

TRA GRANT

GUIDELINES AND CRITERIA 2018

What is the TRA Grant?

The TRA grant will replace the admin elements of the old tenant levy and the ETRA admin grant. This grant will cover administrative elements to support the function of a TRA and support the administrative task required to be a successful and thriving group. This grant will be in addition to the Community Development Fund, but only available to registered TRA.

How much is available?

- £600 for all groups once a year.

What does it cover?

- Reimbursement of expenses incurred for TRA activities
- Telephone line and Broadband cost (only fixed lines for groups with a community facility – Maximum amount limited to £180 per year)
- Reimbursement of call charges incurred for TRA activities (up to £50 per year)
- Meeting refreshments (maximum £100 per year)
- Stationary
- Printer cartridges and paper
- Hall hire cost - where the group does not have a community hall
- Computers/ Laptops and software (maximum one every 4 years)
- Charges incurred for ETRA minutes and AGMs where the Secretary cannot take minutes, it is recommended the group gets an administrator (maximum amount available £60 per meeting – London living wage x 6 hours)*

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Volunteers are not paid for their time, but may get money to cover expenses incurred. This is usually limited to food, drink, travel or any equipment required to buy. An individual may be classed as an employee or worker rather than a volunteer if they receive any other payment, reward or benefit in kind. Paid work should be declared and relevant taxes paid, in line with HMRC rules. Based on the above it is recommended that the core committee members (Chair, Vice Chair, Treasurer, and Secretary) should not take payments for minute taking at meetings).

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Where a resident or a member of the committee is being paid to take minutes, the TRA must ensure the following steps are taken to ensure openness and transparency:

1. The decision to pay an individual/ member of the committee to take minutes, to be minuted in an open meeting detailing who and how much they will be paid for their services.
2. The individual must declare any income according to HMRC rules.
3. Group to ensure year-end financial statements detail payments to individuals including names and amounts paid.
4. It is recommended that committee members are not paid for minutes taking, however they are not excluded.

Reconciling the Grant each year

As with all grants, you are required to send in receipts for all spend and log them onto the reconciliation sheet. Where payments for minute taking has taken place, the TRA will be required to send in minutes of the open meeting this was agreed, along with minutes of these meetings with a copy of the paid invoices. This will ensure a transparent financial monitoring process is in place for public resources.

TRA ADMIN GRANT APPLICATION FORM AND DEADLINES

The TRA Admin Grant application form can be submitted at any time of the year. After the first application for the grant all subsequent applications must be submitted with your receipts, previous ETRA meeting minutes, and reconciled balance. If you have any questions about the grant process or expenditure please contact the Resident Participation Team on 020 8356 7845 or get.involved@hackney.gov.uk