



**Funding Guidelines:  
Tuath Housing Tenant Engagement  
and Residents' Groups Funding.**

## **About Tuath Housing Association**

Tuath Housing Association was established and registered in 2000, awarded Voluntary Housing Status by the Department of the Environment and is a member of the Irish Council for Social Housing. We provide housing to over 15,000 tenants and currently manage 5,600 homes. The accommodation provided by Tuath Housing is made up of a wide range of dwelling types including sheltered flats and apartments, family and supported housing.

## **Background to Tuath Housing Tenant Engagement and Residents' Groups funding:**

As part of Tuath Housing's Tenant Engagement Strategy funding is available to support tenant engagement and residents' groups. Established residents' groups can apply for small amounts of funding to run community development activities, such as community events and clean-ups, and to cover the cost of public liability insurance. This funding must be applied for using the process laid out below. This is to ensure the funding is allocated correctly and fairly. The funding is not intended to cover all running costs of a residents' group. Committees will also need to seek additional community funding for events and activities for example through fundraising, community grants and subscriptions.

## **Purpose:**

The purpose of the Tuath Housing Tenant Engagement funding is to:

- Support the development of residents' groups run by Tuath tenants, or that include Tuath tenants.

- Support residents' groups to run activities and events that promote community development, social inclusion and environmental awareness.

- Support residents' groups setting up with overhead costs where funding for essential overheads is not available from another source, for example public liability insurance.

## **Who can apply:**

- Established residents' groups of Tuath Housing tenants, or that include Tuath Housing tenants on the committee.

- Housing Service Co-ordinators or Tenant Engagement Officers on behalf of schemes that do not have established residents' groups in place yet.

**How to apply:**

Complete the funding form and return it to your Tenant Engagement Officer.

The application should be made no less than 3 weeks before the funding is required to ensure it is paid on time.

Applications, once submitted, must be approved by the Housing Services Manager from your regional office in Tuath Housing.

In the case of multiple funding applications, a separate application must be completed for each project.

If you need assistance completing the application form please contact your tenant engagement officer.

**Expectations:**

This funding is awarded to residents' groups on the expectation that other available sources of funding, such as Local Authority funding are also being sought. Residents' groups should be able to demonstrate that they are seeking alternative funding or that no alternative funding is available.

Groups receiving funding for community events will be expected to acknowledge Tuath Housing. We also ask that groups provide some photos of the event that can be used in Tuath Housing's publications and social media. We may also ask for a brief written report on the event. Funding must be used for the purpose for which it was approved. e.g. funding approved for a clean up day event, the funding is used for that event.

Groups receiving funding for community events are expected to carry out a risk assessment prior to their event taking place and may be asked to provide a copy of the risk assessment.

All groups must ensure that are aware of the terms and conditions within the residents' groups public liability insurance policy e.g. Bouncy castles require separate additional cover.

**Frequently Asked Questions (FAQ):****What is an established residents' group?**

An established residents' group is one that has:

- an elected residents group committee that meets on a regular basis;
- a signed constitution;
- public liability insurance in place;
- a bank or credit union account;
- membership of the Public Participation Network (PPN).

**What can the funding be used for?**

The funding is for the following:

Can be put towards holding community events and activities, room or equipment hire (excluding bouncy castles and other inflatables), materials, refreshments.

Public Liability Insurance costs.

Meeting room hire for committee meetings during the period the residents' group is being set up.

### **How will the funding be paid?**

Funding for activities and events will be paid in advance. Please submit your application allowing enough time for payment to be made, minimum 3 weeks before the funding is needed.

Funding will be paid directly into the residents' groups bank account by Electronic Funds Transfer (EFT)

Tuath Housing will assist residents' groups arrange public liability insurance through BHP Community and Voluntary Insurance. Seed funding for public liability insurance will be paid directly by Tuath Housing to the insurance company. This will be reviewed by Tuath Housing after the first year of the residents' group set up.

Room hire for meetings of residents' group committees in the initial stages of being set up will be paid directly by Tuath Housing to the venue owner/manager once an invoice has been received.

### **Will my residents' group need to provide Tuath Housing with receipts for how the funding was spent?**

No, we do not need receipts. Your residents' committee is responsible for ensuring your funding is spent as the committee have agreed. However, you should keep receipts for your own records.

### **Can my residents group make an application for funding after our event or project has happened?**

No. We cannot guarantee that funding will be available for retrospective funding. All applications for funding should be made 3 weeks prior to the event or project.

### **Please note:**

*Tuath Housing reserves the right to make minor changes to Guidelines and/or the Application Form where this will either improve customer service or help to achieve Tenant Engagement objectives or priorities.*

## Tenant Engagement Funding Application Form

The completed application form must be submitted to the Tenant Engagement Officer (TEO), Tuath Housing at least 3 weeks before the funding is required. If you require any assistance to complete the application form please contact your Tenant Engagement Officer.

Name of Scheme:	
Number of Units in Scheme:	
Local Authority Area:	
Housing Services Co-ordinator:	
Tuath Regional office:	
Tenant Engagement Officer:	

Is there a Residents' Group established?	
Is there a committee elected?	
When was the Resident's Group set up?	
Have the group met with the Tenant Engagement Officer?	

Chairperson Name (if applicable):	
Address:	
Phone No.:	
Email:	

Residents Group insurance provider	
Expiry date of insurance policy	
Residents Group Bank or Credit Union Bank Name: details:	
IBAN/BIC:	

Briefly describe the proposal or project the funding is for:

Amount of alternative funding sourced for this proposal:	
Alternative funding provider:5	
Has this scheme or Residents Group already received funding from Tuath Housing this year? How much has been received and for what purpose?	

What are the benefits, or who are the beneficiaries of this proposal? Please tick all that apply			
Residents' group development	Building knowledge/skills	Tenant involvement in services	Relationship building between tenants and
Tuath Housing			
Social inclusion	Young people	Community	Older people
development			
Multicultural awareness	Intergenerational	Environmental	Community Safety
Where will this proposal be delivered?			
What is the start date for this proposal?			
What is the end date for this proposal?			
Approx. how many people are expected to benefit?			
Any additional information to support this application (optional):			

On behalf of \_\_\_\_\_

We, the undersigned, apply for once-off funding for the purpose stated above and declare that the information given in this application is true and complete to the best of our knowledge. We acknowledge that any funds awarded must be used for the purpose stated above.

*We acknowledge that Tuath Housing may occasionally make a small contribution or donation towards miscellaneous costs related to a Residents' Group however any items (e.g. equipment etc.) purchased using this contribution or events run by the Residents' Group remain the sole responsibility of the Residents' Group. Should any costs or claims arise in relation to the activities of a Residents' Group, Tuath Housing will not be liable for same.*

Chairperson signature: \_\_\_\_\_

**Please email your completed application for the attention of the Tenant Engagement Team to [getinvolved@tuathhousing.ie](mailto:getinvolved@tuathhousing.ie)**

FOR OFFICE USE ONLY:

Approved by Tuath staff:

HSCO signature: \_\_\_\_\_

TEO signature: \_\_\_\_\_

Housing Manager signature: \_\_\_\_\_

Date approved: \_\_\_\_\_