

ADMINISTRATIVE GRANTS FOR REGISTERED TENANT ORGANISATIONS

APPLICATION FOR GRANT AID

(for office use only)

Name of Organisation

Grant Requested

Grant Recommended

Grant Awarded

Recommendation:

ADMINISTRATION GRANTS FOR REGISTERED TENANT ORGANISATIONS

WHO CAN APPLY?

Tenant Organisations registered with the Council

WHAT WILL GRANTS BE GIVEN FOR?

Subject to availability of resources grants will be given to assist costs incurred for

- Administration costs outlined on this form.
- Subscription/Affiliation Fees to relevant organisations.

HOW TO APPLY

Please complete and return the application to the address shown at the end of this form. Keep one copy for your own records.

If you require further information, please contact the Tenant Participation Officer for your area.

ADVICE TO APPLICANTS

Applications should be submitted along with:

- a signed copy of your Constitution
- a copy of your annual accounts for the last year or for new groups a projected budget.
- a short report on what your group has done in the last year and what you intend to do this coming year or for new groups a short report on what you plan to do.

All accounts must be presented to the Tenant Participation Officer for examination prior to submission of grant application.

You should estimate your costs for the coming year, on the basis of your expenditure in the last year. There is space on the form for you to explain why you think there might be any significant changes between one year and the next.

Your group may have funds left at the end of the year which have been earmarked for a certain piece of work such as a newsletter or a training event. If so, you should add a note to the application explaining this. Otherwise, the balance will be taken into account when considering how much grant your group is going to get.



SUBSCRIPTIONS/AFFILIATION FEES

Some of the organisations your group may be interested in joining are:

- **Dundee Federation of Tenants' Associations**
www.dfta.co.uk
- **Tenants Information Service**
www.tis.org.uk
- **Tenant Participation Advisory Service**
www.tpas.org.uk

APPLICATION FOR GRANT AID

Name of organisation	
What are the boundaries of your area?	

Treasurer	Secretary
Name:	Name:
Address:	Address:
e-mail address:	e-mail address:
 Telephone number	 Telephone number

If you are given a grant, who should it be sent to? Treasurer

Secretary

Have you received an administration grant before?	
How much money was awarded?	
When did you receive it?	

Please indicate what you want a Grant for	
Administration Costs	Estimated Cost
Hire of Premises	
Postage	
Stationery	
Telephone	
Travel	
Childcare	
Other Costs (please specify)	
Subscriptions/Affiliation Fees (see next page)	
TOTAL GRANT REQUESTED	

Have you attached the following documents? Please tick box to indicate	
Signed copy of your Constitution	
A copy of your annual accounts for the last year or for new groups a projected budget.	
A short report on what your group has done in the last year and what you intend to do this coming year.	

Signature of Applicant _____ Date _____

Name (please print) _____ Position in Organisation _____

Please Return This Form to:

Tenant Participation Team
 Quality & Performance Unit
 East District Housing Office
 169 Pitkerro Road
 DUNDEE
 DD4 8ES

Tenant Participation

For more information on Tenant Participation
 See website www.dundee.gov.uk