



HASLEMERE TOWN COUNCIL

Grant Application Form

1. Name of Organisation	
2a. Contact Name	
2b. Position in Organisation	
2c. Address	
2d. Telephone	
2e. Email	

Your Organisation

3a. Is it a Registered charity? (If yes please provide Registration Number)	Yes / No* Registration Number:
3b. Is it a Trust?	Yes / No*
3c. Is it affiliated to a National Body?	Yes / No* If yes, please specify which National Body:
3d. Does it have any other official registration?	Yes / No* If yes, please give details:
3e. Name and details of the bank account to which payment should be made (payments cannot be made to individuals)	Account Name: Sort Code: Account Number:
4a. What are the aims and objectives of the organisation?	
4b. What is the geographical area covered by your organisation?	
5. Apart from general fund raising events, does the organisation obtain revenue from any direct trading activity?	Yes / No* If yes, please provide full details. Use a separate sheet if necessary.
6a. What is the size of your organisation's membership?	
6b. What are the annual subscription levels of your organisation?	

Please indicate which of the following information applicable to your organisation you have enclosed in support of your grant application

7a. Copy of the last audited accounts & balance sheet	Yes / No*
7b. Copy of the Budget for the current financial year	Yes / No*
7c. Any other information or material felt relevant in support of the organisation	Yes / No*

Your application

8a. For what specific project are you seeking financial support from the Town Council? Please provide details.	
8b. Total estimated cost of the project	
8c. Amount of grant expected to be available at commencement of the project	
8d. Scheduled project start date	
8e. Scheduled project finish date	
9a. What level of assistance are you seeking from the Town Council? Please state amount.	
9b. Have you received a grant or grants from the Town Council before? If so for what purpose?	Yes / No* If yes, please give details
9c. Date(s) of any previous grant(s)	
9d. Amount(s) of any previous grant(s)	
9e. Project(s) supported by any previous grant(s)	
10a. Are you applying for, or have you already received other financial assistance for this project?	Yes / No*
10b. To whom applied	
10c. Amount(s) applied for	
10d. Amount(s) received	
11. What benefits for the Haslemere community do you expect will result from the project?	

*delete as appropriate

Declaration

I submit this application on behalf of the stated organisation and believe all statements made or enclosed to be true. I authorise for this application and all supporting information to be made publically available	Signed: Print name: Capacity in which signed:
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) days before the relevant Grant Committee or Council meeting.

Documents required

- a. a completed and signed Grant Application Form
- b. a financial report (income & expenditure account and balance sheet) made up to a date not more than six (6) months prior to the date of the application
- c. a budget for the current financial year; and
- d. sufficient additional written information to enable the Council to understand the nature of the project for which financial assistance is being requested.

Consideration and notification

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

Retrospective grant applications are not usually permitted.

The Council meets every two [2] months. Successful applicants will be informed by letter/email (the "Grant Letter") 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.