



Manitoba Housing

Tenant Association Grant Application 2010/11

Manitoba Housing provides funding for programs and activities that promote wellness, self-development, and community development in Manitoba Housing communities. Manitoba Housing wants to work in partnership with tenant associations on order to:

- Build a sense of community and a place of welcome for tenants
- Create healthy communities
- Provide a diverse range of recreational programs, relevant services, and volunteer opportunities for residents
- Find solutions to common problems
- Create opportunities for residents to work in partnership with the housing authority and their neighbours for positive outcomes

Annual funding is based on the number of units in the complex, and the unit size.

Grants monies will be paid in quarterly installments unless otherwise requested in the application form. If the total grant amount is requested, a projected expense statement must be attached with an explanation of why the entire grant allocation is required up front.

Start up funding for a new tenant association is set at $\frac{1}{4}$ the annual amount or up to a maximum of \$1000.00.

Requirements for Tenant Associations to receive grants:

- Must maintain a full slate of executives,
- Have established a constitution and by-laws which have been followed,
- Have an established chequing account that provides monthly statements and cheques returned,
- Must have a minimum of two signing authorities on each cheque and signing authorities must not be related to each other nor reside in the same residence,
- All executive members must be residents and lease holders of the Manitoba Housing tenant community that they are representing. Non-residents may volunteer but not hold positions or vote,
- Must maintain a membership that is open to all tenants of the community with no fees charged to tenants to be members.
- May fundraise in the larger community including applying for grants.

- Must have registration of tenants representing 30% of the units of the project.
- *Must have at least \$2 million liability insurance for the tenant association, and must have the Province of Manitoba, the Department of Housing and Community Development, and Manitoba Housing added as an additional named Insured under the policy.*
- Must agree to audit of all books by Manitoba Housing when requested.

Guidelines for Funding:

The following items qualify for funding for the tenant association grant:

Office supplies	Postage
Newsletters	Photocopying
Letterhead & envelopes	Bank charges
Telephone service	Computer
Printer	Cablevision fees for common areas
Games/sports equipment	Musical equipment
Bingo equipment	Books
Furniture for common space	Computer software
Kitchen utensils/equipment	Gardening tools and supplies
TV and VCR/DVD	Arts and crafts supplies
Decorations for parties/events	Reasonable for TA activities
Bus trips within the province	Rental of movies
Cleaning supplies	Childcare to attend meetings
Volunteer appreciation awards	Accounting fees as necessary
Parenting programs	Clothing/food depots
Healthy eating programs/education	

Please note:

- Residents are generally expected to contribute to events through small participation fees or donations.
- Items that are ***not*** covered include but are not limited to: Prize money for bingo, financial payments to tenants or staff, alcoholic beverages, trips outside of the province that are not pre-approved by Manitoba Housing, gambling trips and any item that would be for the personal use or personal gain of a resident or executive member.

APPLICATION FOR TENANT ASSOCIATION FUNDING:

Date of Application: _____

Name of Tenant Association: _____

Address: _____

Date of annual meeting held for elections: _____

We are requesting the entire grant allocation up front:

- No. We will operate with quarterly payments.
- Yes. An explanation is included in the application.

EXECUTIVE MEMBERS:

<u>Position</u>	<u>Name</u>	<u>Address</u>	<u>Phone Number</u>

BANK ACCOUNT INFORMATION:

Name of Bank: _____

Branch Address: _____

Account Number(s): _____

Purpose(s): _____

Signing Authorities: _____

REQUIRED DOCUMENTS:

Please attach the following information to your application:

- If requesting the entire grant allocation up front, a signed copy of the explanation and expense statement of why the entire amount is required in advance.
- A copy of the minutes from the election meeting(s).
- A copy of the minutes from any meetings where motions have been made to spend money that requires a vote.
- A copy of your income and expense statement from the previous year.
- A budget for expenses and income you expect in the upcoming year.
- A copy of your paid insurance coverage.
- Copies of any licenses that your tenant association may hold ie. Bingo, raffles etc..
- Copy of your bank statements from the previous year.
- A brief summary of your previous years events.
- A brief summary of your activity plans for the 2010/11 year.

If you have any questions about this process or need help in filling this form out, please feel free to contact your Property Manager.

Once you have completed the information requested please send the information to the following address:

**Manitoba Housing
Tenant Support Services, Community & Program Development
2nd floor 185 Smith Street
Winnipeg, Manitoba
R3C 3G4
Ph: 945-2762
Fax: 948-3270**

For office use only:
Project: