

Tenants & Residents Association Grant Guide

This grant scheme supports Recognised Tenants and Residents Associations with their running costs, if they meet the Recognition Policy.

The council will fund reasonable costs that help groups represent council tenants and leaseholders in consultation with the council and other public services.

Grants are based on a planned yearly budget. You can claim at any time, but we recommend submitting one claim to cover the full year's activities.

All grant applications must be completed with a Community Engagement Officer (CEO). The CEO must sign the form to confirm the application has been discussed.

To request a Grant Application Form, contact your CEO or the Community Engagement team; Community.Engagement@brighton-hove.gov.uk or 07717 302986 / 01273 291518

Who can apply?

Your association can apply if:

- It is officially Recognised by the Council
- Its accounts are independently examined each year by the Resource Centre
- You provide a copy of the latest examined accounts with your application

What the grant can and cannot cover

The grant can cover:

- Costs of taking part in consultation with the council
- Communication with residents about your work
- Reasonable expenses to promote residents' interests
- Administrative costs including stationery, supplies, room hire, transport, carer costs, and refreshments

The grant cannot cover:

- Social events not related to consultation
- Equipment purchases (e.g. computers, furniture)
- Running costs of a community space (insurance, licensing, phone or internet contracts)

What you need to apply

- A copy of your examined accounts
- A copy of your bank/building society mandate
- A yearly budget showing expected spending
- A completed claim form signed by your CEO

Additional guidance for treasurers

The grant must only be used for running the association. If unsure, contact your Community Engagement Officer.

Your committee should agree on how spending decisions are made, and all members share responsibility for supporting the treasurer.

If you have multiple bank account signatories:

- Spending up to £50 can be approved after purchase
- Spending over £50 should be approved in advance

If you use The Wave Credit Union:

- It offers free banking but does not allow multiple signatories
- You may need to update your constitution
- The Wave Credit Union is our recommendation for banking for new accounts

Specific spending guidance:

- Clearly record transport, postage and telephone costs
- Use Pay As You Go mobile phones where possible
- Do not charge bundled packages (e.g. internet + TV + phone)
- Agree phone cost reimbursements with your CEO

Application process

You will need a meeting with your CEO before approval. This ensures you understand the rules and get support.

Changes to your association

Contact your CEO if bank signatories change or the association closes.

Payment

- Paid directly into your account
- Paid in advance for the year

- Any unspent balance is deducted from the new payment
- Please inform your CEO when payment is received.

Information required

- Association name
- Chair's name and address
- Treasurer's name and address
- Other signatories' names and addresses
- Bank details (name, account, sort code, account number)
- Planned spending:
 - o Stationery
 - o Postage
 - o Telephone
 - o Room hire
 - o Carer costs
 - o Transport
 - o Refreshments
 - o Other
- Current balance of grant funds

How this links with Brighton & Hove City Council Engagement Strategy

The approach to grant governance aligns with BHCC's published [Tenant & Leaseholder Engagement Strategy](#) (available on the council website and on request)

It reinforces principles of transparency, fairness, and accountability in how resources are allocated to support tenant-led activity. This guidance supports clear and proportionate grant processes which complements the Strategy's commitment to meaningful resident involvement, ensuring that funding decisions are consistent, open, and demonstrably linked to tenant priorities and community outcomes.

