



Application Form 2010-11



- **What is an Initial Grant?**

The Initial Grant is for newly formed groups, or new members, to help them with setting up costs. This support is to help with running costs e.g: Hire of rooms for meeting or events, Committee members expenses, stationery. The maximum amount of grant you can receive is £200.

- **Who can apply for an Initial Grant?**

All Tenant and Residents Associations or Community Associations who have joined Rother Fed and have at least 20% council housing in their area of benefit¹. If you have not joined, please contact Rother Fed and we will send you a membership form.

- **How to apply.**

Your Association must complete the attached form and return it along with:

- Copies of the Minutes for your last two Meetings if possible.
- Any newsletters/posters etc produced.
- A copy of your bank statement.

- **What happens next?**

Your application will be considered and you will receive a letter within four weeks informing you of the decision. If you are successful you will receive a cheque within a further four weeks.

If you have any questions about this grant or need any help with completing the form please contact Alan Goy, our Member Development Officer on 01709 368515, or info@rotherfed.org

¹ to include areas where there are properties previously owned by the council



Application Form 2010-11



Initial Grant Application Form

Name of Association

Section 1

Please delete as necessary

1. Are you a member of Rother Fed?
YES/NO

2. Do you have at least 20% council house tenants in your area of benefit?
YES/NO

3. Have you been formed in the last 12 months?
YES/NO

4. Does your Association have a Bank/Building Society Account?
YES/NO

5. Do you have at least three signatories for your cheques (*not more than one of these should members of the same immediate family*)
YES/NO

6. Does your Association have proper financial records with accounts and receipts that can be examined?
YES/NO

7. Can you provide Minutes of your last two meetings?
YES/NO

8. Can you provide any copies of publicity for your group?
YES/NO

If you have answered **YES** to all the above questions go to **Section 2**. If you have answered **NO** to any of the above questions, please contact Alan Goy at Rother Fed for further advice on 01709 368515



Application Form 2010-11



Section 2 - Acceptance of Conditions of Payment Please read the following conditions.

1. The Grant must be put towards the setting up costs of the Association.
2. You will be required to produce copies of relevant receipts for any Grant monies received.
3. If the Association closes down, any unused Grant monies must be returned to Rother Fed along with any items purchased with the Grant.
4. If there is any reason to believe that Grant money has been used inappropriately, Rother Fed will carry out an investigation. If any misdemeanour is found then membership of the group will be removed and all monies will be returned to Rother Fed immediately.
5. If any of the above conditions are not adhered to, Rother Fed could withdraw future funding and, dependent on the circumstances, demand full repayment of the Grant.

If you are willing to abide by the conditions set out above then go on to complete **Section 3**.

If you are not happy with the conditions or need further clarification please contact Rother Fed on 01709 368515



Application Form 2010-11



Section 3 – Your Association

Name of Association.....

Contact for any correspondence

Name.....

Address.....

.....

Telephone.....

Please state the name and address of the person your Association wishes the grant cheques to be sent out to:

Name.....

Address.....

.....

Please supply the names and addresses of the three signatories of your Association:

1.

2.

3.

Briefly tell us how you intend to spend the Initial Grant

.....

.....

.....



Application Form 2010-11



Declaration:

Please ensure that you have all three signatures before returning this form.

We the undersigned wish to apply on behalf of our Tenants and Residents Association for the Initial Grant and agree to abide by the Conditions set out in Section 2 of this application. We understand that at least 20% of tenants living in the area of benefit for our TARA are council house tenants².

Chairperson

Name..... Tele:.....
Address.....
.....
Signed.....
Date.....

Vice Chair

Name..... Tele:.....
Address.....
.....
Signed.....
Date:.....

Secretary

Name..... Tele:.....
Address.....
.....
Signed.....
Date.....

Treasurer

Name..... Tele.....
Address.....
.....
Signed.....
Date.....

² To include residents of properties previously owned by the council



Application Form 2010-11



Thank you for completing this form.

Please return with:

- A recent copy of your Association's bank statement
- Copies of the minutes of the last two meetings
- Copies of any publicity/newsletters that your Association has produced

Address to be sent to:

Rother Fed
Springwell Gardens Community Centre,
Eastwood View,
Springwell Gardens,
Rotherham
S65 1NG