

South Ayrshire Council Housing Services

Tenant Associations Grant Funding

Application Form

Tenant Participation Team

2-6 The Cross

Prestwick

KA9 1AN

Email: tp@south-ayrshire.gov.uk

Telephone – 01292 612968

**Introduction**

Under the Housing (Scotland) Act 2001, Councils are required to ensure that tenants’ groups are provided with adequate resources for organisation, training and support. South Ayrshire Council Housing Services provides start up, running cost and equipment grants for tenant and other resident groups. To apply, your group must include South Ayrshire Council Housing Services tenants and operate in the local authority area.

**Grants Available**

**Start-up grants** – Are available for new groups to help with set up, for example, the costs of a first meeting or producing a flyer/newsletter promoting the organisation. Up to a maximum of £250 (This grant can only be applied for once per association)

**Running cost grants -** are available for daily operating costs such as photocopying, postage, childcare, travel, room hire and telephone calls. Up to a maximum of £250. (This grant can be applied for on an annual basis)

**Equipment grants** – Are available for purchasing equipment to help with the running of the organisation for example laptop, printer or projector. Up to a maximum of £400 (This grant can be applied for once in every 5 years)

**Keeping your personal data safe**

Managing the tenant association grant process is part of the Council’s public task. When you apply, we will need you to give us some personal data so we can process your application. Your personal information is kept securely and treated confidentially. The Council’s Privacy Notice explains how this is done. The Privacy Notice is available on the Council’s website at <https://www.south-ayrshire.gov.uk/privacy-notices/documents/pn%2020190718%20housing%20v2.pdf> or, if you need a paper copy, email tp@south-ayrshire.gov.uk or call 01292 612968.

**Council Standard Conditions of Grant**

The Council provides grant funding to tenant associations to improve social, environmental and economic outcomes for South Ayrshire Council tenants and communities. The Council is committed to working in partnership with tenant associations, to ensure the agreed outcomes/objectives related to this funding are delivered. If you want to be considered for a Council grant, you must be willing to accept the Council Standard Conditions of Grant which are included within this application form.

|  |  |
| --- | --- |
| **Name of Association**  |  |

1. **Contact Person for Association**

|  |  |
| --- | --- |
| **Contact Person**  |  |
| **Position in Organisation**  |  |
| **Address**  |  |
| **Email Address** |  |
| **Telephone Number**  |  |

1. **Is the group constituted or not constituted?**

|  |  |
| --- | --- |
| Constituted (But not recognised as a charity)  |  |
| Constituted (And recognised as a charity) |  |
| Not Constituted*(Note: Where a group is not constituted our Tenant Participation team will work with the group to become constituted)*  |  |
| Other (Please specify)  |  |

|  |
| --- |
| 1. **Please provide a brief description of your organisation’s main aims, activities including area of operation and meeting location:**
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| --- |
| 1. **What assistance** *(if any)* **does South Ayrshire Council currently offer to your organisation?** *(e.g. school lets, access to community halls etc)*
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| 1. **Please tell us about the project/activity this money will help fund in 150/200 words**
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1. **Please specify which Grant Funding option you are applying for and amount requested**

|  |  |
| --- | --- |
| **Start-up grants** – Are available for new groups to help with set up, for example, the costs of a first meeting or producing a flyer/newsletter promoting the organisation. Up to a maximum of £200 |  |
| **Running cost grants -** are available for daily operating costs such as photocopying, postage, childcare, travel, room hire and telephone calls. Up to a maximum of £200 |  |
| **Equipment grants** – Are available for purchasing equipment to help with the running of the organisation for example laptop, printer or projector. Up to a maximum of £400 |  |

1. **If successful, how will the money be spent? Please itemise costing’s.**

|  |  |
| --- | --- |
| **Item** | **Cost** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
|  | **£** |
|  **Total** | **£** |

**If successful, please confirm that you will be able to spend the funds you receive within 12 months?**

 **Yes**

**You will require to provide receipts following completion of the project or on purchase of equipment**

1. **Associations Financial Information**

To release money to your group it is vital that we have your financial details

Please provide (where appropriate) Please tick all that apply

|  |  |
| --- | --- |
| A signed copy of your constitution or memorandum and Articles of Association |  |
| A current Financial Statement |  |
| A copy of your most recent bank statement (showing account name, account number and sort code) – or alternatively provide your bank details below) |  |

**If you do not have a recent bank statement please confirm the bank details for the association below**

|  |  |
| --- | --- |
| Organisation Name |  |
| Bank / Building Society |  |
| Account Name |  |
| Account Number |  |
| Sort Code |  |

If you do not have a bank account or you are not a constituted group you will need to identify a sponsor organisation who can receive the money on your behalf. The sponsor organisation must be a constituted group and be willing to allow the grant to be paid into their bank account to be held on your behalf. (*Please note a sponsor organisation can only be used for bids of up to £1,000*) – ***if you need to use a Sponsor please get the Sponsor Organisation to complete and Sign Appendix 1 at the back of this form.***

Yes – we wish to work with a sponsor organisation

*(Please note applications will not normally be considered unless all of the above information has been received, where applicable****)***

1. **Applicant Declaration**

|  |
| --- |
| On behalf of (name of organisation): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_I confirm that all information given is correct and that, if awarded funding, the organisation will comply with the following conditions of grant.1. The grant will be used for the purposes stated in this application and no other purposes.
2. Any unused grant funds will be returned to South Ayrshire Council.
3. The Applicant will complete an evaluation report detailing expenditure and impact and provide evidence of spending including receipts on completion of the project or within 12 months of receiving the award, whichever is the earliest.

