

# Annual Group Recognition and Support Application Form



We are committed to supporting and working with groups that work for the benefit of their neighbourhood. This application form is for Community Groups, Community Associations, Residents Associations or Tenants and Residents Associations. We describe all of these groups as **formal** groups.

If you are looking for support to set up a new group or you are an **informal** group such as an action, improvement, project, social or activity group get in touch with us. You can find contact details on the last page of this form.

## How groups benefit from being recognised by SYHA

**Funding** - We offer an annual group grant ranging from £200 to £400 per year depending on the number of SYHA residents living in the area your group represents.

**Support** - SYHA staff can attend your meetings, help you with publicity and provide other help and advice you feel would be useful. You can contact us anytime and request support and give you a call every 6 months to see how you are getting on.

**Involvement newsletter** - We will send you a copy of our Count Me in Club newsletter every six months. It contains allsorts of information about getting involved including information about funding and training opportunities.

**Training** - We can help you access training to help you achieve the group's aims.


**Producing accounts** - We can help you put together your annual accounts or put you in touch with another organisation that can.

## When to apply?

You should complete this application after your annual general meeting because we ask you to return things that you will only be able to provide after you have held it.

## Why you need to complete this form?

We want to make it as easy as possible for you to receive recognition and support from us. However if we are going to support you we need to know that you are working to achieve your aims and running in a fair, inclusive and accountable way.

The questions we ask you to answer on this form help us to decide if you are doing this. As well as filling out this form we also ask you to let us have copies of some things. We have highlighted it with this envelope sign  when you need to do this ➡

If you need any help filling out the form or have any questions or comments about applying for support please get in touch with us. You can find our contact details on the last page of the form.

## Meeting the criteria

To be eligible for support from SYHA you should be able to answer yes to all of the following questions.

	Criteria	Yes / No
1	Are there SYHA homes in the area your group covers?	
2	As far as you know are you the only group in your area that is applying for support from SYHA?	
3	Does your group have a constitution or group rules?	
4	Do you have a committee that was elected at an open meeting?	
5	Have you had 4 or more committee meetings in the last year?	
6	Do you communicate with your members 4 or more times a year?	
7	Is membership clearly open to all people living in the area your group covers?	
8	Does your group have a bank account?	

If you have answered **no** to any one of them, please get in touch with us using the contact details on the last page of the form so we can discuss what support we can offer you to help you meet the criteria.

If you have answered **yes** to the above questions please work through and complete the rest of the form.

Name of the group.....

The group's postal address.....

.....Post code .....

The group's contact telephone numbers .....

The group's contact email address.....

Name of person co-ordinating this application.....

The date your group was formed?.....

## The area your group represents

We need to know what area your group represents. If you have successfully received recognition and support previously from SYHA and the area you represent hasn't changed tick here [ ] and move on to **Your constitution**.



If this is the first time you have applied or you have received support from SYHA previously but the area you represent has changed, you need to include with your application either a map showing the groups' boundaries or a list of the streets in your area that the group covers.

**Your constitution**

When did you last update your constitution / group rules?.....



If SYHA doesn't have a copy of your most up to date constitution / group rules include a copy of your constitution or group rules with your application.

**Your meetings**

What was the date of your last annual general meeting?.....

How often does your committee meet?.....

How often does the group have open meetings?.....



You need to include with your application minutes from your annual general meeting and 3 other meetings that have taken place in the last 12 months.

**Your committee members**

How did you elect your committee members?.....

.....

When did you elect your committee members?.....



Include with your application a list of the names and addresses of your committee members.

**Communicating with your members**

How have you communicated with your members in the last 12 months?.....

.....



You need to include at least 4 flyers, posters or newsletters you have communicated to your members in the last 12 months.

**Inviting people to join the group?**

Who and how have you invited people to become part of the group in the last 12 months?

.....

**Funding**

We know one of the most practical ways we can help formal groups is to give them funding we call this a group grant. The grant must be spent on the day to day running

of the group or to support you to achieve your aims. The table below shows the amount of group grant available to formal groups.  
 How many SYHA properties are there in the area your group represents? If you are not sure, leave it blank and we will fill it in for you.

