**SANDWELL METROPOLITAN BOROUGH COUNCIL**

**Tenants and Residents Association (TRA) Grant**

**Grant Agreement - reference**

**(YOUR COPY)**

The payment of a TRA Grant is subject to the conditions below:

1. All applications must nominate someone who will be responsible for the grant. This means that the following grant conditions are met.
2. The grant must be used in accordance with details given in the approved application, and the group receiving grant aid must be prepared to accept enquiries by the Council to this end. Any significant changes in the use of the funding must not take place without reference to the Communities Team.
3. The group receiving the grant should demonstrate that the grant has been spent on items for which it was sought, by providing copies of invoices or receipts within 6 months to 12 months of the grant payment being received along with a completed monitoring and evaluation form regarding the use and effectiveness of the grant.
4. Any assets acquired with the assistance of grant aid cannot be sold or otherwise disposed of without prior approval of the Council.
5. The group must ensure that all items purchased with the grant are handled responsibly, insured if necessary and stored securely.
6. The Council reserves the right to take any necessary action to ensure that these conditions are met; this may involve a visit by an officer of the Council.

## Declaration

I confirm that I am the person responsible for this grant and I have read and agree to be bound by the above grant conditions.

Name: Signature:

On behalf of: Date:

(Name of Group)

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(Name of Group)

**Please note the cheque will be made payable to the name of the organisation on the TRA Grant Application Form.**

**Please** **return to:**

**Neighbourhood Support Team,**

**First Floor, Operations & Development Centre, Roway Lane, Oldbury, B69 3ES**