



APPENDIX ONE

CUNNINGHAME HOUSING ASSOCIATION LIMITED

TENANT PARTICIPATION BUDGET

CRITERIA FOR PAYMENT OF TENANT GROUP GRANTS

1. **START-UP GRANTS**

- 1.1 Start-Up Grants can be paid to groups of tenants/residents who are working towards establishing a properly constituted and organised organisation.
- 1.2 The purpose of paying such grants is to assist the group with costs such as copying, postage, hire of meeting rooms, telephone calls publicity and training.
- 1.3 Payment of grants will be made subject to the following criteria:-
 - that the group can demonstrate that it has the commitment to develop into a properly constituted and representative body.
 - that the group represents an area based on one of the Association's estates.
 - that the group has a bank account or other satisfactory method of holding money eg., through an agency such as the Social Work Department.
 - that the group agrees to keep basic records of expenditure and to make these available to the Association at the financial year end.
- 1.4 To ensure that these criteria are fulfilled it will normally be necessary for a member of staff of the Association to attend meetings with the group or its office bearers.
- 1.5 Particular scrutiny will be given to applications for repeat Start-Up Grants i.e. for a group covering an area where a grant has previously been paid but where no formally constituted group was set up or sustained.
- 1.6 Start-Up Grants will normally be paid based on the number of Association tenancies covered by the group as follows:-

0 - 100	£200.00
101 -	£300.00

A lower grant may be paid where circumstances suggest that a group will incur few costs in administering its affairs.



2. **ANNUAL GRANTS (ANNUAL RUNNING COSTS)**

2.1 Properly organised and constituted groups can apply for an Annual Grant to help with their running costs and costs of other activities.

2.2 Payment of Annual Grants will be made subject to the following criteria:-

- that the group has agreed a Constitution, including a membership policy designed to ensure that it is representative of its area, which is acceptable to the Association.
- that the group operates a membership policy which is acceptable to the Association.
- that the group has held an Annual General Meeting and other meetings including regular Committee meetings, in accordance with its constitution.
- and where a group has bank balances or surpluses which are considered to be excessive or reflect a lack of activity then payment of a grant may be refused/or reduced.

2.3 In consideration of any application for an Annual Grant, relevant staff of the Association will be consulted on their views of the group's activities over the previous year. Groups may also be asked to provide further information to assist in consideration of their applications; and will normally be expected to have attempted to raise funds from other sources.

2.4 Annual Grants will be paid based on the number of Association tenancies covered by the group as follows:-

1 - 100	£200.00
101 - 200	£300.00
201 - 300	£400.00
301 -	£500.00

2.5 A new group which establishes itself part-way through the financial year can receive payment of a relevant proportion of its Annual Grant as well as a Start-Up Grant.

3. **SPECIAL GRANTS**

3.1 In addition to Start-Up and Annual Grants groups may apply for one off or special payments to cover specific items of expenditure, which cannot reasonably be met from their own resources.

3.2 Special Grants can be paid to cover items such as attendance at conferences, seminars or training courses (where more than one representative wishes to attend), purchases of equipment e.g. to assist a group conduct its activities etc.

3.3 Payment of Special Grants will be made subject to the following criteria:-

- that all of the criteria for payment of Annual Grants have been met.



- that the item of expenditure is considered to be reasonable and compatible with the group's aim.

3.4 Special grants may only be applied for in special circumstances, and will be a one-off payment. A Registered Tenants Organisation can only apply for one special grant per financial year. A special grant would (if awarded) cover the following:-

- The purchase of specific item of equipment that would contribute to the further development of the Registered Tenants Organisation.
- Attendance at conference, seminars or training courses, where the Registered Tenants' Organisation training grant will not be able to meet the costs.
- Reasonable cost for a trainer to deliver an in-house training session.

Application for a special grant must be submitted by the Registered Tenants Organisation to the Head of Property Services in the standard format prior to bookings being arranged.

Payment of special grants will be made subject to the following criteria:-

- That the Head of Property Services is satisfied as to the ongoing level of attendance at Registered Tenants Organisation meetings;
- That all the criteria for payment of the Annual Grant and Training Grant have been met; and
- That the item of expenditure is considered reasonable and compatible with the Registered Tenants Organisations' aims

4. **TRAINING GRANT**

Properly organised and constituted groups can apply each year for a Training Grant to help with costs of training courses, seminars, attendance at conferences etc.

