



## Tenants & Resident Group – Conditions of Capital Grant

On behalf of Sandwell Council, Sandwell Community Information & Participation Service (SCIPS), have been commissioned to manage and administer the tenants and resident grants process. **For more information, or to apply, please contact SCIPS on 0121 544 1230.**

### Capital Grant

Capital grant funding is available to groups who have registered with Sandwell Council.

1. Only groups who are registered with Sandwell council can apply for a grant.
2. A Capital grant can be applied for upon registration with Sandwell Council to a maximum of £750 per annum.
3. A grant can only be used for the purposes stated in the application form, unless otherwise agreed by the council.
4. Upon purchase of equipment, please note that it is the property of 'the group' and **not** any individual member.
5. All groups can apply for Capital grants.
6. A group may represent a wide area, but to qualify for a grant, at least 51% of your committee must be Council tenants.
7. Groups can apply for any equipment that is consistent with the needs of their group. In their application the group would need to specify what equipment is required and show why it is needed and how it will be used.
8. Quotes for equipment should be supplied based on the following guidance:
  - Under £50.00 - receipt only
  - Over £50.00 - 3 quotes – this can be price comparisons from A variety of suppliers

9. If a group dissolves/disbands, or no longer has use for the equipment purchased using this capital grant, Sandwell Council must be consulted to agree disposal of the items.
10. As part of the group's application, they must show that the equipment purchased is adequately insured.
11. Groups cannot apply for future repair and maintenance costs. Warranty cover will be considered as part of the initial applications but should not exceed 10% of the total grant amount (£750)
12. All groups who receive a capital grant will be expected to use the grant within **3 months**. Groups will be required to produce evidence of expenditure via their usual accounting methods and make records available for audit 12 months post application.
13. The group should be able to demonstrate that the money is spent within the guidelines and any purchases are for the ongoing benefit of their organisation.
14. It is part of your group's constitution that written rules regarding finance are adopted.
15. Please note: equipment such as chairs, kettles etc can be purchased via a capital grant. Capital grants can only be used for the purposes indicated on your application form.
16. Sandwell Council needs to be satisfied with the group's systems for controlling and accounting for money before any grant can be made. The group must have a bank account in its own name.
17. Any cheques for release of funds must require **at least two signatories**. Both those signatures must be committee members (not from the same household)
18. If one of your group's cheque signatories change, Sandwell council must be informed of their details (see attached form). A new signatory must read the grant conditions and criteria and sign the declaration (declaration form).
19. Groups are requested where possible to use funds in a cost efficient manner utilising existing resources available for use by groups.
20. Groups must agree to comply with all the conditions before accepting any grant. Non-compliance, Sandwell council reserves the right to withdraw the grant, and if, appropriate, demand repayment of funding in full.

