



Grants

Parkway Green Housing Trust provides all its recognised tenant and resident groups with financial support to help them carry out their work. Grants are not annual and are awarded as and when required.

Grants should be used for day to day running expenses such as:

- stationery
- equipment
- postage
- publicity
- telephone calls
- room hire for meetings
- modest refreshments for meetings
- public transport or petrol costs

They can also be used to involve all members of the community by providing:

- crèche facilities for meetings
- child care expenses
- other caring expenses
- equipment to assist disabled access
- translation or interpreting facilities

The grant cannot be used for social activities such as parties and trips. If a group wants to organise social events then it will need to do its own fundraising or seek alternative sources of funding (for more information see the TPU Fundraising guidance note).

For any item of expenditure over £50, approval must first be sought from TPU.

Starter Grants

New groups that meet Parkway Green Housing Trust recognition criteria can apply for a starter grant of **£107.00** (Contact PGHT for an application form). Grants are issued as a cheque, sent to the group's treasurer. To qualify for a starter grant you will need to be able to provide a copy of the minutes of your Inaugural Meeting or the committee meeting which records the appointment of committee officers (particularly the Treasurer)

All new groups applying for grant funding will be expected to attend PGHT's Basic Bookkeeping training course.

Continuing Grants

When a group's bank account shows a balance of around £50.00, the treasurer should request an application form for a continuing grant. Continuing grants can be awarded up to a maximum amount of **£270.00**.

Tenant groups are asked to provide supporting financial information to help PGHT assess how much money they are likely to need and to show that previous grant money has been spent within guidelines. If a group's balance is greater than £50 but envisaged expenditure will leave accounts low, then a note of explanation should be included with the application form.

Parkway Green Housing Trust also asks groups for information about their last Annual General Meeting which helps keep records up to date and confirms to PGHT that the democratic election process of committee members is being observed.

Other Funding

In their book keeping records groups must identify any monies raised through their own activities or via grants from alternative sources. Alternatively such money should be kept in a separate bank account. This helps PGHT to reach a decision when awarding grants and also means that associations who do raise funds themselves are not penalised for doing so (see guidance note: Fundraising)

Accountability

A requirement of receiving funding from is that tenant groups must keep accurate accounts of how they spend their grant. To assist groups in this process PGHT uses a standard bookkeeping system to ensure uniformity and continuity. In addition all tenant and resident groups are required to attend the PGHT training course Basic Book-keeping - A Guide for Tenant Associations. Following their training groups is provided with a starter pack that contains all the necessary stationery to keep accurate financial accounts.

Annual Audit

Tenant groups must have their accounts independently checked every year (usually done in preparation for the Annual General Meeting), to ensure that their accounts are being managed properly. This will also assist groups making external grant applications if they can supply copies of independently audited accounts. PGHT can arrange to have independent financial checks carried out free of charge for all groups who have attended the Basic Book-keeping Training course and are using the standard book-keeping system suggested by PGHT.

For more information or to book a place on PGHT's Basic Book-keeping course or to arrange an independent audit of your group accounts, contact Parkway Green.