



HERTFORD TOWN COUNCIL NEW HOMES BONUS ALLOCATION GRANT APPLICATION FORM

SECTION A

Information about your Organisation

1. Name of Organisation:	
2. Address:	
Postcode:	
3. (i) Name of contact person for correspondence:	
(ii) Status in Organisation:	
4. Contact address (if different to the above):	
Postcode:	
5. Telephone Number: (Day)	(Evening)
Email Address	
6. Is your Organisation a Registered Charity? YES / NO	
7. If yes, please give the registered number:	
8. When was your Organisation formed?	
9. (i) Please state the principal aims and objectives of your Organisation:	
(ii) Please enclose a copy of your club / organisation's constitution (<i>please tick to confirm</i>) <input type="checkbox"/>	
10. Approximately how many members does your Organisation have who will benefit from the grant:-	
who reside within the parish boundary of Hertford Town	<input type="text"/>
who reside outside the parish boundary of Hertford Town	<input type="text"/>

11. (i) Please enclose a copy of your most recent audited accounts *(Please tick to confirm)*

(ii) Please enclose a copy of your most recent annual report *(Please tick to confirm)*

(iii) Please give full details of your Organisation's current financial position for this year
(Please use a separate sheet if necessary)

Expenditure	Item	£
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	-----	-----
	-----	-----
	-----	-----
	-----	-----
	-----	-----
	-----	-----
	-----	-----
	-----	-----
	-----	-----
	-----	-----

Income	Item	£
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	-----	-----
	-----	-----
	-----	-----
	-----	-----
	-----	-----
	-----	-----
	-----	-----
	-----	-----
	-----	-----

12. Please give full details of any membership fees, weekly charges, etc.

SECTION B

Your Grant Request

13. For what purpose is the grant to be used?
(Please use additional sheets if necessary to give full details).

14. (i) What are the costs involved in 13? Please give both income and expenditure projections

Income £ _____ Expenditure £ _____

Expenditure

Item

£

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-----	-----
-----	-----
-----	-----

Total

Income
(per annum)

Item

£

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Total

15. (i) How much grant aid are you requesting? £ _____

(ii) What proportion of the total cost does this represent? _____ %

(iii) How will your organisation raise the balance of funding required?

16. Please supply any further information in support of your application, (please use an additional sheet if necessary).

17. **DECLARATION**

On behalf of the Organisation named overleaf, I apply to Hertford Town Council for grant aid from the New Homes Bonus Allocation Fund and declare, to the best of my knowledge, that the information given on this form is true and correct. I enclose the Organisation's latest audited accounts, the Annual Report (if available) and constitution. ***Please note that in signing this form you are agreeing to your name being published within Council Committee papers. Please refer to the Council's Privacy Policy at <http://www.hertford.gov.uk/page-privacy-notice-87/>***

Signed: _____ Date: _____

Role in Organisation: _____



HERTFORD TOWN COUNCIL

NEW HOMES BONUS GRANTS

Criteria

Grants will normally be given only for schemes that meet the following criteria:

- projects and schemes must serve the area within the civil parish boundary of Hertford (which includes parts of Hertingfordbury Village).
- projects and schemes that show a clear benefit to Hertford residents and businesses and demonstrably meet one of or more of the Council's corporate objectives.

The application should estimate the number of individuals whom will benefit from an allocation. If match funding is available from other sources and how may this match-funding be secured should be specified.

Grant applications from organisations will only be considered when accompanied by at least one of the following:

1. Audited accounts; or
2. Accounts that have been subjected to independent inspection as required by the Charities Act or, where the organisation is newly formed, a case for funding including supporting evidence of fund raising efforts.

How to complete your application form

This form should be completed by a member of the group or organisation's management committee.

Please give as much information as possible. Not all of the questions will be applicable to your organisation and questions left unanswered will not necessarily affect the outcome of your application.

Questions

1 – 8 Require factual answers.

9 Should include a brief summary of the main objectives of your organisation including details of your catchment area and who your organisation benefits. If necessary use an additional sheet.

10 Requires a factual answer.

11 Where possible your organisation's last audited accounts should be sent with your application. If they are omitted it may delay the application. It would also be helpful to enclose your organisation's annual report or the Chairman's statement from the last annual general meeting. Details of your organisation's financial position should be completed as "at the time" the application is made.

12 Please detail any membership fees, session charges, admission charges etc that your organisation levies from its users.

13 – 15 Please give as much information on the expenditures and incomes involved in your proposed scheme or project. The Council is unlikely to meet the full costs of the scheme by giving your organisation a 100% grant. Please give details of efforts made by your organisation to raise funds from other sources.

16 Please supply any further information in support of your application.

If your accounts show cash reserves in excess of the grant you are applying for the Council may reject your application unless you can demonstrate that these cash balances are being accumulated for a specific purpose.

If you have been unable to supply a copy of your audited accounts, annual report or your organisation's constitution please give a brief explanation.

- 17 The application should be signed by one of your organisation's management committee, ie Chairman, Treasurer or Secretary. Please ensure where possible you have enclosed a copy of your most recent audited accounts, your annual report and your constitution.

Completed forms should be sent to:

Hertford Town Council
The Castle
Hertford
Hertfordshire
SG14 1HR

