



**Community and Program Development  
Grant Application for Tenant Association**  
**\*\*Application Deadline: April 15<sup>th</sup>, \_\_\_\_\_\*\***

Manitoba Housing provides funding for programs and activities that promote wellness, self-development, and community development in our housing communities. Manitoba Housing wants to work in partnership with Tenant Associations in order to:

- Build a sense of community and a place of welcome for tenants
- Create active and healthy communities
- Provide a diverse range of recreational programs and activities 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

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

Grants monies are 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 ¼ 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 leaseholders 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 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.*
- Must agree to a financial review of all books by Manitoba Housing when requested.
- Must have an independent financial review for grants over \$3,000.
- Tenant groups are required to provide a quarterly report of activities using the 'TA/TAC Quarterly Report' template provided with the grant application.
- Should the Tenant Advisory Group be dissolved or cease to operate or exist, responsibility for its funds and possessions will be transferred to Manitoba Housing.

**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	TV Cable 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	Food & drinks for group events
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

**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.



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**\*\*Application Deadline: April 15, \_\_\_\_\_\*\***

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

**Name of Tenant Association:** \_\_\_\_\_

**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.**

**TENANT ASSOCIATION EXECUTIVES:**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Address</u></b>	<b><u>Phone #</u></b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**BANK ACCOUNT INFORMATION:**

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

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

**Account Name:** \_\_\_\_\_

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

**Signing Authority names:** \_\_\_\_\_

\_\_\_\_\_

**REQUIRED DOCUMENTS for TA Grant:**

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 all meetings where motions were made to spend money that requires a vote.
- A copy of income and expense statement from the previous year.
- A budget for income and expenses you expect in the upcoming year.
- A copy of the paid insurance coverage.
- A copy of an inventory of your assets
- Copies of any licenses that the Advisory Committee may hold i.e. Bingo, raffles etc.
- Copies of your bank statements from the previous year.
- Copies of completed quarterly reports (4) for the previous year
- A summary of your activity plans for the upcoming 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 Services,  
Community & Program Development  
600-352 Donald Street  
Winnipeg, MB. R3B 2H8  
Ph: 945-1792  
Fax: 948-3270**

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