

Annual Running Cost Grant Application Form

Please read 'Funding for Tenants Groups' before completing this form

Name of Group	
<p>Is your group: <i>(please tick)</i></p> <ol style="list-style-type: none"> 1. a Registered Tenants Organisation (RTO) with the Highland Council 2. a group that has not registered but is constituted 3. an unconstituted group 4. a new group 	
<p>Category 1) group - a Registered Tenants Organisation (RTO) with the Highland Council. You don't need to fill in the rest of the information on this form if you have been recognised as a RTO this financial year (April 2006 – March 2007) OR if you have recently submitted an application to register – we will already have this information as part of the registration criteria. <u>Just sign this form at the end.</u></p>	
<p>Category 2) 3) and 4) groups please complete the following:</p>	
<p>Contact Name (normally Secretary as per your constitution)</p>	
<p>Contact Address: (Include contact telephone number and email if available)</p>	
<p>Category 3) and 4) groups - are not eligible for an Annual Running Cost grant but please return your details so we can arrange to work with your group and explain how we can help.</p>	
<p>Category 2 groups- a group that has not registered but is constituted. Please enclose a copy of your constitution with this application form. We will be checking that it includes:</p> <ul style="list-style-type: none"> ▪ how and where you will operate, your procedures, how funds are managed and how decisions are reached. ▪ a clear commitment to the promotion of equal opportunities ▪ an elected committee with at least three office bearers. <p>Please also enclose:</p> <ul style="list-style-type: none"> ▪ a copy of the summary of your last financial years accounts signed off by an independent verifier and an office bearer. ▪ An inventory of any assets e.g. computer equipment, tools. 	

- Evidence that you are complying with your constitution – e.g. minutes of meetings held

Category 2) groups. Please describe what you will use this running cost grant for.

Signed

Print name.....

On behalf of (group name)