Payment of Training Grants will be made subject to the following criteria:-

- That all of the criteria for payment of annual grants have been met
- That the training requested is considered by the Association to be reasonable, compatible with the groups aim, and beneficial to the groups running



- In consideration of any application for a Training Grant, groups may be asked to provide further information to assist in consideration of their applications, including details of members previous training for the year in question
- Training Grants will be paid at a flat rate of up to a maximum of £800.00 per annum.
- Ideally, Training Grants should be applied for on a yearly basis, at the same time as applying for the Annual Grant for running costs. It is accepted that, at this stage, only “notional” charges for training items/seminars etc., can be listed for consideration. It is accepted that some groups may wish to await specific details/costings for training items/seminars etc.. In this respect an Application can be made at any time during the financial year and at least one month before the planned activity is to occur e.g., before booking the training/event.
- Payment of the grant will be authorised by the Head of Property Services or, in his/her absence, the Chief Executive.
- Refusal of any grant application can be made by the Head of Property Services or Chief Executive with a right of appeal to the Management Committee.
- The Property Services Sub-Committee will receive an end of year financial report on each Registered Tenants Organisation.

5. **PROCEDURE**

5.1 Applications for any grant must be made on a form available from the Association.

5.2 Applications for grants should be made in keeping with the following timescales:-

Start-Up Grants	-	applications may be made at any time.
Annual Grants	-	applications should be made by 28 February each year, with forms having been issued to registered groups by the Association in January each year.
Special Grants	-	applications may be made at any time but at least one month before it is planned to incur any expenditure e.g. before booking a conference place.
Training Grants	-	applications should be made by 28 February each year.



5.3 Payment of grants may be authorised by staff on the following basis:-

- | | | |
|-----------------------------------|---|---|
| Start-Up Grants and Annual Grants | - | Head of Property Services or Chief Executive (subject to budget provision being made available) with an annual report to the Committee. |
| Training Grants | - | Head of Property Services or Chief Executive, with an annual report to the Committee for information. |
| Special Grants | - | Head of Property Services or Chief Executive with an annual report to the Committee for information. |

5.4 Refusal of any grant application can only be made by the Head of Property Services with a right of appeal to the Chief Executive and then the Management Committee.

5.5 Payment of grant will be by cheque made payable to the group, or its account holder.

5.6 A record of all grants paid to each group shall be kept by the Association.

5.7 The amount of grant payable as detailed in Sections 1.6 and 2.4 above will be subject to yearly review by the Association.



CONSTITUTION

STANDARD TENANTS ASSOCIATION TO BE ADOPTED BY GROUPS IN RECEIPT OF HOUSING ASSOCIATION FUNDING

1 NAME OF ASSOCIATION

The name of the Association shall be Cunninghame Housing Association Limited.

2 AIMS OF THE ASSOCIATION

To safeguard and promote the interests of tenants and residents in the area on matters concerning housing and the environment of the area, and the social and community life of the area.

3 MEMBERSHIP

- a) Membership shall be open to all tenants and residents regardless of nationality, political party, race or religious opinions.
- b) Membership shall be free of charge.
- c) All voting members must be at least 16 years of age.
- d) Membership shall cease immediately upon a person leaving the area defined in paragraph 3(a).

4 THE COMMITTEE

- a) A Committee shall be elected to carry out the business of the Association.
- b) The Committee shall be made up of Chairperson, Secretary, Treasurer and up to six general members. The Committee may appoint one of their number as Minute Secretary or alternatively make suitable arrangements to ensure Minutes of Meetings are taken.
- c) The Committee shall be elected at the Annual General Meeting of the Association. Office Bearers shall be elected by the Committee from their own number at the first meeting after the Annual General Meeting.
- d) Should any Committee Member fail to attend three consecutive Committee Meetings without prior leave of absence, the Committee may at its discretion terminate that person's Committee Membership.



