



# Manitoba Housing

## Advisory Committee Grant Application 2010/2011

Manitoba Housing provides funding for programs and activities that promote wellness, self-development, and community development in our housing communities. We want to work in partnership with Advisory Committees in order to:

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

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.

### Requirements for Advisory Committees to receive grants:

- Have an established chequing account that provides monthly statements and cheques returned.
- Must have a minimum of two signing authorities on each cheque, one of which must be an agency representative.
- 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 at least \$2 million liability insurance for the Advisory Committee, and must have the Province of Manitoba, the Department Housing and Community Development, and Manitoba Housing added as an additional named Insured under the policy.*

Guidelines for Funding:

The following items qualify for funding for the 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 activities	Reasonable food & drinks for TA
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 ADVISORY COMMITTEE FUNDING:**

Date of Application: \_\_\_\_\_

Name of Advisory Committee: \_\_\_\_\_

Address: \_\_\_\_\_

We are requesting the entire grant allocation up front:

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

**AGENCY MEMBERS:**

Name

Agency

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**BANK ACCOUNT INFORMATION:**

Name of Bank: \_\_\_\_\_

Branch Address: \_\_\_\_\_

Account Number(s): \_\_\_\_\_

Purpose(s): \_\_\_\_\_

Signing Authorities: \_\_\_\_\_

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**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 any meetings where motions have been made to spend money that requires a vote.
- A budget for expenses and income you expect in the upcoming year.
- A copy of the paid insurance coverage.
- Copies of any licenses that the Advisory Committee may hold i.e. Bingo, raffles etc.
- A brief summary of your previous year's 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 Tenant Services Coordinator.

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

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

<b>For office use only:</b>
<b>Project:</b>