**Tenant Participation, Homelessness & Housing Development**

**Grant Application Form: Tenants & Residents’ Associations**

|  |  |  |
| --- | --- | --- |
| Date |  |  |

1. **Name of Association**

|  |  |  |
| --- | --- | --- |
| **1.** | Name |  |

1. **Contact Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1.** | Name |  | **2.** | Position |  |
| **3.** | Address |  | | | |
| **4.** | Town |  | **5.** | Postcode |  |
| **6.** | Tel Number |  | | | |
| **7.** | Email Address |  | | | |

1. **Association Area and Membership**

|  |  |  |
| --- | --- | --- |
| **1.** | Areas covered |  |
| **2.** | Approximate Membership |  |

1. **About the Association**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1.** | Has your Association made any changes to its constitution? (if yes, please enclose a copy of your new constitution) | | **Y** | **N** |
| **2.** How many public meetings did your group hold last year? | | |  | |
| **3.** How often does your committee meet? | | |  | |
| **4.** Date of your last Annual General Meeting (AGM) | | |  | |
| **5.** | Have you received a grant from any other source during the past year? | | **Y** | **N** |
| **6.** | If yes, please give details: |  | | |
|  | | | |

1. **Bank Details that the grant will be paid into**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1.** | Account Name |  | | | |
| **2.** | Bank / Building Society Name |  | | | |
| **3.** | Sort Code |  | **4.** | Account / Roll Number |  |

1. **Names of those who can sign cheques on this account**

|  |  |
| --- | --- |
| **1.** Name | **2.** Position |
|  |  |
|  |  |
|  |  |

1. **The Grant**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Type of grant | Annual | | Top-up | | Starter |
| **2.** | Breakdown of predicted expenditure | | | | | |
| Item | | | Expenditure | | Comments by TP | |
|  | | |  | |  | |
|  | | |  | |  | |
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|  | | |  | |  | |
| **Total Amount Requested:** | | |  | |  | |

1. **Information Enclosed**



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Annual** | **Starter** | **Top up** |
| **1.** | Our constitution (if the constitution has changed) |  |  |  |
| **2.** | Our annual audited financial statement |  |  |  |
| **3.** | Additional financial statement if applying 3 or more months **after** the period covered by the annual audited financial statement (Appendix 1) |  |  |  |
| **4.** | Receipts covering period of the financial statement |  |  |  |
| **5.** | Bank statements covering period of financial statement |  |  |  |
| **6.** | Minute and attendance list of our recent AGM |  |  |  |
| **7.** | List of new committee members |  |  |  |

1. **Information Enclosed**

We the undersigned agree that:

* The information given is correct to the best of our knowledge.
* If requested, the tenant participation staff reserve the right of access to all financial records of the group pertaining to a grant from West Dunbartonshire Council.
* If our Association disbands we will return any unspent portion of the grant to the tenant participation staff.
* If our Association disbands we will return all moveable items acquired through the tenant participation grant to the tenant participation staff.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1.** | **Signature:** |  | **4.** | **Signature:** |  |
| **2.** | **Position:** |  | **5.** | **Position:** |  |
| **3.** | **Date:** |  | **6.** | **Date:** |  |

**Please return to:**

Tenant Participation, West Dunbartonshire Council,

16 Church Street,

Dumbarton, G82 1QL

Or by email to jane.mack@west-dunbarton.gov.uk or hanne.thijs@west-dunbarton.gov.uk

**For official use only:**

Comments: (Housing Development Officer)

|  |  |  |
| --- | --- | --- |
| Signature: |  | Date: |
| Comments: (Snr Housing Development Officer) | | |
|  |  |  |
| Signature: |  | Date: |

Received:

Passed to finance: