



RTO Administration Grant **APPLICATION FORM**

We will require the following documentation to be included with this application:

- Constitution of your group (including a map outlining the area covered by the RTO, failing which, a list of the streets covered)
- Minute from most recent AGM
- Accounts for the most recent financial year
- A copy of the group's most recent bank statement
- Completed copy of the contact details sheet included in the application pack
- A forward plan of meeting dates for the coming year
- Codes of Conduct signed by all Committee members (we can provide more copies of this document if required).

1. What is the full name of your organisation as shown on your constitution?

2. Office Bearers

Secretary

Name:

Address:

Tel. Number:

Email:

Chair

Name:

Address:

Tel. Number:

Email:

Treasurer

Name:

Address:

Tel. Number:

Email:

(Unless agreed otherwise, all correspondence will be sent to the Secretary in the first instance.)

3. When was your organisation set up?

Date: Month: Year:

4. Have your accounts been independently audited or do you wish for them to be audited by River Clyde Homes (free of charge)? (Please indicate below)

Our accounts have been audited independently	Yes / No
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We would like for River Clyde Homes to audit our accounts	Yes / No
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5. How often do you hold:

a. Public meetings

b. Committee meetings

6. How many Committee members do you have:

7. How many of these Committee members are:

a. RCH Tenants

b. RCH Factored Owners

c. Others

8. Please provide details of your group's activities in the last year particularly what you have done in the interests of RCH tenants?

9. In order for us to make payment of the grant please provide us with the following information:

Account Number:

Sort Code:

Name of Bank and Address of Branch:

Declaration

I have been given authority to complete and return this application form on behalf of the RTO. I have read and understand the River Clyde Homes RTO Protocol. The information given in this application is accurate and true. This application form has been agreed and approved by the RTO. I understand that if I make misleading statements or withhold information at any point, my application will be invalid and the RTO will be liable to repay any money they have received.

Signed: _____

Print Name: _____

Position: _____

Date: _____

