



Living Streets Local Groups

Financial Recommendation on Annual Return

Grant payments

All Local Groups are entitled to receive a grant from Living Streets who have a bank account set up to manage accounts from. This does not need to be a business bank account but needs to only be used for Local Group activities.

There are two types of grants payable:

- **Start-up grant:** all Local Groups are entitled to a start-up grant of £60 at the point of setting up a group.
- **Annual grant:** all Local Groups are entitled to an annual grant of £120 This grant is subject to review on an annual basis. Groups that have not spent their grant for the previous two years without good reason will not receive a grant for the following year.

Timescales

The financial year runs from October to September. There are two times in the year Local Groups can apply for grants. Grant applications are welcome in October or February each year. Payment will take no longer than three weeks to process. The Local Group will receive notification once the payment has been made.

Financial records

We recommend that Local Groups keep a record of expenditure (including receipts and invoices where applicable) that relates the grant received in the year. At the end of the financial year each Local Group who has received a grant is required to complete an Annual Return form. Please submit your latest Annual Return prior to the payment of the following year's annual grant.

Thank you for supporting us and furthering our campaign work in your community.

Finance Manager at Living Streets

All forms are updated and held on the Local Group Resources page - <https://www.livingstreets.org.uk/about-us/our-organisation/local-group-resources>

Please send your Annual Return to: Aisha Hannibal - aisha.hannibal@livingstreets.org.uk