



Vico Homes Resident Involvement Fund:

Better homes, vibrant communities

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1. Introduction

The Resident Involvement Fund provides support for groups who listen to and understand their community needs and involve and engage with our residents.

Reading these notes should help you to understand:

- what the purpose of our Resident Involvement Fund is
- who can apply
- who we will support
- what we expect of you
- how we monitor and evaluate our support
- how to apply and what happens after your application

Please make sure you read all sections of this document to check if you're eligible.

2. Purpose

The purpose of the Resident Involvement Fund is to support initiatives and services provided by local community groups, where our residents can influence change and help to make a real difference within our communities.

We encourage the development of community groups by promoting fair and democratic practices for all participants, and support groups to communicate effectively, be inclusive and representative of their communities.

Applications to the fund will be prioritised to include groups who are able to demonstrate that they are involving, listening to and acting on our residents' voice. We also want to increase involvement and activities amongst underrepresented residents who do not usually participate in community activities.

Your application will need to tell us how your group will involve our residents, how you communicate about your group to our residents and encourage their involvement.

Applications to the fund will be scrutinised by our Resident Involvement Monitoring Group (RIMG) to ensure funding provides excellent value for money.

We'll consider the amount of money you are asking for, alongside the benefit to the local community and the number of our residents who will positively benefit.



3. Guidelines

The **maximum** amount of funding that can be awarded to any one group will be **£500 in a 12-month period**.

Priority will be given to those groups where they've demonstrated attempts to promote our resident influence. Your Tenant Involvement Officer will verify your application and to help transparency, it'll be RIMG's responsibility to allocate any funding. Unfortunately, we **can't** guarantee to pay the maximum amount available from the Fund, or the full amount that you request on the application.

Your group must have:

- a current constitution in the name of the group
- a committee made up of Chair, Secretary, Treasurer and Committee members, that will be responsible for making sure that membership is clearly open to all members of their community in the defined area and no individual member is unfairly excluded. This can be achieved by widely advertising open meetings, events, and activities through the distribution of flyers, posters, consultation and social media
- a UK based bank or building society account in the name of the group with a maximum of £5,000 in unrestricted funds
- at least two people, who are unrelated and don't live at the same address, must be able to sign cheques or make a withdrawal
- a clearly defined geographical area of cover and where possible provide a list of streets the group represents. This will be checked to identify our tenanted homes in your area of cover.

4. Benefits

Benefits at a glance	
Annual funding	✓
Public Liability Insurance	✓
Tpas membership	✓
Independent annual check of accounts	✓
Digital and print support	✓
Learning opportunities	✓
Communities Together Forum	✓



5. What can't be supported

The aim of the Fund is to support groups within or neighbouring our communities for the benefit of our residents and their communities, so we can't accept applications from the following:

- Individuals
- Groups involved in political activities
- Groups involved in religious activities (although hiring church halls for a non-religious activity or meeting is acceptable)
- Groups providing activities that schools or councils are legally obliged to provide
- Local groups that are part of a regional, national or overseas organisation and / or charity
- Organisations who don't have similar aims and objectives to us

Unfortunately, we **can't** consider applications where the grant will be used to:

- support a group who have solely set up to fundraise for community centres, sports clubs and / or private business or a group supporting a profit making organisation
- purchase of alcohol
- any group deemed to be in breach of our Equality, Diversity and Inclusion Policy
- an application won't be considered where there's evidence that previous funding from us has not been managed satisfactorily by your group

6. Financial requirements

It's the responsibility of your group's treasurer to keep their committee up to date with the financial position. This includes dealing with banking, keeping accurate records and checking financial transactions, budgeting and planning for the groups' activities.

The group must have an annual independent check of the accounts – to ensure good practice. We can provide a free account check service through West Yorkshire Community Accounting Service, if required up to a maximum of 10 hours.

It is the responsibility of your group to have the necessary policies and procedures in place, as well as any risk assessments and relevant insurance policies be required to cover all activities and events undertaken. If you are unsure whether anything is required, you should take independent advice. We reserve the right to withhold funding, or request funding be repaid if it's found your group doesn't have the acceptable policies, procedures, and insurance in place.