**Name** (Please print) **Position in Group:****Signed:** **Date:** |

**Completed forms must be returned to:**

Tenant Participation Team

2-6 The Cross

Prestwick

KA9 1AN

Email: tp@south-ayrshire.gov.uk

Telephone – 01292 612968

If you require further information or support to complete your application, please contact our Tenant Participation Team at the details provided above.

**General Criteria for Grant Funding**

The following general criteria are applied by South Ayrshire Council for funding voluntary bodies. These criteria are independent of any conditions applied in standard contracts or service agreements.

1. Voluntary bodies applying for Council support either in kind or financial should be able to clearly demonstrate their contribution towards the Council's overall objectives and specific objectives

2. Voluntary bodies should seek to provide a service or activity that is based upon best practice and which makes the most effective and efficient use of available resources.

3. Voluntary bodies funded by the Council are expected to demonstrate that they will incorporate equal opportunities principles and legislation into their policy and practices.

4. Voluntary bodies are required to set out expectations for the use of the award or resource and to agree to meet all reporting requirements required by the Council.

5. The Council will state clearly its criteria for making the award or resource available and its financial relationship with that organisation.

6. Included in this Guidance document are "Standard Conditions for Grant Assistance" which will apply to all successful applications for financial support. The Council reserves the right to include any relevant additional conditions to any award of financial support. Any such conditions will be included in any offer of grant.

Standard Conditions of Grant Assistance

1. The grant is allocated for this project/activity only and no guarantee can be given that further funds will be available.
2. The financial support must be spent only on the purpose for which it was granted.
3. The Council's liability shall be to make a payment of the grant to the organisation. All other liabilities or claims are the responsibility of the organisation receiving grant.
4. The organisation will, at any time, if requested

 (a) provide information or copies of financial records as may be required by an authorised officer of the Council.

 (b) make items purchased or projects developed available for inspection.

1. Receipts or other evidence of expenditure acceptable to the Council will be submitted by organisations immediately following purchase of equipment. In other cases a detailed statement of expenditure shall be provided to the Council on completion of a project or within 6 months, whichever is the earlier.
2. Monies must be spent within a period which does not exceed 12 months from the date of approval. A detailed statement of expenditure must be provided to the Council on completion of a project or within 12 months, whichever is the earlier.
3. If costs are less than the amount specified on the grant application the surplus will be repaid to the Council.
4. All projects/activities will be carried out under the complete control of the organisation awarded grant funding.
5. The organisation will submit evidence that the purpose for which the grant was awarded was achieved.
6. The organisation will keep records and receipts of how the grant was spent and produce these figures in a project/activity final report.
7. The accounting arrangements/transactions will be subject to audit scrutiny by South Ayrshire Council.
8. Any organisation receiving grant assistance must acknowledge the support of South Ayrshire Council in all publicity material. A copy of publicity material must be forwarded to the Council.
9. Additional conditions of grant may be set by the Council at its discretion.
10. The organisation will ensure that policies and practices minimise any detrimental effects to the environment and complement the Council's commitment to protecting and improving the environment of South Ayrshire.
11. Organisations holding public events must have appropriate insurance cover.
12. Section 2 of the Local Government Act 1986 prohibits the Council from publishing any material which appears to be designed to affect public support for a political party. The same section also prohibits the Council from funding organisations to do this. The organisation shall comply with this requirement.

**EQUIPMENT**

Organisations awarded grant funding for the purchase of equipment will ensure that

1. the equipment will be owned and controlled by the organisation.
2. the equipment will be adequately insured by the organisation.
3. the organisation will undertake to ensure that the equipment is fully and properly maintained.
4. equipment purchased with a grant will not be disposed of without the prior permission of South Ayrshire Council.
5. should the organisation disband, any equipment or facilities purchased from financial support provided by South Ayrshire Council will be offered to the Council at no cost.
6. if equipment or facilities purchased from financial support provided by South Ayrshire Council is lost, stolen, damaged or otherwise the subject of an incident covered by an insurance policy, any monies obtained from insurance will revert to the Council.

**APPENDIX 1 - SPONSOR ORGANISATION (Only required if your group has no bank account or it is unconstituted)**

***(Please get your Sponsor Organisation to complete if you have no Bank Account or your group is unconstituted)***

**Statement of support from Sponsor Organisation (where applicable)**

A sponsor organisation is required for any group with no Bank Account, or constitution. The sponsor organisation must be a constituted group and be willing to allow a small grant to be paid into their bank account to be held on behalf of the group.

|  |  |
| --- | --- |
| Sponsor Group / Organisation |  |
| Contact Name |  |
| Contact Address |  |
| Daytime telephone number |  |
| E-mail address |  |
| I confirm that I have read this application and support the request for funding and that I am suitably qualified to act as a sponsor for …………………………………………………. I am willing to be contacted to discuss this application further. **Name** (Please print): **Signed: Date:**  |

**Sponsor Organisations Bank details**

|  |  |
| --- | --- |
| Organisation Name |  |
| Bank / Building Society |  |
| Account Name |  |
| Account Number |  |
| Sort Code |  |