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# HASLEMERE TOWN COUNCIL

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

### CONTACT DETAILS

Name of Organisation	3 Counties Money Advice (3CMA)
Contact Name	Malcolm Carter
Position in Organisation	Adviser
Address	Haslemere Locality Office Lion Green, Haslemere. GU27 1LD
Telephone	
Email	

### PROJECT DETAILS

Name of Project	Haslewey Support
What aspect of the project will grant money be used for. Please be as specific as possible. <sup>2</sup>	3CMA runs an Advice centre at Haslewey Community Centre every Tuesday.  We hire the Meeting Room for the whole day and thus have a cost that we have to meet each year  3CMA is licensed by the FCA for Debt Advice and Debt Counselling which is given FREE  We are also recognised by Waverley Borough Council as a partner for the Household Support Fund.
What benefits for the Haslemere community do you expect will result from the project? <sup>3</sup>	Haslewey continues to be the best place to be as it offers free parking and easy access from all areas of GU27 & GU26 residents.  We currently have 143 clients on our system
Scheduled project start and finish date	March 2023- February 2024

### FUNDING DETAILS

Total estimated cost of the project	£7880 (£5080 is underwritten)
Amount of grant requested from the Town Council	£1500
Have you or will you be applying to other bodies for financial assistance? <sup>4</sup>	Yes / No Yes

<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

If yes please state: To whom applied	We have annual support from Haslemere Parishes & 3 Counties Vineyard Church
Amount(s) applied for	£2100
Amount(s) received	£2100
Have you received a grant from the Town Council before? If so for how much and for what purpose? <sup>5</sup>	2016?
What fundraising activities will your organisation be doing to fund this project?	We will attend any local group or organisation to share how we help and advise clients.

### **ORGANISATION DETAILS**

Is your organisation a Registered charity or trust? (If yes please provide Registration Number)	Yes Registration Number: 1134908
Is it affiliated to a National Body? If yes please specify.	Yes /Frontline Debt Advice (UK)
What are the aims and objectives of the organisation?	<a href="https://frontlinedebtadvice.org.uk">https://frontlinedebtadvice.org.uk</a>
What is the geographical area covered by your organisation?	Haslemere and District (mainly GU26 & GU27)
Bank account to which payment should be made  This must be in the name of your organisation. Payments cannot be made to individuals.	

### **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	Yes
You hold a bank account in the name of the organisation applying, not an individual	Yes
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.	Yes
The grant is not for a project already completed	Yes
The grant is not to contribute to a surplus for charitable distribution or to increase your organisation's reserves	Yes
You consent to acknowledge HTC's contribution in your marketing / promotional material	Yes

### **DECLARATION**

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

<p>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</p>	<p>Signed: _____  Print name: <i>MALCOLM CARTER.</i></p>
<p>Date</p>	<p>30<sup>th</sup> December 2022</p>

### 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.



# BRANCH ACCOUNT HEADLINES

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## 3 Counties Money Advice - Actual<sup>for</sup>

April 2021 to March 2022

Expenses	£
Rental - room	3687.50
Frontline membership	1800.00
Advisor expenses *** Travel (client support only) & Postage	916.51
Computer maintenance Licensing / replacement programme	1666.66
Stationery / office supplies	228.72
Advisor training Annual requirement @ £100 per volunteer	500.00
<b>Total Expenditure</b>	<b><u>8799.39</u></b>
Income	
£340 x 12 (3CC)	3510.00
Gifts / donations	1011.00
<b>Total Income</b>	<b><u>4521.00</u></b>
Applications/HPHT/Penny Hapenny/Chetta	3400.00
<b>Gap</b>	<b><u>878.39</u></b>

Cash in hand ?

\*\*\* All advisors are volunteers