7. Monitoring and evaluation

Please bear in mind the following important information:

- Annual monitoring and evaluation forms will be requested. These should be completed and returned upon request together with supporting evidence of how your group has engaged with your community, this could be a short questionnaire or a newsletter.
- One of our Resident Involvement Officers and / or a representative from the RIMG may visit you to see how the grant has been spent and how the community has benefited.
- Should the group dissolve, the Resident Involvement Team should be notified and any unused funding repaid to us. Remaining unrestricted funds should be distributed in line with your current constitution.

8. How to apply and what happens next

If you feel that your group is eligible, complete the application form. Please ensure that **all** requested information is included and authorised by your Tenant Involvement Officer.

We'll need the following supporting documentation:

- latest constitution (these should be reviewed annually)
- a copy of your most up to date bank statement
- completed application form
- details of your committee
- evidence of how you have, or plan to engaged with your community

When we receive your application form, we won't confirm receipt until the application has been assessed against the fund criteria. If your application form and / or supporting evidence is not complete, we'll return it to you to within 14 working days to enable you to provide the missing information.

Once your application has been validated, it will be considered by representatives from our RIMG. Members will receive anonymised information about your group to help them decide before admitting your group into the scheme and allocating any funding. This will be completed through a digitalised voting system.

If the RIMG agree to any funding, your signed application will be considered as acceptance by your committee of the fund terms and conditions.

If your application isn't successful, we'll write to you telling you the reasons why within 10 working days of the Resident Involvement Monitoring Groups decision. Please consider our reasons carefully before deciding whether to apply again.

We reserve the right to refuse any application at our own discretion.



9. Data protection

We need the information we ask you to provide to help us decide whether your application for our Resident Involvement Fund will be successful. The information will be shared with appropriate employees and RIMG, where necessary. Any personal data will be processed in accordance with current data protection legislation.

10. Tenant Management Organisation (TMO's)

Did you know that you can apply to manage your own estate?

There are already a number of TMO's in operation across the UK where tenants have chosen to take formal control of their housing service, including the management of their estates.

If you would like to find out more about running a TMO in your area, please contact the Resident Involvement Team by emailing tenants@vicohomes.co.uk.



Resident Involvement Fund Application

Name of group			
How many tenanted homes that we own are represented by the group? <small>(your Tenant Involvement Officer will be able to provide this information)</small>			
List the streets covered by your constitution:			
Would you like to apply for an annual funding? <small>(Please tick)</small>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
How much funding are you applying for?		£ <input style="width: 150px;" type="text"/>	
Please tell us what your funding will be used for:			

Please indicate how your group has / will engage with our tenants and those living in your defined area of cover (tick all that apply)

Newsletter		Facebook		Signs / banners	
Survey		X		Radio	
Flyer		Poster		Email	

Payment type	Cheque <input type="checkbox"/>	Bacs <input type="checkbox"/>
Payee name		
Bank		
Sort code		
Account number		

I verify that to the best of my knowledge the information given above is accurate

Signed on behalf of group:	
Group name:	
Your role:	
Date:	

Tenant Involvement Officer verification:

Name: (please print)	
Signed:	
Date:	



Committee Contact Information

Name of secretary:	Signature
Address:	
Postcode:	Phone (including area code)
Email	
We may share your details with other partners. If you don't want Vico Homes to share your details please tick this box <input type="checkbox"/>	

Name of treasurer:	Signature
Address:	
Postcode:	Phone (including area code)
Email	
We may share your details with other partners. If you don't want Vico Homes to share your details please tick this box <input type="checkbox"/>	

Name of chair:	Signature
Address:	
Postcode:	Phone (including area code)
Email	
We may share your details with other partners. If you don't want Vico Homes to share your details please tick this box <input type="checkbox"/>	

This information will be shared with West Yorkshire Community Accounting Service (WYCAS)

