



# HASLEMERE TOWN COUNCIL

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

### CONTACT DETAILS

Name of Organisation	Haslemere Food Bank Trust
Contact Name	Joanne Mackay
Position in Organisation	Volunteer
Address	
Telephone	
Email	

### PROJECT DETAILS

Name of Project	Funding to support the ongoing work of the Haslemere Food Bank Trust
What aspect of the project will grant money be used for. <b>Please be as specific as possible.</b> <sup>2</sup>	<p>The Haslemere Food Bank has seen a massive increase in need over the past few years. Initially caused by the COVID pandemic, this need has been heightened by the current cost of living crisis. Pre pandemic, the Haslemere Food Bank distributed packs of food to an average of 5 families per week. In the first 12 months of the pandemic, this had increased to an average of 27 per week and then to 31 per week in 2021. We are currently seeing an average of 30 families per week at the moment and calendar year to date, we are sadly seeing similar levels of need as in the peak of the pandemic. More recently, the total number of packs distributed in the last 2 months compared to the same period a year ago is up 20%. This is a direct impact of the price inflation on food items that the UK has seen along with the rising cost of energy and other pressures on household income.</p> <p>The food bank currently relies on donations of food and toiletries from the local community to prepare the food packs for its clients. The cost of living crisis and food inflation has meant that donations have fallen over the past 12 months and we are increasingly having to purchase the food needed to ensure that our shelves have the stock necessary to meet demand each week. The money will be used in part to purchase the essential food items that we need. Estimated annual cost of purchasing food in the next 12 months: £10,400</p> <p>At Christmas, we run a special event to provide those struggling financially with the food items they need. The gifts for this event will be <u>generously donated</u> by the local community. We</p>

<sup>1</sup> Delete as appropriate

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

	<p>will also call on the generosity of the local community to provide the food items needed. However, based on the previous two years, we will also need to purchase some of the food items ourselves to ensure we have enough for everyone. We would also like to provide each family with a £50 Tesco voucher to spend on fresh food for the Christmas period. This year we estimate that we will have 160 families or individuals in need of our support. Estimated total cost: £8835 per annum</p> <p>The packs that we give to clients each week include sufficient food for 3-4 days worth of meals. We are conscious that for many of our clients, the need is greater than this. As a result, we would also like to offer our family clients a £25 weekly supermarket voucher and a £15 for our single clients. This will enable them to top up what we provide them with in the local supermarket and to purchase fresh products that we are unable to supply (e.g. milk, cheese, meat). This will also ensure that our clients are having a healthy, balanced and nutritious diet. Estimated total cost: £24,180 per annum</p> <p>We also want to promote healthy eating and like to be able to offer our clients fresh fruit and vegetables each week. This is something we already offer but demand is increasing and we need to purchase more to ensure everyone has enough. Total estimated cost of purchasing fresh fruit and vegetables each week £7800 per annum.</p> <p>The Haslemere food bank now runs a breakfast club every Wednesday and Friday during food bank hours. This is open to all and is free of charge. Cereal, toast, fruit, yoghurts, bacon, tea and coffee are provided for those who are hungry and in need. Total cost per annum £400</p> <p>Miscellaneous costs (bags / packaging, insurance, bank charges, sundry expenses etc): £3750</p> <p>Total cost: £55,365</p>
<p>What benefits for the Haslemere community do you expect will result from the project?<sup>3</sup></p>	<p>The funding will help those in food poverty.</p>
<p>Scheduled project start and finish date</p>	<p>Ongoing</p>

## **FUNDING DETAILS**

<p>Total estimated cost of the project</p>	<p>£55,365 per annum</p>
<p>Amount of grant requested from the Town Council</p>	<p>£7500 per annum</p>
<p>Have you or will you be applying to other bodies for financial assistance?<sup>4</sup></p>	<p>Yes</p>
<p>If yes please state: To whom applied</p>	<p>Surrey County Council (SCC) have given us grants of £8500 per year over the past two years and we hope that we will continue</p>

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

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

	to receive funding in the future but this is not confirmed. These grants are for specific purposes as required by SCC.
Amount(s) applied for	
Amount(s) received	£17,000 from SCC
Have you received a grant from the Town Council before? If so for how much and for what purpose? <sup>5</sup>	Yes - £750 was previously allocated by the Town Council
What fundraising activities will your organisation be doing to fund this project?	We have a Just Giving page which generates income via donations from the local community. We anticipate that this will generate up to £25,000 of income over the next 12 months. Individuals within the community also do fundraising events on our behalf (e.g. running marathons and other sponsored activities). We anticipate that this will generate another £3000 of income over the next 12 months.