Number of SYHA properties in the area you represent	✓	Amount
30 or less SYHA properties		£200
Up to 150 SYHA properties		£300
Over 150 SYHA properties		£400

Tell us what you intend to spend the group grant on?

.....  
 .....

**Your bank account**

Tell us the names and addresses of the signatories for your group’s cheques:

- 1. Name.....  
 Address.....
- 2. Name.....  
 Address.....
- 3. Name.....  
 Address.....

To help prevent fraud if your application is successful, we will pay the grant straight in to your bank account. So we can do this we need to know the name of the group’s bank account, the bank’s address, account number and sort number.



The easiest way for you to give us this is by letting us have one of your paying in slips, so please enclose one of these with your application.

If you have already received a grant from SYHA in the past paid directly in to the group’s bank account and the details have not changed, you do not need to give them to us again.

If your application is successful we will let you know when we are going to make a payment in to the account.

**Your accounts**

We need to see your group’s accounts for the previous year. They only need to be a very simple detailing:

- what money has come in to the group and from where
- what money has gone out and what it was spent on
- the total of cash in the bank and a total of cash in hand.



Please include with your application a copy of the group's accounts from the last financial year.

### **Group recognition and grant payment conditions**

Before we can recognise you, offer you support and give you funding we need you to agree to the conditions below. These conditions are to protect both you and SYHA

We understand that:

1. The aims of the group must benefit everyone in the area the group represents.
2. We must spend the grant on the day to day running of the group or use it to achieve our aims.
3. We must keep receipts and invoices relating to what we have spent the money on and show these to a member of staff from SYHA if they ask to see them.
4. We must provide SYHA with a copy of our annual accounts at the end of the financial year the grant was awarded in.
5. If the group folds, any unused funding provided by SYHA must be returned to SYHA along with any items purchased with the grant.
6. If SYHA believes the grant money has been used inappropriately, or the application form and supporting information were completed incorrectly or dishonestly, they will carry out an investigation. If any wrongdoing is found, support of the group will be removed and all funding by SYHA must be returned immediately.

### **Declaration**

On behalf of the group we wish to apply to SYHA for recognition and funding and we agree to abide by the group recognition and grant payment conditions.

### **Chairperson**

Name.....Telephone.....

Signed.....Date.....

### **Secretary**

Name.....Telephone.....

Signed.....Date.....

## **Treasurer**

Name.....Telephone.....

Signed.....Date.....

## **Checklist**

Use this list to help you check that you have included everything you need to with your application before you pop it in the post to us.

<b>If this is the first time you have applied</b>	✓	<b>If you have successfully applied before</b>	✓
Details of the area the Group covers. Either a map marked with the groups boundaries or a list of streets		Only include details of the area your group covers if it has changed since your last application	
A copy of your Constitution		Only include a copy of your constitution if it has changed since your last application	
Notes from your last AGM and from 3 other meetings that have taken place in the last 12 months		Notes from your last AGM and from 3 other meetings that have taken place in the last 12 months	
A list of Committee members names and addresses		A list of Committee members names and addresses	
Copies of any flyers, posters or newsletters you have produced in the last 12 months		Copies of any flyers, posters or newsletters you have produced in the last 12 months	
A paying in slip for the groups bank account		Only include your paying slip if the group's account details have changed	
A copy of your accounts from the last financial year		A copy of your accounts from the last financial year	
Check that the Chair, Secretary and Treasurer have all signed the form		Check that the Chair, Secretary and Treasurer have all signed the form	

You can return your completed form and supporting documents free of charge to us by using this freepost address. South Yorkshire Housing Association Ltd,  
**FREEPOST** SF 1336, Sheffield, S1 1AY.

## **What happens next?**

When we receive your application we will check that you meet the recognition and support criteria and have provided everything you need to. If there is anything missing we will get back in touch with you with in 14 days. If you applications is successful we will confirm this in writing, let you know when to expect the payment in to your bank account, we will do this with in 14 days.

## **Contact details**

South Yorkshire Housing Association, 43 – 47 Wellington Street, Sheffield, S1 4HF.  
Telephone: 0114 2900 200 Email: [enquiries@syha.co.uk](mailto:enquiries@syha.co.uk) Text: SYHA to 63333