



HASLEMERE TOWN COUNCIL

Grant Application Form

CONTACT DETAILS

Name of Organisation	Haslemere Festival
Contact Name	Hamish Donaldson
Position in Organisation	Chair
Address	
Telephone	
Email	

PROJECT DETAILS

Name of Project	Haslemere Fringe Festival, July 2020
What aspect of the project will grant money be used for. Please be as specific as possible.	Contributing to the cost of the main stage on Lion Green
What benefits for the Haslemere community do you expect will result from	Enjoyment, fun and binding the community together
Scheduled project start and finish date	Set up starts 1st July. Festival on 3 rd 4 th & 5 th July

FUNDING DETAILS

Total estimated cost of the project	£140,000
Amount of grant requested from the Town Council	£1,500
Have you or will you be applying to other bodies for financial assistance? If yes please state: To whom applied Amount(s) applied for Amount(s) received	Yes, Shottermill Great War Memorial Trust, local businesses
Have you received a grant from the Town Council before? If so for how much and for what purpose?	Yes. £1,500 in 2018 for the Fringe Festival
What fundraising activities will your organisation be doing to fund this project?	Marketing and selling tickets. So far £4k raised in early bird sales

ORGANISATION DETAILS

Is your organisation a Registered charity or trust? (If yes please provide Registration Number)	Yes Registration Number: Charity No. 1104757
Is it affiliated to a National Body? If yes please specify.	No
What are the aims and objectives of the organisation?	The objects of Haslemere Festival are to promote and advance education particularly by the encouragement of the arts, including the art of music, singing, drama, painting, literature, dance and visual arts by the promotion of concerts, performances, exhibitions and other activities for the benefit of the inhabitants of Haslemere District.
What is the geographical area covered by your organisation?	Haslemere & District
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:

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

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: Name: Hamish Donaldson Capacity in which signed: Chair
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.

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.