**SMALL GRANT SCHEME 2018/19**

**APPLICATION GUIDELINES**

**The Tenant Fund Small Grants Programme is a scheme designed to build local involvement and increase engagement with Sheltered Housing Units (SHUs), Tenants Management Organisations (TMOs) and Tenants Residents Organisations (TRAs).**

**PURPOSE OF THE GRANT**

The purpose of the grant is to involved more people in the Residents movement and grow the capacity of SHUs/TMOs/TRAs through organising fun and informal events. These occurrences will bring local residents together, raise the profile of local associations, promote the benefits of being involved and provide an opportunity for neighbours to get to know each other.

It is anticipated that by organising a fun event for neighbours the skills of those involved in the planning of the activity will increase and the associations will acquire the knowledge to organise and raise funds for future happenings.

**AMOUNT YOU CAN APPLY FOR**

* You can apply for any amount up to £1,000 for your event.
* The maximum grant per organisation per year will be £1,000. *E.g. A TRA could apply for £1,000 for a summer fete and a Xmas party, or several coffee mornings a year, or £1,000 for one under fives fun day.*
* An organisation can make more than one application in the course of the financial year but the total awarded in one year will be a maximum of £1,000.

**APPLICATION DEADLINES**

You will be able to apply for funding throughout the financial year. We will make our decisions on awards as soon as we can. Please allow up to one month. If you are planning to run an event make sure you factor in, the time it will take for us to notify you of the outcome.

**WHO DECIDES?**

The decisions on individual applications will be made by Southwark Council officers. Unsuccessful applicants will be able to appeal to the Tenant Fund Management Committee (TFMC), its decision is final. A report on the grants awarded will be presented to TFMC at the meeting following the date of the decision taken.

**WHO CAN APPLY?**

The following organisations can apply for funding:

* A group of residents starting a new SHUs/TMOs/TRAs or relaunch a SHUs/TMOs/TRAs in partnership with SGTO (Southwark Group of Tenants Organisations), Resident Services Manager or Officer, Capacity or Partnership team or Tenant and Resident Organisation Officer. *(If the group does not have a bank account the organisation they are working with can act as fund holder. If the fund holding organisation is the council, only suppliers who are approved on the Council’s system can be paid for services. It may take some time for new suppliers to be approved.)*
* SGTO, Resident Services Manager or Officer, Capacity or Partnership team or Tenant and Resident Organisation Officer, in partnership with a group of residents seeking to build activities in the community.
* Recognised SHUs/TMOs/TRAs.

If the fund is oversubscribed, grants will be awarded to applying organisations in the following priorities:

1. New SHUs/TMOs/TRAs
2. Emerging SHUs/TMOs/TRAs to build their capacity and attract other members
3. Relaunched SHUs/TMOs/TRAs with new boards to build their capacity and attract other members
4. Other SHUs/TMOs/TRAs with a view to refresh and renew their membership.

**WHO CANNOT RECEIVE FUNDING?**

The following will not be able to receive funding:

* Individuals
* SHUs/TMOs/TRAs with more than £15,000 in their bank account.

**WHAT IS IT FOR?**

1. The funding is to support community events only. (Other schemes such as Neighbourhoods Fund and Tenant and Resident Social Improvement Grants are available to SHUs/TMOs/TRAs for other types of activity you may wish to organise).
2. Examples of community events are estate summer barbeque, Easter egg hunt, children’s fun day, summer fete, Guy Fawkes, Halloween or Xmas party, tea dances, film nights, Eid party, Chinese New Year celebration, community lunch, a film night.
3. Activities in which a limited number of residents can participate, such as a coach trip to the seaside are unlikely to be funded.
4. The event has to be inclusive and open to all residents although it is recognised that some occasions will appeal to certain audiences more than to others *e.g. a tea dance*.
5. One of the purposes of the event is to provide an informal way for people to meet their neighbours and you will need to show that your plans will achieve this goal.
6. Another key aim is to promote your SHU/TMO/TRA and again you will need to describe how you will do this.

**This fund is managed by the Communities Division**

If you have any queries concerning this small grants programme or to return the completed form please contact:

Email: Maurizio.D'Antona@southwark.gov.uk

Telephone: 020 7525 0228.

Or via the post: Maurizio D’Antona, Tenant Grants Officer,Housing & Community Services,

Community Support , 5th Floor, Hub 3, PO Box 64529, London SE1P 5LX

**APPLICATION FORM**:

**NAME OF ORGANISATION**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Are you working in partnership with another organisation or Southwark Council to organise this event? If yes please tell us who?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Are you a recognised SHU/TMO/TRA?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Do you have a bank account?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If yes, please provide your bank account details and return evidence of your accounts with this form to establish that you have less than £15,000 in your account.**

Account name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Sort Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If not, who will act as the fund holder on your behalf?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The fund holder will also need to sign the form or attach a letter or email agreeing to be the fund holder.

**How much you are applying for**? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Item of expenditure** | **Cost** |
| *e.g. Bouncy Castle* | *£200* |
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**BREAKDOWN OF EXPENDITURE**

PLEASE FILL IN THE BELOW TABLE

**WHAT WOULD YOU LIKE TO DO?**

Please tell us about your event (include details about where it will be held and when)

**What will you use our grant for?**

**HOW WILL YOU** **USE THE EVENT TO PROMOTE YOUR ORGANISATION?**

What will you do to support your SHU/TMO/TRA?

**WHAT WILL YOU DO TO ENCOURAGE RESIDENTS TO COME TO THE EVENT?**

How you will publicise the event and what you will do to make everyone feel welcome?

**WHAT WILL YOU DO TO HELP PEOPLE TO GET TO KNOW EACH OTHER?**

Please explain how you will encourage the neighbours to interact.

**APPLICANT’S ORGANISATION OFFICER**

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**PRINT FULL NAME ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­**

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**SIGNATURE**:

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**DATE:**

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**PARTNER ORGANISATION/FUND HOLDER’S OFFICER**

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**PRINT FULL NAME**

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**SIGNATURE**

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**DATE**

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