



HASLEMERE TOWN COUNCIL

Small Grant / Green Grant Application Form¹

CONTACT DETAILS

Name of Organisation	Haslemere & District Chamber of Trade & Commerce
Contact Name	Craig McGowan
Position in Organisation	President
Address	
Telephone	
Email	president@haslemerechamber.co.uk

PROJECT DETAILS

Name of Project	Coronation Celebrations Banners
What aspect of the project will grant money be used for. Please be as specific as possible. ²	Design, supply and install banners and decorate banner posts for both the Town Centre and Wey Hill to celebrate the Coronation and promote the town
What benefits for the Haslemere community do you expect will result from the project? ³	Increased visitor attraction resulting in increased footfall up to 4 weeks prior and two weeks after the day of the coronation along with increased publicity for the town
Scheduled project start and finish date	Approximately 6 th April to 19 th May

FUNDING DETAILS

Total estimated cost of the project	£5,000 approximately
Amount of grant requested from the Town Council	£1,000
Have you or will you be applying to other bodies for financial assistance? ⁴	Yes. Chamber of Trade will be contributing and sponsorship sought from various Haslemere businesses
If yes please state: To whom applied	See above. Final costings and size of grant awaited before knowing the shortfall to be made up from other sources
Amount(s) applied for	Tbc.
Amount(s) received	None to date

¹ Delete as appropriate

² Use a separate sheet if required

³ Use a separate sheet if required

⁴ 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? ⁵	Yes, awards event in 2018
What fundraising activities will your organisation be doing to fund this project?	Seeking sponsorship from businesses as well contribution from Chamber funds. To be decided once full costs known

ORGANISATION DETAILS

Is your organisation a Registered charity or trust? (If yes please provide Registration Number)	No Registration Number:
Is it affiliated to a National Body? If yes please specify.	No
What are the aims and objectives of the organisation?	To support, promote and advance the interest of the Haslemere business community and, by extension the community of Haslemere as a whole
What is the geographical area covered by your organisation?	Haslemere and surrounding district up to a 5 mile radius of the town hall
Bank account to which payment should be made This must be in the name of your organisation. Payments cannot be made to individuals.	Supplied

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.	To follow
The grant is not for a project already completed	Agreed
The grant is not to contribute to a surplus for charitable distribution or to increase your organisation's reserves	Agreed
You consent to acknowledge HTC's contribution in your marketing / promotional material	Agreed

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	Craig McGowan 27/02/2023 President Haslemere & District Chamber of Trade & Commerce
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⁵ HTC will not accept applications from organisations which have been awarded a grant in the last two years.

	Print name:
Date	

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.