



# HASLEMERE TOWN COUNCIL

## Small Grant / Green Grant Application Form<sup>1</sup>

### CONTACT DETAILS

Name of Organisation	Haslemere Festival
Contact Name	Brian Howard
Position in Organisation	Trustee
Address	
Telephone	
Email	

### PROJECT DETAILS

Name of Project	Haslemere Hens 2022
What aspect of the project will grant money be used for. <b>Please be as specific as possible.</b> <sup>2</sup>	Sponsorship of hen statues for 6 local state schools at £250 each + £500 towards marketing the project, particularly outside the town.
What benefits for the Haslemere community do you expect will result from the project? <sup>3</sup>	Promotion of the Town internally and externally Community Engagement Fundraising for good causes
Scheduled project start and finish date	November 2021 to September 2022

### FUNDING DETAILS

Total estimated cost of the project	£20,000
Amount of grant requested from the Town Council	£2000
Have you or will you be applying to other bodies for financial assistance? <sup>4</sup>	Yes / No
If yes please state: To whom applied	Yes however this is in its infancy and from experience most funding bodies waiting to see that local funding is in place first, making HTC support the most important.
Amount(s) applied for	
Amount(s) received	£4500

<sup>1</sup> Delete as appropriate

<sup>2</sup> Use a separate sheet if required

<sup>3</sup> Use a separate sheet if required

<sup>4</sup> HTC will not accept applications for 100% of project funding

Have you received a grant from the Town Council before? If so for how much and for what purpose? <sup>5</sup>	Yes £2000 each for Haslemere Hogs in 2017 and Haslemere Hounds in 2019.
What fundraising activities will your organisation be doing to fund this project?	The major funding comes from individual businesses but Covid will make it harder this time.

### **ORGANISATION DETAILS**

Is your organisation a Registered charity or trust? (If yes please provide Registration Number)	Yes Registration Number:
Is it affiliated to a National Body? If yes please specify.	No
What are the aims and objectives of the organisation?	To promote the arts through community engagement
What is the geographical area covered by your organisation?	Particularly the HTC area but including out lying rural villages
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:

### **VALIDITY CHECKLIST**

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

Criteria	Tick to confirm
The project is of benefit to residents of the Council's electoral area	X
You hold a bank account in the name of the organisation applying, not an individual	X
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.	X
The grant is not for a project already completed	X
The grant is not to contribute to a surplus for charitable distribution or to increase your organisation's reserves	X
You consent to acknowledge HTC's contribution in your marketing / promotional material	XXX

### **DECLARATION**

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

<sup>5</sup> HTC will not accept applications from organisations which have been awarded a grant in the last two years.

## NOTES FOR APPLICANTS

### Application procedure

Please note that no application can be considered unless delivered to the Town Clerk at Haslemere Town Council, Town Hall, High Street, Haslemere, Surrey, GU27 2HG at least **ten (10)** working days before the relevant Grant Committee or Council meeting.

No application will be considered by the Committee unless the applicant is able to confirm all of the Validity Checklist criteria. If in doubt contact the Town Clerk 01428 654305.

### Consideration and notification

The application will be considered by the Grants Committee generally for capital expenditure only and on a matched funding basis.

The Committee meets every two [2] months. Successful applicants will be informed by letter/email as soon as possible thereafter.

### Payment procedure

A grant payment will only be made by the Town Clerk against production of an original invoice or invoices for goods or services made out to the recipient organisation. Under no circumstances will payment be made to an individual.

Payments are made by cheque/BACS therefore the recipient organisation must hold a bank account in the name of the organisation.

Grants should normally be drawn down in one amount. The Grant Letter will state that the grant will automatically lapse if it is not claimed within the time specified.

As a courtesy, a reminder letter will be sent to the applicant organisation one [1] month before the expiry of the grant advising that the funds have not yet been claimed.

### Data Protection

The information provided in this form will only be used by the Town Council in the administration of its Grants process and for no other reason. The information will be processed in accordance with the Council's data retention policy.