



Grant funding for Moray Council Tenants Groups

1. Introduction

- 1.1 Community Services Committee agreed on 13 August 2003 that grant funding should be made available to all registered tenant organisations in Moray. This funding is provided to allow Moray Council Registered Tenants Organisations more independence from the Council. This funding should be used to pay for the meetings and administration of the Organisation.

2. Eligibility Criteria

- 2.1 The following criteria must be met before grant funding will be paid:
- 2.1.1 Any Moray Council tenant group applying for grant funding from the Moray Council must be a fully constituted Registered Tenant Organisation (RTO).
- 2.1.2 All Office Bearers of the RTO, and not solely the Treasurer, must undergo financial training provided by The Moray Council every 2 years.

3. Banking

- 3.1 The RTO must have in place a bank account solely in the name of the RTO.
- 3.2 The Chairperson, Secretary and Treasurer must all be signatories on this account. Where the RTO has elected a Vice-Chairperson for the group, this person can also become a signatory on the account. There must be a

minimum of two signatures on all cheques before withdrawals from the bank account can be made.

3.3 No two signatories can be from the same family or the same household.

4. Reporting and Auditing

4.1 A Treasurer's report must be a standing agenda item for the RTO. The Treasurer must provide a written report for all RTO members at each RTO meeting.

4.2 Once a year, in preparation for the RTO's Annual General Meeting the Treasurer will arrange for a recognised independent person to audit the RTO's accounts. A copy of the recognised independent person's report will be discussed at each Annual General Meeting. A copy of the audited accounts and the Annual General Meeting Minute will be sent to the Strategy and Policy Manager as soon as possible after the meeting.

5. Use of Grant Funding

5.1 All funding provided by The Moray Council will be used solely for the purposes listed on Page 4 of this document. The Treasurer should contact the Strategy and Policy Manager where the RTO needs funding for any other expenses or activities. Both parties will discuss the possibility of seeking funding from the central Tenant Participation budget, or any other suitable alternative source of funding e.g. local charitable funding, prior to the expenditure being incurred.

5.2 The grant funding provided by the Moray Council must be used solely for the use of the RTO and not by any other organisation within the RTO's catchment area. No donations from the grant funding may be given by the RTO to any other party unless prior written agreement has been given by the Moray Council

6. Repeat Funding

6.1 Repeat funding will be provided on an annual basis.

6.2 Repeat funding will be denied where:

6.2.1 The RTO has failed to send a copy of the recognised independent person's report and AGM minute to the Strategy and Policy Manager, or;

6.2.2 The RTO Office bearers have not completed financial training; or,

6.2.3 The recognised independent person's report shows that the RTO still has sufficient funds.

7. Returning Grant Funding

7.1 The Moray Council will reclaim any unspent grant funding from RTO bank accounts where:

7.1.1 the Council dissolves a RTO because, in its opinion, the RTO has failed to meet its Aim and Objectives within its constitution; or

7.1.2 the tenant organisation allows its Registration to lapse for example by failing to hold an Annual General Meeting; or,

7.1.3 the RTO ceases to function for any other reason, e.g. lack of support,

7.2 Where the Moray Council requires unspent grant funding to be returned, the Strategy and Policy Manager will inform the Treasurer in writing. All unspent funds received from the Moray Council must be returned to the Council within 5 working days of the date of this letter. All other sources of funding, e.g. from the National Lottery, funding from local charities, RTO fundraising etc. will be dispersed in accordance to the RTO's constitution.

Uses for Grant Funding provided to Moray Council Registered Tenants Organisations

- Hire of venues for meetings
- Refreshments for meetings
- Travel costs to attend RTO meetings or related meetings e.g. Local Neighbourhood Forum meetings/ training sessions/ local and national seminars and conferences (public transport will be the expected mode of transport at all times unless it is not feasibly possible)
- Subsistence allowance for national conferences/ seminars/ training sessions
- Cost of overnight accommodation for attendance at conferences/ seminars
- Childcare/ adult care costs to enable tenants to attend forum meetings/ training sessions etc.
- Provision of crèche facilities at forum meetings/ training sessions, where applicable
- Membership of national tenant organisations – e.g. Tenant Participation Advisory Service (TPAS); Tenant Involvement in Islands, Grampian and Highland Rural Areas (TIGHRA) and Tenant Information Service (TIS)
- Stationery
- Postage
- Printing of minutes and agendas for forum meetings
- Advertising for the Tenant's Core Group's and all local forum's general and Annual General Meetings
- Articles in the local press promoting the work of the forum
- Production of leaflets advertising the forum
- Production of forum newsletter(s)
- Auditing of the Registered Tenant Organisation accounts

The RTO may use grant funding for other purposes with the prior written agreement of the Strategy and Policy Manager, Moray Council.