



HASLEMERE TOWN COUNCIL

Grant Application Form

CONTACT DETAILS

Name of Organisation	The Haslemere Youth Hub
Contact Name	Laura Musco
Position in Organisation	
Address	
Telephone	
Email	

PROJECT DETAILS

Name of Project	Refurbish sports hall floor and relining
What aspect of the project will grant money be used for. Please be as specific as possible.	The sports hall floor will be sanded, resealed and lined for multiple sports use.
What benefits for the Haslemere community do you expect will result from the project?	The Hub provides facilities for children and young people from Haslemere & the surrounding area.
Scheduled project start and finish date	

FUNDING DETAILS

Total estimated cost of the project	£6.720.00
Amount of grant requested from the Town Council	£720.00
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 / No YES. Community Foundation for Surrey, £6,000.00 Awaiting outcome of bid.
Have you received a grant from the Town Council before? If so for how much and for what purpose?	No
What fundraising activities will your organisation be doing to fund this project?	Quiz night, raffles, tombolas, regular events include Bounce House for young children, party hire & cake sales.

ORGANISATION DETAILS


Is your organisation a Registered charity or trust? (If yes please provide Registration Number)	Yes / No Yes Registration Number: 1182842
Is it affiliated to a National Body? If yes please specify.	Yes / No No
What are the aims and objectives of the organisation?	To help young people especially but not exclusively through leisure time activity so as to develop their capabilities that they may grow to full maturity as individuals and members of society.
What is the geographical area covered by your organisation?	Haslemere & surrounding area.
Bank account to which payment should be made This must be in the name of your organisation. Payments cannot be made to individuals.	Clerk has details

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	yes
You hold a bank account in the name of the organisation applying, not an individual	Awaited
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
You consent to acknowledge HTC's contribution in your marketing / promotional material	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	No

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: Carole King Capacity in which signed: Chairman of Trustees
Date 26 June 2019	

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.