



HASLEMERE TOWN COUNCIL

Revenue Grant Application Form¹

CONTACT DETAILS

Name of Organisation	Haslemere Community Station
Contact Name	██████████
Position in Organisation	██████████
Address	
Telephone	
Email	

ORGANISATION DETAILS

Name of organisation	Haslemere Community Station (HCS)
Amount applied for from HTC	£2,500
What will the revenue grant money be used for – please be as specific as possible and use a separate sheet if necessary.	<p>Haslemere Community Station is requesting a grant of £2,500 from one of its key strategic partners, Haslemere Town Council. This will enable HCS to continue to employ a part time volunteer coordinator (Information Hub Manager) and social media project promotor for the Information Hub, which is situated on the forecourt of Haslemere Railway Station. This is of course, the principal transport Hub in Haslemere and situated in a highly visible position.</p> <p>The Information Hub Manager, manages a team of over 30 volunteers, including Duke of Edinburgh students who do a fantastic job to welcome local residents in search of community information and importantly provide information to rail users arriving at the station.</p>
What specific benefits for the Haslemere community do you expect will result from the grant? ²	<p>Promoting Haslemere as a visitor destination and supporting the businesses and vitality of the town is a key mission for the town council. HCS provides visitor information and a community resource at the key, strategic location in the town, as well as a growing social media outreach.</p> <p>As the Information Hub is manned in the main by a team of volunteers- a relatively small grant to employ the part time project coordinator / Hub Manager, presents excellent value for money, while raising the profile of the town.</p> <p>Another key role is to supervise HCS projects. The last one completed at the beginning of October 2022, promoted</p>

¹ Delete as appropriate

² Use a separate sheet if required

	<p>Haslemere as a rail destination, with information for onward bus travel into the local Surrey Countryside. I.E The Punch Bowl and Frensham Ponds etc.</p> <p>HCS's current project, is to bring the Haslemere Signal Box into community use. It becomes redundant in the autumn of 2024 and it will then be restored to its original circa 1890's operational status and be used as a 'working' museum for the benefit of both the local community. This will become a tourist attraction in its own right. We have agreement from Network Rail that they will transfer the signal box to HCS at a peppercorn rent and we are in conversation with the Railway Heritage Trust to provide funding for this particular project.</p> <p>HCS operates out of a shop on the station forecourt that has been modernised and enlarged by South Western Railway and also given to us at a peppercorn rent. When the signal box becomes a community asset, this shop will also become the focal point of the signal box project.</p>
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FUNDING DETAILS

Have you or will you be applying to other bodies for financial assistance?	Yes
If yes please state: To whom applied	<p>South Western Railway and the new Community Rail Partnership (CRP) that is due to encompass the Surrey Hills to South Downs CRP (SH-SD CRP).</p> <p>I have been informed that the close down of the SH-SD CRP is taking longer than anticipated, but when that is completed, it will become incorporated with the East Hants CRP and a new CRP created along the line from Guildford to Portsmouth.</p>
Amount(s) applied for	£2,500
Amount(s) received	£0
What fundraising activities will your organisation be doing to fund this project?	We fundraise for specific projects and currently we are awaiting the creation of the new CRP, to find out what monies may become available.

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?	HCS provides visitor information and a community resource at the key, strategic location in the town, as well as providing a growing social media outreach. We also initiate specific projects around the station complex to enhance the visitor and residents experience.
What is the geographical area covered by your organisation?	Haslemere and the surrounding 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: Haslemere Community Station Treasurers Account

VALIDITY CHECKLIST

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

Criteria	Tick to confirm
The revenue grant will be used to specifically benefit to residents of the Council's electoral area	
You hold a bank account in the name of the organisation applying, not an individual	
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. This application and all supporting information may be made publically available	Signed: Print name: XXXXXXXXXX
Date	06/11/2022

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.

Haslemere Community Rail Partnership						
Profit and (Loss) for the period/year to						
	31 Aug 2022	31 Aug 2022		31 August 2021	31 August 2021	
Donations & grants - bus shelter (20/21)					2,811	
Donations & grants - bus shelter (21/22) - see note		450				
Donations & grants - bus shelter (21/22) - see note		450				
Contribution to running costs (Haslemere TC)		2,500			2,500	
Refund of grant to Haslemere Festival					(5,000)	
Donation (SHSD)		2,500			0	
PR - literature		0			0	
Gross Profit		5,900			311	
Project - bus shelter	(3,563)					
Rent & rates	(91)			(107)		
Insurance	(492)			(492)		
Equipment hire				0		
Maintenance				(43)		
General expenses	(96)			(118)		
		(4,242)			(760)	
Gross wages		(6,000)			(6,000)	
Bus shelter grants received in advance		2,811			(2,811)	
Net profit/(loss)		(1,531)			(9,260)	
Balance Sheet as of						
	31 Aug 2022			31 August 2021		
Fixed Assets	954			954		
Current assets						
Bank account	6,711			10,962		
Prepaid insurance	41			41		
Deferred income (re bus shelter)				(2,811)		
Current liabilities (rates & Tweeting by Hand)	(591)			(500)		
Current assets less current liabilities	6,161			7,693		
Total assets less total liabilities	7,115			8,647		
Capital & reserves						
Funds	5,094			5,094		
P & L Account (b/fwd)	3,553			12,813		
P & L Account (current year)	(1,531)			(9,260)		
	7,115			8,647		
Note - 20/21 Bus shelter grants were £2,811 in total (received 20/21) and HCS spent £2,751 (this year)						
For 21/22 we have received bus shelter grants of £450 from SWR Station Adoption Fund and £450						
from CRN Small Grants Fund for the small bus shelter project.						