** **

**Tenants & Resident Group – Conditions of Starter 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.

**Starter Grant**

Starter grants funding is available to groups who have registered with Sandwell Council.

1. Only groups who are registered with Sandwell Council or in development (with agreement from Sandwell council) can apply for a grant.
2. If a group wants to apply for a starter grant, it must do so within the first 12 months of its registration with Sandwell Council. (Please provide evidence of first group meeting)
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 Starter Grant is £200
5. Groups who have recived a starter grant or similar from another source cannot apply.
6. 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.
7. A group may represent a wide area, but to qualify for a grant, at least 51% of your committee must be Council tenants.
8. Starter grants are issued to cover the initial costs of setting u the group and running costs for the first 6 months, following the group’s first public meeting. These costs could include small items of stationer, postage, room hire, printing and expenses incurred to members when carrying out the business of the group, such as travel etc. Please remember that funds **cannot** be used for social events, and necessary receipts should always be obtained.
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 starter 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). A new signatory must read the grant conditions and criteria and sign the associated declaration.
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 where possible utilise funds in a cost efficient manner, whilst using 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.