

RECOGNITION & FUNDING FOR RESIDENTS GROUPS

In order for tenant and residents groups to be fully consulted on all issues it is important that they are seen to be representative of the people in their area. They are required to meet certain criteria in order to be fully recognised by Charnwood Neighbourhood Housing (CNH).

The following criteria must be met before CNH formally recognises the groups:

- The group must define the boundaries of the area, or identify who it wishes to represent.
- The meetings and membership must be open to all tenants in the defined area. Groups may choose whether they wish to include residents in their group.
- The group must follow a code of conduct.
- The groups must ensure that their meetings are fully accessible and inclusive, for example, venues that are DDA compliant
- The group must hold annual general meetings that are publicised to all tenants in the defined area.
- The group must be fully constituted
- Groups applying for annual grants must supply their audited accounts and will have to state how previous funding was spent
- Groups must supply the TP team with minutes of every meeting held along with an attendance list

The group must adopt a constitution that includes:

- The aims of the group
- Membership, i.e. who can join
- Structure of the group (management, frequency of meetings)
- Details of A.G.M.
- Rules and procedures – code of conduct
- Disbanding of the group
- Changes to the constitution
- Financial details of the group
- An equal opportunities statement

THE BENEFITS OF RECOGNITION

Practical help and advice

The benefits of CNH recognition are that CNH will offer financial support and practical help and advice.

Help and advice will include the following:

- Preparing and printing newsletters and notices for groups, both new and established.
- Administrative support for tenants groups (photocopying, minutes, agendas, posters etc)
- Good practice examples

- Libraries of information

Financial support

A one off start up grant is available to groups who have achieved, or are making positive steps toward achieving the recognition criteria required by CNH.

The one off start up grant is £250 per group.

When the group is fully recognised by CNH it will be eligible to apply for an annual continuation grant.

An annual grant will be given to groups each year as long as they are fully recognised by the CNH and comply with the recognition criteria. Applications for funding from CNH should be made through the Tenant Participation Manager

The grant is payable at the rates below:

Band	Number of properties	£
1	Up to 100	100
2	101 – 200	150
3	201 – 300	200
4	301 – 400	250
5	401 – 500	300
6	501 – 600	350
7	601 – 700	400
8	Over 701	450

To apply for the grant, fill in a grant application form. This is available from the tenant participation team or can be downloaded from the website. The completed form should be given to a member of the Tenant Participation team. You will then be notified of the decision within fourteen days of receipt.

CNH must receive evidence of membership of the group with the application, along with a copy of your latest accounts (not required for a start up grant), a copy of your constitution and a copy of the group's bank details.

Where the membership of the group is less than 50% tenants then only 50% of the grant will be paid. Where a group can evidence that there has been at least a 20% increase in CNH tenant attendance at meetings, then a bonus of 10% will be paid to the group.

CNH will also assist groups by providing them with one laptop per group, where no other IT equipment is available.

The grant is to help with general running costs such as postage, stationary, room hire and telephone charges. A record must kept of all expenditure along with receipts.

The group should adopt its own expenses policy. The Tenant Participation team can assist the group with this.

All grants are awarded on the condition that they are used for the purpose for which they were intended. If grants are used for any other purpose the group may be liable to repay the grant to CNH.

CNH will assist groups with the production of newsletters and promotional leaflets. This assistance will include design, print and distribution. There will be financial assistance available to groups for newsletters. This will be as follows:

Band	Number of properties	£
1	Up to 100	100
2	101 – 200	150
3	201 – 300	200
4	301 – 400	250
5	401 – 500	300
6	501 – 600	350
7	601 – 700	400
8	Over 701	450

The groups will need to provide evidence of correspondence produced previously to obtain the grant.

Where the membership of the group is less than 50% tenants then only 50% of the grant will be paid.

This assistance can be accessed by contacting the Tenant Participation team.