

Southwark Council
2023/24 RESIDENTS
PARTICIPATION
FUND
ANNUAL GRANT
FUNDING Application
Form B

For Newly set-up and Relunched
Sheltered Housing Units (SHUs), Tenant
Management Organisations (TMOs) and

Tenants and Residents Associations (TRAs).

NAME OF APPLYING ORGANISATION:

STARTER GRANT APPLICATION

GUIDANCE

AIM

Southwark Council provides financial support to existing and new Sheltered Housing Units (SHUs), Tenant Management Organisations (TMOs) and Tenants and Residents Associations (TRAs) for:

- Running costs
- Activities

FUNDING FORMULA/AMOUNT OF ANNUAL GRANT

The grant is calculated according to the number of properties that form part of the SHU/TMO/TRAs, at £5.5 coefficient per property.

For example, if the SHU/TMO/TRAs covers 300 properties the grant will be £1,650.

The minimum grant paid is £1,300 (up to 236 properties). In order to receive the grant certain conditions have to be met which are detailed below.

DECISION PROCESS

The decisions on individual applications will be made by Southwark Council officers.

APPEALS PROCEDURE

If your application for funding is unsuccessful we will therefore write to inform you of the outcome and of your right to appeal.

Appeals must be made within three months from the date of the decision, to the Council officers and should be sent to:

Yasmin White

Resident Involvement Manager, Environment and Social Regeneration,
Southwark Council | 160 Tooley Street | London | SE1 2QH

After the appeal will be heard by the officers, the decision is final.

Please contact Maurizio D'Antona, Tenant Grants Officer, for details of the appeal procedure. (Maurizio.D'Antona@southwark.gov.uk, 020 7525 0228).

CRITERIA FOR NEWLY SET-UP/ RELAUNCHED SHU/TMO/TRA

▪ Definition of a newly set-up SHUs/TMOs/TRAs

1. When a SHU/TMO/TRA that has folded, and passed a resolution under the old constitution, the organisation is no longer functioning.

Consequently, the pre-existing organisation sets up a new legal status and constitution to become a new SHU/TMO/TRA.

Therefore a new organisation will be founded with a new constitution.

2. A newly association is established with a new written and agreed constitution.

▪ Other criteria

- Have at least two separate signatories for the SHU/TMO/TRA Bank/Building Society/Credit Union account. To avoid a conflict of interest these guarantors cannot sign the completion of the application form as well.

- The SHU/TMO/TRA will pay back unspent fund money in the event of dissolution/de-recognition.

- No SHU/TMO/TRA's committee member who has power to decide on how monies are granted or any other affiliate from the Fund, shall personally benefit from it.

- You must have invite a member from the Communities Team to your **Annual General Meeting (AGM)** via resident.involvement@southwark.gov.uk or in writing to London Borough of Southwark, Communities Team, 160 Tooley Street, 5th Floor, Hub 3, Area D, PO Box 64529, London SE1P 5LQ.

SAFEGUARDING

All SHUs/TMOs/TRAs must ensure, in addition to the above criteria being met, that all volunteers/staff working on behalf of the SHU/TMO/TRA with specific access to children or vulnerable adults have a current DBS (Disclosure and Barring Service) check and available document.

This applies to all SHUs/TMOs/TRAs, whether they are existing, start-up or re-launched.

It is strongly recommended that the claimants have their own written safeguard policy.

RE-LAUNCHED SHU/TMO/TRA

1. A SHU/TMO/TRA that has held a **final** Annual General Meeting would under normal circumstances be considered to be **de-functional** and would not be recognised anymore. However, this organisation may be willing to restart its activities and provided it can comply with the below criteria for recognition if done within the three months period of grace, it will qualify for the full grant:

- Have elected Board of Committee Members including Chair, Vice Chair, Treasurer and Secretary.
- Have a functioning SHU/TMO/TRA Bank/Building Society/Credit Union account in the name of the of their SHU/TMO/TRA.

ADDITIONAL INFORMATION - APPLIES TO ALL EXISTING, NEWLY SET-UP AND RE-LAUNCHED SHU/TMO/TRA

In addition to the above criteria being met, all SHU/TMO/TRA must ensure that all volunteers/staff working on behalf of the SHU/TMO/TRA with specific access to children or vulnerable adults must have a current DBS (Disclosure and Barring Service) check. Also, all SHU/TMO/TRAs should have their own safety policy.

REQUIREMENTS:

- Only recognised SHU/TMO/TRA may apply for funding.
- Organisations can only apply for grant funding once per financial year, commencing **from the 1st of April up to the 30th of September of the following calendar year**, e.g. for 2023/24, from the 1st of April 2023 to the 30th of September 2024.
- Grants may not be used to discriminate on the basis of the nine protected characteristics from the **Equality Act 2010**: age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation.
- Grants may not be used on activities that are not inclusive of the whole community, within the area of benefit.

- Grants may not be used to support political activity or to associate to any political organisations.
- A SHU/TMO/TRA holding more than £15,000 in its bank account will not be eligible for funding unless it can demonstrate that the reason it has more than the **£15,000 limit** is due to earmarked/project money (specific or community based). The SHU/TMO/TRA must identify in the financial statement/accounts the earmarked/project amounts and show that by removing the amounts the balance held will fall below the **£15,000 financial cap**. A SHU/TMO/TRA can still apply for 'Recognition only'.
- A SHU/TMO/TRA making an application for funding will be required to submit an annual balance sheet to account for Fund expenditure. If accrued sums exceed £15,000 the provisions of the preceding paragraph shall apply.
- However, because of the size, the conformation and the administrative structure of TMOs, these organisations are allowed to apply for an annual fund, provided they supply the necessary documentation.

