

TENANTS FUND

For office use only:

Date received:

Ref No:

Ward area of benefit:

YHN Community Housing Office:



TENANTS FUND Grant Application Form for projects to be completed within the period 1 April 2011 to 31 March 2012

DO YOU NEED HELP OR ADVICE?

Please read the guidance notes before filling in the form. Before you start you might like to contact us for an informal discussion or for help in filling in the form. You can contact us at:
NEWCASTLE TENANTS FEDERATION Tel: 0191 2321371 and ask for the Community Development Coordinator for your area.

1	Name of Tenants group applying for grant:
1a.	Which area of Newcastle do you cover(Please list the streets your group covers if this is applicable)
2	Address for the group: Telephone: Email:
3	Name and address of person applying for the grant
4.	Are you authorised to make this application for your group?
5.	Tell us what your group does and how often you meet.
6.	Tell us about what you want to do with the funding you are seeking for? Tell us what activities will take place.

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B	Who will benefit from the activities and what do you think the benefits will be to people represented by your group?
C	How would you involve the local community in the project?

7. When was you group formed (state the year)
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a	Does your group have a constitution(<i>Please enclose a copy of your constitution</i>)
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b	Does your group have a committee? (Please list the committee members and their addresses
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c	How many council houses/flats are represented by your group(<i>you can get this information from Your Homes Newcastle Community Housing Office</i>)
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d	When did you hold your last Annual General Meeting(<i>Please provide a copy of the minutes</i>)
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e	How much will your project cost
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f	What is the estimated cost (<i>please show your budget and how you arrived at the costs</i>)
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g	Tell us about your group's finances: (<i>Please enclose your group's most recent accounts and last two bank statements</i>) Approved grants will be paid by cheque
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8. Bank Details.

Please give details of you bank account;

Account name:

Account number:

Sort Code:

Bank name :

Bank Address:

9. Please give details of those people who have the authority to sign cheques on behalf of your tenants group. These signatories must not be related.

Name:

Address

Telephone

- 1.
- 2.
- 3.

DECLARATION

Name (block capitals please)_____

Position in group:_____

Signature_____

Date:_____

NOW... please check you have completed all of the form, signed it, and added any extra pages and copies of any relevant documents as necessary. If you send an incomplete pack this may delay the processing of your application. The closing date for receipt of completed application forms is the first Tuesday of the month.

Fair Processing Information for Grant Application Forms

Newcastle Tenants Federation will use the information you provide on this form for the administration of grant aid. Your group's contact details will be added to a database held by Newcastle Tenants Federation for the processing of grant aid and for consultation purposes. The Federation may also use the information you provide to ensure that all its other information systems are up to date. The award of grants is debated, decided and reported publicly by our Executive committee. All information held by the Federation is liable to disclosure under the Freedom of Information Act unless it is exempt.

If you have any queries concerning the protection of personal privacy or publication of information please contact the Federation's Information and Communications Officer at info@newcastletenantsfed.org.uk or call 0191 2321371

I confirm that the information given in this form is correct to the best of my knowledge; that the group named on page 2 of this form is a tenants and residents group which acts locally and that I am authorised to sign on behalf of the group.

I give permission for Newcastle Tenants Federation to record my details and the organisation's details and to publicise successful grant applications. Return this form to:

Newcastle Tenants Federation, Ground Floor, 63 Westgate Road, Newcastle upon Tyne, NE1 1SG.