



Application Form 2010 - 11



- **What is the Annual Maintenance Grant?**

Rother Fed provides financial support to our member groups that have at least 20% council house tenants in their area of benefit¹. This support is to help with running costs e. g: Hire of rooms for meeting or events, Committee members expenses, Stationery, contribution toward insurance.

- **How to apply?**

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

- Copy of your independently examined accounts²
- Copies of the Minutes for your last two meetings and your AGM
- Any newsletters/posters etc produced over the last twelve months.

- **If You Are A New Group?**

If you are a new group you can apply for an Initial Grant.

- **What happens next?**

Rother Fed will consider your application 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

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

² If you do not have these, see page 8.



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Annual Maintenance 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. Can you provide a copy of your independently examined accounts?
YES/NO³
4. Can you provide Minutes of your last two Meetings and your AGM?
YES/NO
5. Can you provide any publicity from the last twelve months?
YES/NO
6. Have you undertaken a minimum of 2 fundraising events during the last year?
YES/NO

If you have answered **yes** to all the above questions then 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

³ If NO, go to page 8 for advice



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

The conditions that your Association have to comply with are as follows:-

- Only Associations that are registered with Rother Fed can be considered for a grant.
- Only association with a minimum of 20% council tenancies or former council properties in their area of benefit can be considered for a grant.
- The objectives of the Association as stated in the Constitution must benefit all sections of the Community within the defined area.
- The Association must be non-profit making and any funds raised must be applied to the benefit of the Association and its Members.
- The Association must have a bank or building society account in it's own name, the minimum financial criteria for which shall be:-

Authorisation for payment must have at least 3 signatures, not more than one of these should members of the same immediate family.

Open or incomplete cheques shall not be signed.

Cash in hand shall be kept to a minimum and not exceed that which may be required for immediate small purchases.

A cash book recording all receipts and payments through the bank account plus a separate petty cash book recording cash transactions must be kept as a minimum.

Receipts must be kept to support all expenditure until after the Independent Examination has been completed.

If the Treasurer (or person responsible for controlling the finances) resigns a reconciliation of the bank account and if applicable, petty cash must be undertaken to ensure that matters are in order.

- Receipts for grant monies spent must be provided to Rother Fed.
- A minimum of four meetings must be held in each 12 month period to which all eligible persons should be invited. These minutes must be evidenced by the production of minutes which are available to the next meeting.



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- Independently examined copies of the receipts and payments account shall be presented to the next AGM by the Treasurer and subsequently be made easily available to all members of the Association.
- All monies raised by or on behalf of the Association shall be used for no purpose other than the business of the Association.
- Grant monies which are misappropriated by individual(s) shall be investigated. The Police, will be called in if necessary. The Associations registration will be removed and grant monies will be required to be returned.
- If the Association no longer needs the grant money or closes down any unused grant money must be refunded to Rother Fed.
- If the Association folds, any items of equipment purchased via a maintenance grant will become the property of Rother Fed and used for the benefit of other Associations.
- Rother Fed reserves the right to inspect the Associations records at any time to confirm compliance with any of these requirements.
- Associations must agree to comply with all these conditions before accepting any grant. If you do not comply with all these conditions Rother Fed reserves the right to withdraw funding and if appropriate may demand repayment of funding in full.

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

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



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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' cheques⁴:

1.

2.

3.

Briefly tell us how you intend to spend the Maintenance Grant

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⁴ Not more than one person should sign from the same immediate family



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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 annual maintenance 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 benefit⁵ for our TARA are council house tenants.

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.....

⁵ to include areas where there are properties previously owned by the council



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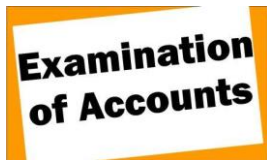
Thank you for completing this form.

Please return with:

- Independent Examiners report of your accounts
- Copies of the Minutes of the last two meetings and your AGM
- Copies of any publicity/newsletters that your Association has produced in the last 12 months

Address to be sent to:

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



Independent Examination of Accounts 2010-11



To receive a Maintenance Grant from Rother Fed, we need to see a copy of your independently examined accounts for the previous year.

Our approved partners from Voluntary Action Rotherham's (VAR) community accountancy service can do this examination of accounts for you. To access this scheme, you need to have a minimum of 20% council housing in your area of benefit.

What you have to do?

Contact Joyce Chatterton on 01709 368515 or by email at info@rotherfed.org at least 8 weeks before you want your books returned.

Who Pays?

Upto a maximum of £200, VAR will invoice Rother Fed for the cost of the independent examination of your accounts. If your accounts cost over £200 to examine, VAR will tell you at the beginning of the process and if you agree to go ahead, you will receive a bill for the balance.

A Bonus for Good Accounts!

If Heera judges your accounts to be well presented, you will receive a bonus grant from Rother Fed. This will be the remainder from the £200 after VAR's invoice has been paid.

What will happen with the independently examined accounts?

These are your accounts but by working with our approved partner, you agree that VAR can provide a copy to Rother Fed for our records.

What if you use someone else to examine your accounts?

That's fine. There is however no financial subsidy or bonus if you use this route. If you wish to access the Rother Fed maintenance grant you will need to send a copy of your independently examined accounts to Rother Fed. We will ask Heera Singh at VAR to verify these for us and for your permission for him to disclose any issues arising from these.