



Newcastle Tenants and
Residents Federation

TENANTS FUND

GUIDELINES FOR APPLICATIONS

It is advised that all groups read these notes carefully before completing the application form.

If you have any queries, please contact the Federation, we will be pleased to help.

1. In April 1995, Newcastle's Housing Committee agreed to fund the running costs of tenants associations out of the Housing Revenue Account. The Tenants Fund is distributed to tenants groups representing council tenants who meet the recognition criteria. The criteria are enclosed in the application pack.
2. The grants will be made on the basis that the group applying to the Fund represents majority council tenants, proposed budget and availability of resources will also be taken into account.
3. These grants are to be used to cover the running costs of tenants' groups active around housing and related services issues. The grant can be used for the following:
 - Hire of venues for meetings
 - Refreshments for meetings
 - Travel costs to attend group meetings or related meetings e.g. Local, regional and national events
 - Neighbourhood Forum meetings/training sessions/local and national seminars and conferences
 - Subsistence allowance for national conferences/seminars/training sessions
 - Cost of overnight accommodation for attendance at conferences/seminars
 - Childcare/adult care costs to enable tenants to attend forum meetings/training sessions, and so on
 - Provision of crèche facilities at meetings/training sessions, where applicable
 - Membership of national tenant organisations, such as Tenant Participation Advisory Service (TPAS) and Tenant Information Service (TIS)
 - Stationery
 - Postage
 - Printing of minutes and agendas for meetings
 - Advertising the group and all local forums
 - Annual General Meetings
 - Articles in the local press promoting the work of the group
 - Production of leaflets advertising

- Production of forum newsletter(s)
- Auditing of the group accounts
- Innovations in tenant involvement, such as children's competitions and so on
- Surveys and research work.

4. The Federation's guidelines on childcare are:

- a. A recognised crèche provider should be used to provide crèches for public meetings. A list is available from the Federation.
- b. Baby-sitting allowances are only intended to be paid to those people who would not normally be expected to be responsible for looking after the children (it is not intended to be paid to partners/spouses/guardians).
- c. As with ALL expenditure, childcare payments should be agreed by the whole committee and minuted as being paid.

4. The Federation guidance of computer equipment.

- Groups applying to purchase computers must bear the full responsibility of repairs and maintenance of the computer
- Take out insurance for the computer
- Have in place Internet safety policies (the Federation can support groups to develop these policies and procedures)

Newcastle Tenants and Residents Federation do not accept responsibility for improper use of computers and internet facilities. Groups wishing to purchase a computer will be expected to have in place procedures for managing the computer.

9. Completed application forms should be returned to Newcastle Tenants and Residents Federation. The application will be acknowledged in writing.

10. All applications are considered.

11. All recipients of Tenant Fund grant will be required to complete a monitoring and evaluation form to show how the group benefited from the grant (photo evidence will be welcome). The group will be required to produce evidence of how money received has been used: this will include receipts and invoices.

You must be able to provide this information upon request.

The value of basic Tenants Fund that can be applied for is:

- Up to 149 council properties - increase from £150 to £300
- Between 150 to 399 council properties - increase from £250 to £500
- Over 400 council properties – increase from £500 to £1,000

12. Finally, if any group needs help with their application, please contact the Federation.