COMPLETED FUNDING APPLICATION FORM

Please ensure that you complete your Fund application with your Tenants and Homeowner Involvement Officer (THIO) following your Annual General Meeting (AGM) on the same evening.

If you are unable to do this please return your completed funding form and documentation as soon as you can, after your Annual General Meeting, by:

- Emailing a copy to Maurizio.D'Antona@southwark.gov.uk.

In extraordinary circumstances, if the email system is down or for any other salient reasons, please:

- Post a hard copy to: Maurizio D'Antona, Tenant Grants Officer, London Borough of Southwark, Communities, Commissioning and Voluntary Sector, 160 Tooley Street, 5th Floor, Hub 3, PO Box 64529, London SE1P 5LQ.
- Hand a hard copy to Maurizio D'Antona or Training Officers (Paulette Watson or Harold Markham) at Taplow Resource Centre.

If you have any queries with regards to completing your funding form, please contact:

- Maurizio D'Antona, Tenants Grants Officer on 020 7525 0228

DOCUMENTATION REQUIRED:

If all the required information is not enclosed in this form, the application will be refused. There is a right to appeal. (Refer to appeals' procedure on page 3).

Documentation Checklist:

Before returning your grant application form, please ensure that you have:

- Read and understood all the grant criteria.
- Complete each question on the form. If the question does not apply to your application please mark it as 'not applicable' or unsure.

Please indicate that the following documents have been included in support of your application, if you are an existing or relaunched SHU/TMO/TRA:

- Independently verified financial accounts which must be signed, dated and contain the address of a verifier. The verifier should declare the professional qualification/status (e.g. chartered accountant, charity, etc.). A stamp with the relevant particulars is acceptable.
- Copy of your AGM minutes at which the financial statements/accounts were agreed
- Copy of your Constitution, showing the full list of the properties pertaining to the SHU/TMO/TRA.

Any further information:

APPLICATION FORM B

To be completed by newly set-up and relaunched SHUs/TMOs/TRAs

FINANCIAL YEAR you are applying for:

Name of your SHU/TMO/TRA:

APPLICATION Form B (Newly set-up/Relaunched SHUs/TMOs/TRAs)

Q1. Name of your Organisation:

Q2. Organisation main contact postal address:

Q3. Organisation email address:

Q4. Organisation main contact telephone number:

Q5. Has your Organisation been known by any other name?

YES NO

If yes, please give details:

| POSITION | NAME | ADDRESS | TEL | MOBILE | EMAIL |
|------------|------|---------|-----|--------|-------|
| CHAIR | | | | | |
| VICE CHAIR | | | | | |
| SECRETARY | | | | | |
| TREASURER | | | | | |

Q6. Committee Members' Information:

Q7. Date of your Annual General Meeting (AGM):

Q8. If your Organisation is an incorporated registered charity or company, please provide us the registration number (please note that ALL financial statement/accounts must be agreed at the AGM if you are a Registered Company):

Q9. Please provide your Southwark Council Housing Officer's name:

Q10. Please give the name and address of your SHU/TMO/TRA Bank/Building Society/Credit Union account:

Q11. Please provide your Bank/Building Society/Credit Union account and sort code details:

Name of Account:

Account Number:

Sort Code:

Building Society Roll/Reference Number (If applicable):

Please provide two SHU/TMO/TRA bank signatories' signatures:

1: Bank Signatory Print Full Name:

Signature:

2: Bank Signatory Print Full Name:

Signature:

DOCUMENTATION REQUIRED:

Please note that if you are a Newly set-up or Re-launched' SHU/TMO/TRA we require proof of your Bank /Building Society/Credit Union account. This (bank letter, bank statement, etc) clearly must show the SHU/TMO/TRA name and Bank /Building Society/Credit Union account details, address and contacts. All bank details will remain confidential.

TO COMPLETE YOUR APPLICATION, PLEASE FILL THE FOLLOWING:

Your Committee Member's Position:
(IT MUST BE A DIFFERENT PERSON
FROM THE ABOVE BANK SIGNATORY)

Print full name:

Your signature:

Date:

Tenant and Homeowner Involvement Officer, THIO's full name:

Tenant and Homeowner Involvement Officer, THIO's Signature:

Date:

Completed Funding Application Form

Please ensure that you complete your Application Form with your Tenant and Homeowner Involvement Officer (THIO) following your AGM on the same evening.

If you are unable to do this, please contact your THIO as soon as possible after your AGM because the application will need his/her signature. Once the application has been signed by a THIO, email a copy **in PDF format** to the grants officer:

Maurizio.D'Antona@southwark.gov.uk

- If you do not have access to email you can post a copy to:
Maurizio D'Antona, Tenant Grants officer, Southwark Council,
Environment and Leisure, Communities Division
160 Tooley Street, 5th floor, Hub 3, PO Box 64529, London SE1P 5LX
- Or you can hand in a copy to:
 - Maurizio D'Antona, Tenant Grants Officer, at Tooley Street office
 - Paulette Watson or Harold Markham (Training Officers) at Taplow Resource Centre.

If you have any queries about completing your funding form please contact:

- The Tenant Grants Officer, Maurizio.D'Antona@southwark.gov.uk, on 020 7525 0228.
- Your THIO (Tenant & Homeowner Involvement Officer)
- Training Officers, Paulette Watson or Harold Markham (at Taplow Resource Centre).