**ORGANISATION DETAILS**

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

**FUNDING DETAILS**

|  |  |
| --- | --- |
| Project name and brief description |  |
| Annual amount applied for (to be paid in 2025-26 and 2026-27)) |  |
| Total annual cost of service |  |
| What will the revenue grant money be used for?  What specific benefits are there for the Haslemere community?  Approximately how many residents will benefit from the project?  Applications **must** demonstrate how they support Council’s [Strategic Aims](https://haslemeretc.org/wp-content/uploads/2023/09/HTC-Strategy-2023-adopted-September-2023-2.pdf) for the current Council term.  What fundraising activities will your organisation be doing to fund this project?  Please be as specific as possible and use a separate sheet if necessary |  |
| 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 |

**ORGANISATION DETAILS**

|  |  |
| --- | --- |
| 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](mailto:town.clerk@haslemeretc.org), 01428 654305.