

Tenant & Resident Association Grant Application Form

Your association can apply for a grant if:

- ✓ It is recognised by the council
- ✓ The accounts are examined annually by the Resource Centre

What can the grant cover?

- ✓ Cover costs incurred in taking part in consultation with the council and in telling local people about what you are doing
- ✓ Cover reasonable expenses to encourage involvement and promote the interests of residents
- ✓ Administrative costs such as stationery, postage, refreshments
- ✓ It doesn't cover social activity costs, or events that are not related to community consultation and issues

To apply for a grant, we will need:

- ✓ A copy of your examined accounts
- ✓ A copy of your latest bank statement or new bank/ building society mandate
- ✓ You to complete the section on the back of this form

Further Guidance

Please ask to see the TRA Grant Guide, for more about the purpose of the grant, guidance for treasurers, how to agree expenditure, how we will pay you.

What you need to do next:

Once you have the required information together, including the completed application form, you'll need to contact your Community Engagement Officer to make an appointment to discuss the application.

Email: community.engagement@brighton-hove.gov.uk

Phone: 01273 291518 / 07717 302986

Address: Room 166, Hove Town Hall, Norton Road, Hove, BN3 3BQ

Application Form

Name of Association: _____

Name of Treasurer: _____

Address of Treasurer: _____

Treasurer Email: _____

Treasurer Phone: _____

Name of Bank/Building Society: _____

Name of Account: _____

Branch Address _____

Account Number _____ **Sort Code:** _____

Please attach a copy of the Bank or Building Society Mandate:	Attached	Yes / No
Please attach a copy of the most recent balance of accounts:	Attached	Yes / No

Planned expenditure from _____ **to** _____

Stationery: _____

Postage: _____

Telephone Calls: _____

Hire of Rooms: _____

Carers Costs (crèche, family member etc): _____

Transport: _____

Refreshments etc for meetings: _____

Other (please state): _____

Total: _____

Balance remaining from previous grant: _____

Amount requested for coming year: _____

Treasurer Signature _____ **Date:** _____

CEO Signature _____ Date form signed off: _____

CE Administrator name _____ Date of submission to Finance: _____