



Dudley Federation of Tenants & Residents Associations
 1 St Giles Street, Netherton DY2 0PR

01384 868010 -- www.dftra.org.uk -- info@dftra.org.uk

www.facebook.com/dudleyfed -- www.twitter.com/DudleyFed -- www.instagram.com/dudleyfed

Discretionary Bid Application 2023-2024

- Please fill in this form in full, and submit directly to the DFTRA Board at the address above.
- Please send proof of purchase to us within 2 months of receiving funds.

For assistance in filling in this form, please see the second page of this application. If you require any more advice or guidance, contact the DFTRA Office on 01384 868 010.

- Please note that by signing below you are agreeing to your details being passed to a third party -

Items Requested			
[Crossed out content]			
Details of the two estimates			
Supplier's name	Supplier's address		Estimate
[Crossed out content]			
Application Details			
Name of TRA:			
Date of application:			
Preferred payment method:	Bank transfer	<input type="checkbox"/>	Cheque <input type="checkbox"/>
Bank details (if necessary)	Account no.		Sort code
Name	Address		Signature
Chairperson:			
Secretary:			
Treasurer:			
Office use only:			
Date received:			
Receipt recorded by:			
Proof of purchase received	<input type="checkbox"/>	Date received	

Directors

Martin Smith (Chairperson), Stan Chance (Vice Chairperson), Christine Phillips (Treasurer)
 Elaine Lloyd, George McClay, John Doughty, Tony Brain



Dudley Federation of Tenants & Residents Associations
1 St Giles Street, Netherton DY2 0PR

01384 868010 -- www.dftra.org.uk -- info@dftra.org.uk

www.facebook.com/dudleyfed -- www.twitter.com/DudleyFed -- www.instagram.com/dudleyfed

Discretionary Bid - Information to assist you in your application

A receipt/proof of purchase will need to be sent to DFTRA within 2 months of funds being received by the TRA.

Criteria

- Tenants and Residents Associations applying for funding must have attended the Federation General Meetings during the previous year.
- Minutes from all your TRA meetings during this same period must be submitted to the Federation on a regular basis.
- The minutes of the TRA meeting showing the agreement of item/items to be purchased should be sent with this form
- Two estimates of cost and source of supply should also accompany the application.

Filling in your application

- The Discretionary Bid application should have been discussed and agreed at your TRA committee meeting and recorded in the minutes, these minutes should be sent with this form.
- Two estimates of cost must also be sent with the form.
- When the form is completed it must be returned to the DFTRA offices for checking and approving by the DFTRA Board.

Checklist

- Discretionary Bid application completed in full
- Minutes of the committee meeting where the Discretionary Bid application was agreed
- Two estimates obtained and stated on the application

This money is provided to help your TRA purchase items for the running of your group, items such as; flasks, cutlery, printer cartridges. Laminators, shredders etc. can also be purchased; we will notify you of the amount available each year.

Once completed, please return the form along with necessary documents to:
info@dftra.org.uk or DFTRA, 1 St Giles Street, Netherton DY2 0PR
(if sending via post please send recorded delivery or retain copies)

If you have any queries, please call 01384 868 010 or email info@dftra.org.uk

Directors

Martin Smith (Chairperson), Stan Chance (Vice Chairperson), Christine Phillips (Treasurer)
Elaine Lloyd, George McClay, John Doughty, Tony Brain