

## TRA GRANTS INFORMATION SHEET

### 1. Background

We recognise the valuable work tenants' groups do for their members in bringing issues to the Councils attention and helping to initiate changes and improvements in their community.

The **Tenant and Leaseholder Engagement Team** can fund registered Tenants and Residents Groups to help with their running costs and to support activities and events that promote community engagement and development.

If you are a registered TRA you can apply for:

- Start-up Grant - for new TRAs
- Revenue Grant
- Special Project Grant
- TRA website / electronic notice board

### 2. Making your application

If you are thinking about making an application you can ring the team to talk about your project or if you have questions about TRA funding, call or email us and we will give you advice and support to help you make a successful application.

### 3. Start- up Grant (£150)

The grant is a one-off payment paid to new, registered groups to help with the cost incurred in setting up the TRA.

The Tenant and Leaseholder Engagement Team and your estate's Housing Officer will help you with advice and support to get registered. All new groups are eligible for this grant unless you are replacing an old TRA, who's funds have been transferred over to your group. Once we confirm your registration you can apply for the start-up grant. Don't forget to send us the TRA's bank details; our finance team need the information to update their system to make payments by BACs directly to your TRA's account.

### 4. Revenue Grant (£250)

Apply for a revenue grant to cover your TRA's day-to-day running costs which could include printer ink, telephone calls and postage.

The two main requirements we attach to this application are:

- That at the time you make the application The TRAs revenue balance should be £50.00 or less
- That a copy of the most recent bank statement (under three months old) must be sent with the application.

We do ask you to tell us about income you have raised but we do not use the information to make final decisions for revenue grant requests. Examples of income you might have that we set aside include:

- DMC funding
- special project grants, and
- money raised for specific purposes such as community events and festivals or on-going costs for a gardening club

## 5. Special Projects Grant (up to £750)

You can use this grant to fund the cost of your local event, for match funding or to do a joint project with a neighbouring TRA.

Examples might include:

- running community events
- getting equipment for the association
- celebrating festivals or cultural events,
- activities for young or older people and to organising youth events,
- translation and interpreting costs for an event.

## 6. Special Project (SP) Grant application

When you apply for a special projects grant please consider the following points:

Give yourself plenty of time from making the application to the actual date of your event. We suggest applying **at least 2 month before you begin publicising your event**. This gives both the team and the finance department time to make a decision on the application. If you are successful, the money will be in your account before your event takes place. Please note: at certain times during the financial year the finance team need more time to process requests, for example just before and after the end of each financial year (between March and April).

## 7. How we assess SP grant applications

Each Special Project application is judged on its merits and is assessed using the criteria set out on the application form. Applications are not guaranteed to be approved, **please do not make retrospective applications**. We recommend that you do not spend any money on your event until you are sure that the grant has been agreed and the money is in your account. If your application is unsuccessful, we will not reimburse any money you have spent, and your TRA will be out of pocket.

### The budget - Show the cost of the event

For example if you are thinking of holding a street party:

writing **Street party - £150** does not provide enough details of the event costs for us to make a decision.

A better way to record this would be :

- Refreshments - £150
- Entertainment - £ 50
- Decorations - £ 30
- Total £230

If you are hiring equipment for an event, be sure to include quotes to show how you planned your budget.

We will not process applications unless:

- we have a full breakdown of your predicted costs for the event and the information should be recorded in section `E` on the application form.

Please take some time to answer question 'D' on the form. Your answers will help us assess how Special Project funds help to support the work we do. Here are some ideas that may help you.

Think about:

- how many residents you expect to benefit from the event
- how the funds will be spent. Give a summary of the event(s).
- how you will meet the diverse needs of your members
- how different cultural groups in your TRA get involved in planning and preparing the event

### **8. Activities we do not fund**

We do not usually provide funding for physical improvements to an area; DMC funding should be used for such projects. There are a few exceptions to this rule, such as a gardening event or project that has a physical outcome as a result of the participation and involvement of residents.

Council funds must not be used to purchase alcohol or for on-going support to a club or group that is separate from the TRA.

### **9. Documents we ask you to provide**

- For all grant requests send a copy of the TRA's most recent bank statement, it should not be more than 3 months old
- Send a record of all receipts: use the income and expenditure sheet we provide or use an excel spread sheet to record revenue and special project expenses
- Complete the Treasurer's Report (form 'B' ) on the application
- If the TRA is making a special project application and received SP funds at any in the preceding 12 months we must see all receipts and or a record of how the money was spent
- Send a record of the TRA committee minutes to confirm the decision to apply for Special Project funding

### **10. Equal Opportunities**

We value and celebrate the diversity in Camden and would expect to see this reflected in the activities of the groups we support with funding. We would like to see how you will inform your members about the event. For example will you provide translations?

What we look for when we assess your grant application:

- is it clear that different groups living in the TRA area have been involved?
- are diverse needs covered in the programme e.g. do venues have wheel-chair access etc.?
- have you thought about the needs of your wider membership, think about people from:
  - faith groups
  - elderly residents
  - BME residents
  - disabled groups
  - seldom heard group

Planning an event often begins with the best intentions but there are times when our best intentions can create negative outcomes for others. By carefully planning ahead you can identify and reduce offending or excluding residents.

### **11. Keeping everyone informed**

- If your application is successful we will inform you by email or by post within five working days.
- From approving a grant to receiving it in your TRA account can take between 5 to 10 working days.
- If we have concerns about the application we will contact you to discuss them and agree action.

After you have held your event if you have photographs, posters or other publicity material we may ask your permission to use the material to create a record of successful activities organised by Camden's TRAs. Please remember that people in those photos must give written permission for their image to be used in this way.

### **12. Record keeping**

The TRA should keep financial records for up to seven years from the date the grant was given. A pro-forma income expenditure record sheet is included in the pack that you can use.

### **Further funding opportunities**

#### **13. TRA Website / electronic notice board**

You can apply for a website or electronic notice board for your own group. Our IT technician will design and build your own 'bespoke' web-space to suit the needs of your group. Electronic notice boards are shared with the Council which is helpful in keeping your group up to date with current information about Council services.

To apply for any of the funding above, please contact us at [tp@camden.gov.uk](mailto:tp@camden.gov.uk)