



## Annual Tenant & Resident Association Grant

### **Application Form Guidance**

#### **Aim**

The Annual Tenant & Resident Association Grant is intended to help Tenant and Resident Associations, working in partnership with the Halton Housing Trust, to pay for some of their day to day running costs.

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, travel expenses and carers expenses, such as childcare fees

#### **Criteria**

Tenant and Resident Associations wishing to apply for an Annual 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 HHT 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

Grants are paid once each year. For example, if you received a grant in July you will not be entitled to apply for another one until the following July.

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

#### **Amount**

The amount of grant that you can apply for will depend on the number of households that you represent:

- £500 up to 500 households\*
- £750 for over 501 households\*

\* *HHT households*

## **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 Halton Housing Community Voice.

Consideration by the Community Voice 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 Community Voice's decision.



Annual Tenant & Resident Association Grant

**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 ?

When did you last apply for this Annual Grant ?

How much do you have left from your last grant ?

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, Green Wood 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 Community Voice: \_\_\_\_\_

Decision:     Awarded / Declined

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

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