

How to apply for a tenant participation grant

1. Is your group eligible for a grant?

To be eligible for a tenant participation grant from the Council at least half of your group's committee (50%) must be West Dunbartonshire Council tenants. This is because the grants are funded from the Housing Revenue Account (HRA). The HRA is made up of tenants' rents and is used by the Council to pay for the housing service it delivers. Groups that do not wish to apply for funding can still become a registered tenant organisation (RTO) with West Dunbartonshire Council. For more information about registered tenant organisations contact Tenant Participation at West Dunbartonshire Council.

2. When should a group apply for a grant?

Groups should apply for a grant after their annual general meeting. This should be for the projected expenditure for the year ahead, **not** what was spent during the last year. If there is an under spend which leaves a healthy balance in the group's account then the Council will negotiate with you the amount to be paid.

3. What grants are available?

Starter Grant	Starter grants are for administration costs (such as stationery, travel expenses, postage) for starting up a tenants group. Grants of £200 are available for new tenant organisations.
Annual Grant	Annual grants are for the general running costs of a tenants group
Top-Up Grant	Top-up grants are for items that were not budgeted for on the annual grant form or if your funds are low.

4. Where can you get a grant form?

Contact Tenant Participation for a grant application pack. The pack contains the Tenant Participation Grant Form, guidance notes to help you complete your application and useful stationery to help you keep a record of your accounts during the year. The same grant application is used for all 3 types of grant.

5. What happens next?

Grant applications will be processed in 10 working days providing all the information is received and correct. If we need further information we will contact the Treasurer and we will also let you know if there is any delay in issuing a cheque.

6. How do you get your grant?

The Finance Department issues a cheque which is then posted out to the name and address given on the Grant Application form.

7. Contact Us

If you have any queries about the grant application process please contact Tenant Participation on 01389 737 702 or 731 281.

Enclosures

Item	Why	Grant type
Constitution	The Council needs to see a copy of your constitution if you are a new group or if you have recently made changes to it.	All
Annual Audited Financial Statement	If you have previously received a grant you are required to have your accounts independently audited. Some groups pay for this to be carried out by a qualified accountant; others get it done for free by Community Volunteer Services or by Tenant Participation Staff. Once accounts have been audited you should be given a statement which demonstrates the income and expenditure of your group over the financial year.	Annual
Additional financial statement	If you apply for an annual grant 3 or more months after* the period covered by the audited financial statement (above) you should also complete an additional financial statement. This additional financial statement demonstrates what has been spent between the period of the audit and your application for a grant.	Annual* Top-up
Receipts covering the period of the financial statement.	You must provide the receipts which cover the additional financial statement.	Annual* Top-up
Bank statements	You must provide a copy of bank statements covering the period in the audited financial statement.	Annual Top-up
Minute and attendance list of recent AGM	By providing a copy of your AGM minute and attendance list you can demonstrate that your group was quorate, that you operated constitutionally and that those that attended live with the area you represent.	Annual Starter
List of new committee members	Providing a list of your committee members will ensure that the Council has their contact details, it will also demonstrate that your committee members live within the Association's area of operation and that there are 50% tenants on the committee.	Annual Starter