### **ORGANISATION DETAILS**

Is your organisation a Registered charity or trust? (If yes please provide Registration Number)	Yes Registration Number: 1193577
Is it affiliated to a National Body? If yes please specify.	No
What are the aims and objectives of the organisation?	The Haslemere Food Bank is an independent trust providing food support to families and individuals in need in Haslemere and the surrounding area. The food bank collects donations of food and toiletries from the local community and prepares food packs for those referred to it by agencies actively supporting people in food poverty. It is a registered charity, run entirely by volunteers and dependent on the local community for support.
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.	

### **VALIDITY CHECKLIST**

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

<b>Criteria</b>	<b>Tick to confirm</b>
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

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

You consent to acknowledge HTC's contribution in your marketing / promotional material	Yes
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## 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: Joanne Mackay
Date <u>22 October 2023</u>	20 October 2023

## 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.



CHARITY COMMISSION  
FOR ENGLAND AND WALES

**Haslemere Food Bank Trust**

**1193577**

**Receipts and payments accounts**

**CC16a**

**For the period from 01/09/2021 to 31/08/2022**

**Section A Receipts and payments**

	<b>Unrestricted funds</b>	<b>Restricted funds</b>	<b>Endowment funds</b>	<b>Total funds</b>	<b>Last year</b>
	<b>to the nearest £</b>	<b>to the nearest £</b>	<b>to the nearest £</b>	<b>to the nearest £</b>	<b>to the nearest £</b>
<b>A1 Receipts</b>					
Donations received	32,746	15,750	0	48,496	71,017
<b>Sub total (Gross income for AR)</b>	<b>32,746</b>	<b>15,750</b>	<b>0</b>	<b>48,496</b>	<b>71,017</b>
<b>A2 Asset and investment sales, (see table).</b>					
	0	0	0	0	0
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total receipts</b>	<b>32,746</b>	<b>15,750</b>	<b>0</b>	<b>48,496</b>	<b>71,017</b>
<b>A3 Payments</b>					
Food purchases	5,983			5,983	5,225
Voucher purchases	15,750			15,750	32,475
Bags and packaging	604			604	
Grants paid	10,825	5,411		16,236	13,670
Use of premises	1,250			1,250	
Insurance	252			252	252
Advertising and website	101			101	72
Bank charges	382			382	741
Sundry expenses	754			754	1,076
<b>Sub total</b>	<b>35,901</b>	<b>5,411</b>	<b>0</b>	<b>41,312</b>	<b>53,511</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	0	0	0	0	0
<b>Sub total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total payments</b>	<b>35,901</b>	<b>5,411</b>	<b>0</b>	<b>41,312</b>	<b>53,511</b>
<b>Net of receipts/(payments)</b>	<b>(3,155)</b>	<b>10,339</b>	<b>0</b>	<b>7,184</b>	<b>17,506</b>
<b>A5 Transfers between funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>A6 Cash funds last year end</b>	<b>22,738</b>	<b>11,830</b>	<b>0</b>	<b>34,568</b>	<b>17,062</b>
<b>Cash funds this year end</b>	<b>19,583</b>	<b>22,169</b>	<b>0</b>	<b>41,752</b>	<b>34,568</b>

## Section B Statement of assets and liabilities at the end of the period

		Unrestricted funds	Restricted funds	Total
		to the nearest £	to the nearest £	to the nearest £
<b>B1 Cash funds</b>	Lloyds bank current account	19,583	22,169	41,752
	<b>Total cash funds</b>	<b>19,583</b>	<b>22,169</b>	<b>41,752</b>

		Unrestricted funds	Restricted funds	Total
		to the nearest £	to the nearest £	to the nearest £
<b>B2 Other monetary assets</b>	Details			
		0	0	0

		Fund to which asset belongs	Cost (optional)	Cost (optional)
<b>B3 Investment assets</b>	Details			
		0	0	0

		Fund to which asset belongs	Cost (optional)	Cost (optional)
<b>B4 Assets retained for the charity's own use</b>	Details			
		0	0	0
			0	0

		Fund to which liability relates	Amount due (optional)	Amount due (optional)
<b>B5 Liabilities</b>	Details			
		0	0	0

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval