

Tenant Action Funds Checklist

Manager, Tenant Engagement System to submit package to Finance. The TAF package must include:

Tenant Action Funds Checklist

Tenant Action Funds Application Form

- All sections completed
- Application Number
 - TAF** (Program)
 - E** (Region Letter: i.e. East)
 - 01** (application # by year)
 - 10** (Approval Month i.e. October)
 - 05** (Approval Day)
 - 22** (Approval Year)
 - 1** (Invoice #)
 - Result: TAFE01-100522-1**
- 8 tenant signatures supporting the project (page 3)
- Tenant applicant signature, name, date (page 12)
- Page 11- Part E: Resources. The total amount requested must not exceed \$1,000

Tenant Action Fund Application Decision Form

- All sections completed
- Application Number inputted
- Decision must be "Approved"
- Part A- Includes Panel member name, signature and date
- Part B: TCHC Approval – signed by Manager of Community Safety and Support

Completed Expense Report Form

- Email sent out to TAF Panel members which includes: TAF Panel Review Date, Application Number, Application Name, Final Application Score (xx/100), Final Amount Approved, Final Decision From TAF Table (Approved)
- TAF Panel Members to respond back to email writing "APPROVED"

Original Vendor Invoices

- Contains invoice number, vendor information, billing address, shipping address, cost breakdown
- Signed by Manager of Community Safety and Support (hand written or Adobe signature), write application number, account number - GL Code: ABRER 590-555100

Manager- TES Name

Manager - TES Signature

Date