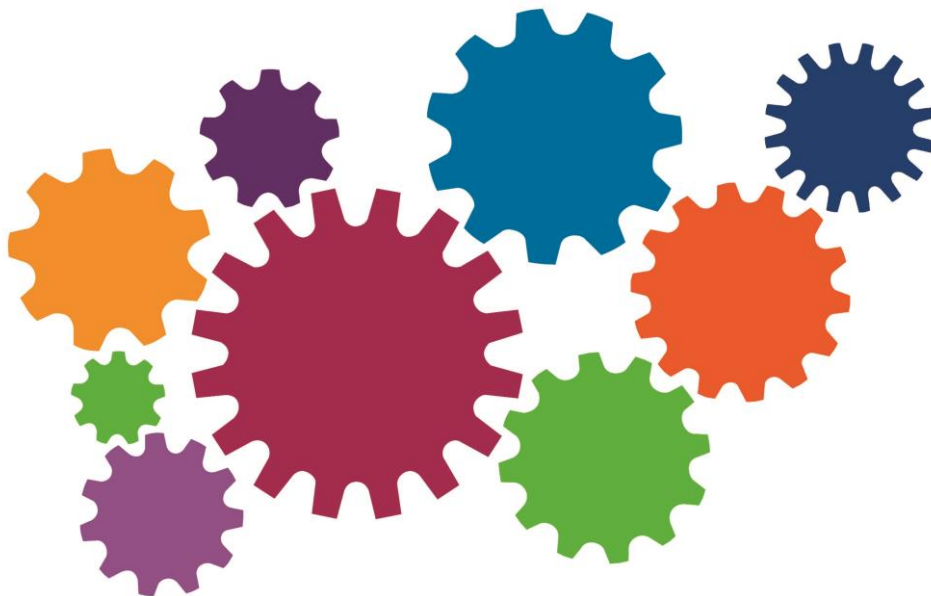


# Grants for Groups

Policy and application



Agreed by the CHRF : 26<sup>th</sup> September 2024  
To be reviewed: September 2026

## **RECOGNITION & FUNDING FOR RESIDENTS GROUPS POLICY**

In order for tenant and residents' groups to be fully consulted on all issues it is important that they are seen to be representative of the people in their area. They are required to meet certain criteria to be fully recognised by Landlord Services, Charnwood Borough Council (CBC).

### **The following criteria must be met before CBC formally recognises the groups:**

- The group must define the boundaries of the area or identify who it wishes to represent.
- The meetings and membership must be open to all tenants in the defined area. Groups may choose whether they wish to include residents in their group.
- The group must follow a code of conduct.
- The groups must ensure that their meetings are fully accessible and inclusive, for example, venues that are DDA compliant
- The group must hold annual general meetings that are publicised to all tenants in the defined area.
- The group must be fully constituted
- Groups applying for annual grants must supply their accounts and will have to state how previous funding was spent
- Groups must supply the Customer Engagement team with minutes of every meeting held along with an attendance list
- Groups must provide a list of members who have been active with their group in the last 12 months
- Groups have to set up a group/club bank account as grants can only be paid directly in to a group bank account and not to an individual.

The group must adopt a constitution that includes:

- The aims of the group
- Membership, i.e. who can join
- Structure of the group (management, frequency of meetings)
- Details of A.G.M.
- Rules and procedures – code of conduct
- Disbanding of the group
- Changes to the constitution
- Financial details of the group
- An equal opportunities statement

## THE BENEFITS OF RECOGNITION

### Practical help and advice

The benefits of CBC recognition are that CBC will offer financial support and practical advice.

Advice will include the following:

- Preparing and printing newsletters and notices for groups, both new and established.
- Administrative support for tenants' groups (photocopying, minutes, agendas, posters etc)
- Good practice examples

### Financial support

A one off start up grant is available to groups who have achieved, or are making positive steps toward achieving the recognition criteria required by CBC. The one off start up grant is £250 per group.

When the group is fully recognised by CBC it will be eligible to apply for an annual continuation grant.

An annual grant will be given to groups each year as long as they are fully recognised by CBC and comply with the recognition criteria. Applications for funding from CBC should be made through the Customer Engagement team.

The annual grant will be £300 per year. If groups can demonstrate that they have increased their tenant membership by 10% in the previous year, they will be eligible for a bonus payment of £50.

To apply for the grant, groups must fill in a grant application form. This is available from the Customer Engagement team or can be downloaded from the website. The completed form should be given to a member of the Customer Engagement team. You will then be notified of the decision within fourteen days of receipt of all the required information being received.

CBC must receive evidence of active members of the group with the application, along with a copy of your latest accounts (not required for a start up grant), a copy of your constitution and a copy of the group's bank details. CBC will also check to ensure minutes from each meeting throughout the year have been received.

The grant is to help with general running costs such as postage, stationary, printing, room hire and telephone charges. It may also be used to support events to promote the work of the group. A record must kept of all expenditure along with receipts. The group should adopt its own expenses policy. The Customer Engagement team can assist the group with this.

All grants are awarded on the condition that they are used for the purpose for which they were intended. If grants are used for any other purpose the group may be liable to repay the grant to CBC. The group must provide evidence of how the grant has been spent.

CBC will assist groups with the production of newsletters and promotional leaflets. There will be financial assistance available to groups for newsletters. This will be as follows:

Band	Total number of CBC properties	Yearly grant
1	1 to 200	£100
2	201 – 350	£150
3	351 - 500	£200
4	501 – 750	£250
5	Over 750	£300

This financial assistance is banded differently to the grant available for running costs as it is acknowledged that there are higher costs incurred for areas with a higher number of CBC properties.

The group will need to provide evidence of correspondence produced in the previous 12 months and the costs incurred to obtain the grant.

If a group fails to evidence, or fails to spend, their allocated annual grant the amount awarded the following year will be reduced by the unspent amount.

#### Dissolution of a group

If a group is dissolved then any unspent grant monies must be return to CBC. Where the group has obtained other monies from other sources then these monies should be returned to the organisation donating the funds in line with the terms of the funding. Any excess funds should be distributed as per the group's constitution. It cannot be distributed between individual group members.

If you would like any assistance completing the form please contact the Customer Engagement team, who will be happy to help. Their contact details **telephone 01509 634931 or 01509 634955** or **email [involvement@charnwood.gov.uk](mailto:involvement@charnwood.gov.uk)**

## Application Form

Name of group	
Lead contact for this application:	Name: ..... Address: ..... ..... Phone: ..... Email: .....
Alternative Contact:	Name: ..... Phone: ..... Email: .....
Describe your group and the boundary it will cover:	

<p>Is there any additional information that you feel may help your application. (Please attach a separate sheet if you need more space)</p>	
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I agree that the information given above is correct. I agree to the conditions for the payment of the grant as set out in the criteria above.

Signed.....

Print name.....

On behalf of (name of group) .....

Date .....

**Bank Details for payment**

Bank Name and Address:

Sort Code:

Account Number:

Account signatures:

<b>For office use</b>			
Date received:		Decision:	Yes / No
If refused, the reason:			
Approved by:	Customer Engagement Officer		
Authorised by:			
	Sally Ramalho – Principal Officer Customer Engagement and Older People services		