



Grant Aid Agreement between Parkway Green Housing Trust

and

Group

Name:.....

(Please fill in the name of your group on the line above)

The grant funding received by tenant groups is money from a budget controlled by the Tenants and Residents Committee, which is made up of rent paid by the Trusts tenants. This agreement is to ensure that these funds awarded as grants are appropriately spent. It is also to protect committee members and to ensure that they are aware of their responsibilities regarding the use of association funds for the benefit of the community. The agreement must be signed by the co-signatories to the bank account of the above named association each time your group makes a grant application. Please read carefully before signing. The Committee reserves the right to award grants at its discretion, dependent on the meeting of the criteria set out below.

Requirements for Grant Funding

1

Having a tenant group bank account - The account must have three authorised signatories, normally the chair, secretary and treasurer.

2.

Financial monitoring - It is the responsibility of the committee to make sure that grants are spent appropriately and that records of income and expenditure are kept up-to-date, and are independently checked prior to each Annual General Meeting. Parkway Green Housing Trust can arrange this service on request.

i.

Grant awarded money can be spent on: stationery; postage; phone calls; room hire for meetings; crèche facilities for meetings; other caring expenses; equipment to assist disabled access; public address systems for meetings; public

transport or petrol costs to meetings; modest refreshments for meetings; tapes for blind members and publicity. If in doubt seek advice from your Tenant Liaison Officer at PGHT.

ii.

Committee members who have responsibility for handling funds provided by PGHT must take part in Basic Book Keeping training, provided by PGHT. PGHT can only provide a free, independent audit of tenant association accounts to groups using the system of book keeping set out in the training.

iii.

In the event of there being any query regarding the appropriate use of funds, or the suspicion of financial misconduct by a member of the committee, all account information must be forwarded to TPU whilst the matter is investigated.

3.

Fund raising - Funds raised by the association can be used at the discretion of the committee for the purpose of furthering the aims of the association (as stated in your constitution).

i.

- Tenant groups raising funds via the holding of raffles, tombolas, bingo and other such events, need to purchase a Gaming Licence, available from:
Manchester City Council Licensing Unit, Room 1012,
Level 1, Town Hall Extension, Manchester, M60 2LA.
Telephone: (0161) 234 4917
- PGHT recommends that all funds raised by the association should be kept in a separate bank account.

4.

Contact information - The association will provide up-to-date information regarding the make-up of the committee, including: names, addresses and telephone numbers where applicable. A contact for correspondence will be identified (usually the secretary) and this information will be included in Manchester Housing's list of registered tenants' associations. This list is available for circulation to other tenant groups, local authorities and voluntary agencies/organisations active in and working for the benefit of local communities.

Declaration

We, the co-signatories of the above named association have read and understood the above conditions, and agree to abide by them on behalf of the committee.

Signature 1 _____

Date ___ / ___ / ___

Committee position

Signature 2 _____

Date ___ / ___ / ___

Committee position

Signature 3 _____

Date ___ / ___ / ___

Committee position
