

TRA Grant Conditions & Guidance

Grant monitoring & receipts

- As a condition of receiving a grant from the Hyde Group, a grant monitoring form must be completed within 12 months and all proofs of purchase kept. If claiming for telephone calls, a copy of the itemised bill must be kept identifying tenants and residents association (TRA) business calls.
- Spot checks may be carried out where a TRA will be asked to provide copies of receipts/bills for their TRA grant spend. If a TRA is not able to produce evidence of spend for the funding we given them at this time, they may be liable to pay back the costs not accounted for and may not receive the full grant the next year.
- Spot checks may also include requests to view AGM minutes and other relevant documents, talking to residents in the area about the TRA's activities.
- Your group must continue to have your accounts independently checked by someone external to your group (i.e. not a member of the group or someone living in the area the group covers, and not a relative or in a close relationship with a member of the committee) once a year.

Spending your grant

- All grant spent must be in line with the aims of your TRA's constitution.
- Grant spend can differ from the estimated costs you provided in your grant application form, providing it is spent in line with the aims of your constitution.
- If you have not spent your entire grant when you submit your grant monitoring form, the Resident Engagement Team will agree one of the following options with you:
 - Return the remaining grant to Hyde
 - Have the remaining amount deducted from your next grant
 - Ring-fence the money for a specific purpose, in line with the aims of the TRA's constitution, and include the spending of this on your next grant monitoring form.
- It is the responsibility of the TRA to ensure accounts and funding are used legally. If we believe the TRA to be using funds or their account unlawfully, we will report this to the local authorities and the police.
- If grant funding is to be used for community events, the guidance for events planning and running, which is on our website, should be followed and your group is responsible for ensuring legal requirements are met i.e. public liability insurance and food hygiene certification.

General

- If your group disbands, all remaining monies will be returned to the Hyde Group's Resident Engagement Team (unless otherwise agreed by the Hyde Group) along with all proofs of purchase within four weeks.
- All residents groups receiving a grant must adhere to their constitution.

If you have any questions about matters relating to the use or monitoring of your grant, please email residentengagement@hyde-housing.co.uk or call 0800 3 282 282 and ask to speak to a member of the Resident Engagement Team.