starter Grant any subsequent grants will be paid once each year. For example, if you receive a Starter Grant in July you will not be entitled to apply for an Annual Grant until the following July.

Underspend of the Starter Grant will be deducted from any subsequent Annual Grant unless the spend has already been committed.

Amount

A flat rate of £200.

Approval

An acknowledgement will be sent to you within 7 days of receiving your completed application form advising of the date when it will be considered by the Customer Forum. You will be advised in writing of the outcome of your application within 7 days of the decision.



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Application Form

Please answer the following questions:

Name of the Association ?

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

How many households do you represent ?

How much would you like to apply for ?

Have you attached a copy of the Association's constitution ? Yes / No

Have you attached proof of election of the committee ? Yes / No

Have you attached details of the Association's bank account ? Yes / No

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: _____

Approval

Date considered by the Customer Forum: _____

Decision: Awarded / Declined

Reason / conditions: _____

Date Association advised of decision: _____