

Annual Grant Application Form

General Information about your Tenants Association/Group

1. Name of your group

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2. Name of Contact for the group regarding this application

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3. Contact telephone number

Email

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4. Area/estate covered by your group

Names of road/blocks covered by TA

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5. How many of the following did you run/produce?

Committee Meeting		Newsletters	
General Meeting		Posters	

6. What was the date of your last AGM?

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7. What activities have your group undertaken in the past year?

Please give one example of a social activity:

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Please list three examples of where the TA last year challenged on Housing related services:

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8. How has this benefited your area/group, or the people living in your area?

9. Plans for next year? – List what you hope to achieve in liaison with the Housing Department

10. How are you planning to raise funds including any external funds awarded?

11. Equal Opportunities – Please say how you will ensure you include everyone in your area/estate. For example, “We ensure we include people by promoting our events through leaflets/door to door flyers”

12. Monitoring your work – collecting information about what you do. Tick all those which you do:

Signing in sheets/ registers for events	☐	Door knocking to find out what people want from the group	☐
Questionnaires about what people want	☐	Keep minutes of meetings	☐
Write up events	☐	Other: Please specify-	☐

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15. Grant details for the last year. Leave Column A blank if you are applying for the first time. Applications can be made up to the maximum amount of **£350**. Groups are expected to show evidence of some active funding raising.

Column A How did you spend the Annual Grant last year? 1 st April 2025 - 31 st March 2026	Column B How much would you like to request for the Year ending 31 st March 2027
Revenue – Day to day running costs	Revenue – Day to day running costs
Stationery/office general £	Stationery/office general £
Leaflets/posters/newsletters £	Leaflets/posters/newsletters £
Insurance £	Insurance £
Other £	Other £
Cost of meetings £	Cost of meetings £
Hire of hall £	Hire of hall £
Total Expenditure last year £	Total grant requested this year £
Total awarded last year £	If grant is awarded the under spend from last year will be deducted from this year's request leaving the following amount: Total: £
Under spend from last year £	

16. Please give bank account details:

Bank name

Address

Postcode

Account Name as it is on your group bank account

Account number

Sort code:

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17. Your committee and signatories on the bank account details. Please list all the people who can sign your cheques

Chair:

Mr/Ms etc

Name

Are you an account signatory?

Yes ☐

No ☐

Address

Postcode:

Email:

Secretary:

Mr/Ms etc

Name

Are you an account signatory?

Yes ☐

No ☐

Address

Postcode:

Email:

Treasurer:

Mr/Ms etc

Name

Are you an account signatory?

Yes ☐

No ☐

Address

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Management Committee Member:

Mr/Ms etc

Name

Are you an account signatory?

Yes ☐

No ☐

Address

18. Other Signatories on your bank account – You must have 3 signatories. Please include an e-mail address if you have one.

Name

Position

Address

19. Declaration – signing off this application for a grant I confirm that all the information in this application is correct, and we agree to the conditions of funding. This grant application was agreed at a committee meeting held on:

On (date)

at (venue)

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Please print your name in the space provided below. Once you type your name in the space below, this will be counted the same as a digital signature.

Signed Chair

Signed Secretary

Signed Treasurer

Date

For office use

Signed CPDO:

Signed CPD Manager:

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Conditions for Funding

This form sets out what your group must abide by if the Royal Borough of Greenwich agrees to award you funding.

Please read it carefully to ensure that your group complies with each of the points below. Once you have done this, please sign it, keep a copy for your records, and return a signed copy to the Council with your completed grant application form.

Note: Signing this form does not guarantee that you will receive a grant from the Royal Borough of Greenwich – you will need to complete both the grant application form and this conditions of funding form and send them to the Council to be assessed.

On receipt of an annual grant from the Royal Borough of Greenwich's Housing Department, this group

Name of Group

Agrees to:

(Please tick)

You must supply a copy of your last minutes from your AGM and a copy of your bank statement record for your application to process. Please attach these documents to your email alongside the application form.

☐ 1. Have a set of rules (constitution), which at least includes the essential clauses contained in the model constitution in the Tenants Association Starter Pack.

☐ 2. Hold an Annual General Meeting (AGM) every year to which all tenants on the estate covered by the group are invited.

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- ☐ 3. Ensure that the outgoing Chair, Treasurer or Secretary notifies Housing Services if they resign and the names of their replacement in writing. No further grants will be administered until updated.
- ☐ 4. Co-operate with the Council in carrying out any monitoring or evaluation procedures as required by the Council including allowing the Council access to any premises used by the group and copies of minutes or information relating to the group.
- ☐ 5. The Council has a duty to protect the public funds it administers and to this end requires all elected Treasurers to undertake training as requested.
- ☐ 6. Maintain a properly established bank account to which there shall be three signatories, any two of whom must sign all cheques. Signatories should not be from the same household or related directly.
- ☐ 7. Keep up to date records of its income and expenditure which should be available at all times for inspection by Officers of the Housing department of Corporate Finance.
- ☐ 8. Abide by the Seven Essential Steps (see attached)
- ☐ 9. Submit their records with all supporting documents for independent inspection as and when required.
- ☐ 10. Submit a balance sheet for the previous financial year to the Community Participation & Diversity Team. **Please note: a grant will not be agreed (or will be withheld) until the Director of Housing is satisfied with these accounts.**
- ☐ 11. Use the money allocated for the reasons specified in their application and for no other purpose without first receiving consent from the Community Participation & Diversity Team Manager.
- ☐ 12. Not sell or otherwise dispose of any piece of equipment purchased with the grant without first consulting the Council.
- ☐ 13. Ensure that all efforts are made to involve all the people on the estate served by the group, namely to: **promote the inclusion of tenants from communities to work with the Council to improve services.**
- ☐ 14. Ensure that the grant is not used to publish any material which would appear to favour any political party.

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☐ 15. Not make any grant to other campaigns or groups in any one year without agreement from the Director/Assistant Director of Housing.

☐ 16. The Council reserves the right to suspend or withhold the payment of the grant if the tenants group fails to comply with any of the conditions set out in this agreement.

The 6 Essential Steps to TA accounts

Below are seven essential steps to ensure the smooth operation of your Tenants/Residents group's account

1. Must have a group account
2. Must not sign blank cheques
3. Must be three signatories on the account details with any two of the three signatories able to sign the group's cheques / approve online transactions
4. Must keep records and receipts for any cheque or petty cash transactions
5. Must keep the petty cash float to a maximum of £50
6. Must not accept any cash offered by the bank or building society

I agree to all the above on behalf of the TA. Once you type your name in the space below, this will be counted the same as a digital signature. (Please tick) ☐

Name:

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