



## HASLEMERE TOWN COUNCIL

### Grant Application Form

#### CONTACT DETAILS

Name of Organisation	<b>Haslemere Collaborative</b>
Contact Name	<b>Catherine Guest</b>
Position in Organisation	<b>Facilitator</b>
Address	
Telephone	
Email	

#### PROJECT DETAILS

Name of Project	<b>Community Pop Up Event (Xmas 2020)</b>
What aspect of the project will grant money be used for. Please be as specific as possible.	Funds will be used to promote the event and to pay for appropriate flexible shelving which can be taken down and stored. Display products will then be reserved for small business, starts-ups and Youth Enterprise to book out and create one off events or future pop ups in a low cost and flexible way. This will support new

	<p>business and young entrepreneurs and will be particularly supportive to people looking to retrain or go into business due to the impact of COVID on jobs.</p> <p>This will be a capital investment towards a larger project which looks to support young entrepreneurs and new start ups through mentoring and community engagement. It is also a key part of planned activity around community engagement and business support through a 'shop local' drive.</p> <p>The shelving will be made by a local joiner and he/she will be promoted with business contributors to highlight community business and the benefits to our local economy.</p> <p>Breakdown:</p> <p>Collapsible A frame Units</p> <p>£145.99 ea x 4Nr = £583.96</p> <p>Single free standing peg board shelving</p> <p>£131.99 ea x 2Nr = £263.98</p> <p>Covering for small uncovered area</p> <p>£160.00</p> <p>Trading license = £296.00</p> <p>Decoration = £300.00</p> <p>Total requested = £1603.94</p>
<p>What benefits for the Haslemere community do you expect will result from the project?</p>	<p>Community engagement through open access involvement.</p> <p>Increased diversity/footfall through new and different event</p> <p>Support for small business and new enterprise</p> <p>Support for Youth enterprise</p> <p>Highlighting the opportunity to create new ideas</p> <p>Community collaboration</p> <p>Business collaboration</p>

Scheduled project start and finish date	<b>05/12/20 -05/12/20</b>

### FUNDING DETAILS

Total estimated cost of the project	<b>£2000.00</b>
Amount of grant requested from the Town Council	<b>£1603.94</b>
<p>Have you or will you be applying to other bodies for financial assistance? If yes please state:</p> <p>To whom applied     x</p> <p>Amount(s) applied for x</p> <p>Amount(s) received x</p>	<p>Yes / No</p> <p>Gibbs Trust</p> <p>Same amount</p> <p>No response</p>
Have you received a grant from the Town Council before? If so for how much and for what purpose?	Yes / No
What fundraising activities will your organisation be doing to fund this project?	<p>Due to time constraints for this project we are unsure of whether alternative funding requests will be replied to in time, we therefore request grant funding for the project costs detailed below. We have focused on negotiating costs and a free venue space and all project resources have been provided free of charge.</p> <p>We will be personally investing money into having designed canvas shopping bags made. Once the cost is recovered all profits will go to Haslemere Youth Hub.</p> <p>100 printed bags @ £252.65 = £ 2.65</p> <p>Sale price @ approx £ 7.00 ea = £ 4.35 profit</p> <p>100 bag sales = £435.00 profit</p> <p>Profits to go to Youth Hub to support youth enterprise. Further orders can be placed over time with same profit structure in place.</p> <p>Graphic design has been provided FOC by collaboration member</p>

	<p>Timber will be provided at cost from Jewsons to support small business and community collaboration</p> <p>Local joiner has provided labour at discounted rate to support community collaboration.</p> <p>We hope that this provision will support the fact we haven't had sufficient time to apply through alternative sources but have demonstrated commitment through other means.</p> <p>For future projects we will look to a variety of sources.</p>

**ORGANISATION DETAILS**

<p>Is your organisation a Registered charity or trust? (If yes please provide Registration Number)</p>	<p><b>In progress</b></p>
<p>Is it affiliated to a National Body? If yes please specify.</p>	<p>Yes / <b>No</b></p> <p>Registration Number: Yes / <b>No</b></p>
<p>What are the aims and objectives of the organisation?</p>	<p><b>Haslemere Co-LAB aims to create opportunities for diverse groups to share ideas and work together on projects and initiatives that are focussed on a common vision for Haslemere.</b></p> <p><b>Key areas of focus for all projects and initiatives will be Improving community spirit and our local economy.</b></p>

	<p><b>Haslemere Co-LAB has used the following research as a basis for the approach:</b></p> <ul style="list-style-type: none"> <li>&gt;Grimsey Review</li> <li>&gt;Revitalising town centres (2018)</li> <li>&gt;Town Centres - Effective strategies</li> <li>&gt;Customer Experience Town Centres (L. Uni)</li> <li>&gt;High St Performance and evolution (Southampton)</li> <li>&gt; Beyond Retail - town centre performance</li> <li>&gt; Action for happiness - keys to happier living</li> <li>&gt; The Young Foundation - community belonging</li> </ul> <p>Projects and initiatives will be varied but always focused on supporting the local economy and community spirit.</p> <p>The Christmas pop up is community led and it provides an opportunity for local small businesses who have been impacted by COVID to showcase their products. Many fairs have been cancelled and the cost implications of those taking place make it difficult for a small business to make a profit even in less challenging times.</p> <p>The venue has been provided free of charge and all project support and has been provided FOC through the collaborative.</p> <p>A local tradesman and material suppliers have provided heavily discounted rates to produce the shelving systems. Shelving systems will then be available to small businesses to trade at low cost either as a small pop up (working with a local business) or as a future small event.</p>
<p>What is the geographical area covered by your organisation?</p>	<p><b>Haslemere</b></p>
<p>Bank account to which payment should be made</p> <p>This must be in the name of your organisation. Payments cannot be made to individuals.</p>	

## 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	<b>YES</b>
You hold a bank account in the name of the organisation applying, not an individual	<b>IN PROGRESS</b>
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.	<b>YES</b>
You consent to acknowledge HTC's contribution in your marketing / promotional material	<b>YES</b>
The grant is not for a project already	<b>YES</b>

completed	
The grant is not to contribute to a surplus for charitable distribution or to increase your organisation's reserves	<b>NO</b>

**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: Catherine Guest Capacity in which signed: Facilitator (Haslemere Co-LAB)
Date	26/10/20

Attached:

Quotation for joinery work and temporary covering

In progress community bank account details

**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.

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

### **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.