- e) Vacancies on the Committee may be filled at a General Meeting or at the discretion of the Committee.
- f) The Committee and Office Bearers shall carry out the duties given them by a General Meeting of the Association.
- g) District Councillors and other relevant parties may attend Committee Meetings as and when invited by the Committee.
- h) The Committee shall meet not less than 8 times per year, in addition to the Annual General Meeting.

5 ANNUAL GENERAL MEETING

- a) There shall be an Annual General Meeting within 12 months of the Association's Inaugural meeting or last Annual General Meeting.
- b) The Annual General Meeting shall:
 - i) receive a report from the Committee of its activities, including a statement of accounts fully audited:
 - ii) accept the resignation of all Committee Members and elect a new Committee:
 - iii) vote on any recommendations/motions and any amendments to the constitution;
 - iv) appoint two competent individuals, not having served on the Committee during the preceding twelve months or elected to service on the new Committee, to audit its accounts.
- c) The Secretary will notify all members of the date of the meeting not less than 14 days in advance of that meeting.
- d) The quorum of Annual General Meetings shall be ten members.

6 SPECIAL GENERAL MEETINGS

- a) Secretary, carrying the signatures and addresses of members. A request for a Special General Meeting should state the reasons for calling it. The Committee may also call a General Meeting if and when required.
- b) The Secretary will notify all members of the date of the meeting not less than 14 days in advance of that meeting, and state its purpose in the notice.



7 CHANGE TO THE CONSTITUTION

- a) The Constitution may only be altered at the Annual General Meeting.
- b) Proposed changes must be submitted to the Secretary in writing not less than seven days before the Annual General Meeting.
- c) Changes must be agreed by at least a two-thirds majority of voting members present at the meeting.

8 FINANCE

- a) All monies raised by or on behalf of the Association shall be applied to further the objects of the Association.
- b) The treasurer shall keep proper accounts of the finances of the Association and make a report available at every Committee Meeting.
- c) The monies of the Association shall be managed through a bank account. Cheques written on behalf of the Association must bear the signatures of two Office Bearers.

9 DISSOLUTION OF THE ASSOCIATION

- a) The Association may only be dissolved by a Special Meeting called for that purpose. Such a meeting shall come about following a proposal in writing signed by a minimum of ten members being submitted to the Secretary.
- b) All members shall be informed of such a meeting at least 14 days before the date of the meeting.
- c) Dissolution of the Association shall only take effect if agreed by two-thirds of the members present and voting at that meeting.
- d) Any assets remaining after meeting liabilities must be distributed among local charities nominated by that meeting and ratified by the Tenants Association's grant giving bodies.
- e) On dissolution, any documents belonging to the Association shall be disposed of in a manner agreed by that meeting.



10 ADOPTION

This constitution was adopted at the Inaugural General Meeting on

Date: _____

Signed: _____(Chair)

_____ (Secretary)



CRITERIA TO MAKE A FORMAL REQUEST FOR BOARD MEMBERSHIP

The Tenants Association will be required to sign the following declaration which must be submitted to the Housing Association's Management Committee for consideration.

DECLARATION

We _____ Tenants/Residents Association being formally incorporated by a constitution recognised by Cunninghame Housing Association Limited hereby make a formal request for consideration to fill a place on the Housing Association's Board of Management for the Tenants Association category.

In submitting the application we confirm the following:-

- 1) We have applied for CHA Tenants Group grant and will abide by the criteria.
- 2) We have adopted a CHA approved constitution.
- 3) We have/will discuss(ed) and agree a formal training programme with CHA's Housing Manager.
- 4) We will invite CHA Staff to at least 2 Tenants Association meetings in the 1st year.
- 5) That CHA will have the right to attend our AGM and that a notice calling same will be forwarded to their Ardrossan office.
- 6) That the AGM minutes and a copy of quarterly and yearly finance statements will be submitted timeously to CHA.
- 7) That the Tenants Association will take out a £1.00 Share membership in its name (unincorporated body).
- 8) In this respect £1.00 is enclosed for Share membership.
- 9) We accept that there are limited places for Tenants Associations on the Board of Management and that there is no automatic right to a Board place.

The above criteria having been accepted at our Tenants Association meeting held on ___/___/20__ and is included in the said minutes of the meeting.

SIGNED _____
(Chairman)

DATE _____