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**Tenants & Resident Group – Conditions of Running Cost 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.

**Running Costs Grant**

Running Cost grants 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 running cost grant can be applied for 6 months after registration with Sandwell Council with a maximum of £600 per annum.
3. A grant can only be used for the purposes stated in the application form, unless otherwise agreed by the council.
4. The value of a Running Cost Grant is £600 per annum.
5. All groups who have previously applied for a running cost grant must provide a breakdown of their previous 12 months expenditure, and an estimated budget for the next 12 months. The grant amount will be based on these calculations.
6. Groups that are applying for a grant for the first time will need to estimate their expenditure for the coming 12 months.
7. Upon receipt of a grant, the group must produce all receipts and expenditure in relation to the grant. This will be verified within 12 months or prior to your next grant application.
8. A group may represent a wide area, but to qualify for a grant, at least 51% of your committee must be Council tenants.
9. To ensure that the money is spent within the guidance. Groups must be able to evidence their ongoing activity within their community.
10. Please note: equipment such as chairs, kettles etc. are not to be taken from the running costs grant fund. There are Capital grants available that groups can apply for if such items of equipment are required.
11. It is part of your group’s constitution that written rules regarding finance are adopted.
12. 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 with the minimum **two** signatories.
13. Any cheques for release of funds must require **at least two signatories**. Both those signatures must be committee members (not from the same household).
14. If one of your group’s cheque signatories change, Sandwell council must be informed of their details by completing a new details form (available upon request – Appendix 7a). A new signatory must read the grant conditions and criteria and sign the associated declaration (Appendix 7b).
15. The money cannot be used for social trips, repairs, social events or holiday projects.
16. Groups are requested to ensure value for money and utilise all existing resources within their communities available for use by groups.
17. 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.