



HASLEMERE TOWN COUNCIL Revenue Grant Application Form

ORGANISATION DETAILS

Name of Organisation	
Contact Name	
Position in Organisation	
Registered Address	
Telephone	
Email	

FUNDING DETAILS

Project name and brief description	
Amount applied for (to be paid annually from 2024-2026 inclusive).	
<p>What will the revenue grant money be used for?</p> <p>What specific benefits are there for the Haslemere community?</p> <p>Approximately how many residents will benefit from the project?</p> <p>Applications must demonstrate how they support Council's Strategic Aims for the current Council term.</p> <p>What fundraising activities will your organisation be doing to fund this project?</p> <p>Please be as specific as possible and use a separate sheet if necessary</p>	
If you have or are planning to apply to other organisations for financial assistance, please state which organisations and level of funding requested.	Yes / No

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Is your organisation a Registered charity or trust? (If yes please provide Registration Number)	Yes / No Registration Number:
Is it affiliated to a National Body? If yes please specify.	Yes / No
What are the aims and objectives of the organisation?	
What is the geographical area covered by your organisation?	
Bank account to which payment should be made [This must be in the name of your organisation. Payments cannot be made to individuals]	Account Name: Sort Code: Account Number:

OTHER CRITERIA

For your project to be considered you must be able to confirm the following statements:

Criteria	Tick to confirm
This application is accompanied by either the latest audited financial report or, where this does not exist, a forecast budget of income and expenditure relating to the grant application.	
The grant is not to contribute to a surplus for charitable distribution or to increase your organisation's reserves	
You consent to acknowledge HTC's contribution in your marketing / promotional material	

DECLARATION

In submitting this application on behalf of the stated organisation I certify that all statements made or enclosed to be true. I note that this application and all supporting information may be made publicly available.	Signed: Print name:
Date	

NOTES FOR APPLICANTS

Application procedure

The procedure for consideration of revenue grants is set out in the table below.

Successful applicants will be required to:

- Enter into a funding agreement with the Town Council
- Report by 1 August each year on a template to be provided by the Council
- Prove that the Council has been acknowledged in their marketing / publicity materials

Overview of application process	
By 1st Aug	Reports from previous RG recipients to be sent to the Town Clerk. On receipt of satisfactory report the funds will be paid. Where there is an issue, applicants will be informed and given an opportunity to respond before a decision on ongoing funding is made.
By 15th Sept	Applications received from new revenue grant applicants (those already awarded a grant for the remainder of the council term do not need to reapply).
October	Applications reviewed as part of budget setting process
Nov FC	Council considers draft budget, to include recommendations for grant awards
January FC	Final decision made regarding revenue grants for the next financial year. Confirmation letters sent.
Feb-March	Funding agreements signed.

Any questions to be raised in the first instance with the Town Clerk, Lisa O'Sullivan, town.clerk@haslemeretc.org, 01428 654305.