



HERTFORD TOWN COUNCIL
ROCK AT THE CASTLE
CHARITY 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) |
| 6. E-mail: | |
| 7. Is your Organisation a Registered Charity? YES / NO | |
| 8. If yes, please give the registered number: | |
| 9. When was your Organisation formed? | |
| 10. (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>) | |

11. Approximately how many members/users does your Organisation have who reside:-
within the parish boundary of Hertford Town

outside the parish boundary of Hertford Town

12. (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)*

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

14. For what purpose is the money raised to be used? If successful with your application, you will be required to send a report to Hertford Town Council within 6 months of receipt of your grant, detailing how the money has been spent. *(Please use additional sheets if necessary to give full details).*

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

Income £ _____ Expenditure £ _____

Expenditure

Item **£**

| | |
|-------|-------|
| | |
| | |
| | |
| | |
| | |

Total

Income
(per annum)

Item **£**

| | |
|-------|-------|
| | |
| | |
| | |
| | |
| | |

Total

16. (i) How will your organisation raise the balance of funding required?

(ii) How many volunteers will your organisation be able to provide to assist at the event?

17. Please explain in no more than 400 words why you feel your organisation should be selected as the Rock at the Castle charity for 2019. You may wish to refer to the Guidelines and Criteria at the back of this pack.

18. DECLARATION

On behalf of the Organisation named overleaf, I apply to Hertford Town Council to be considered as the beneficiary of the Rock at the Castle charity fundraising event 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. I will send a report to Hertford Town Council, within 6 months of the date of receipt of the grant, detailing how the grant has been spent.

Signed: _____ Date: _____

Role in Organisation: _____



HERTFORD TOWN COUNCIL

ROCK AT THE CASTLE

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.

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. Please give details of efforts made by your organisation to raise funds from other sources. A report will be required, within 6 months after receipt of the funds, detailing how the money has been spent.

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

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 and reports should be sent to the address below. Closing date for receipt of applications is Friday 17th May 2019.

Melissa Reynolds
Hertford Town Council
The Castle
Hertford
Hertfordshire
SG14 1HR

ROCK AT THE CASTLE

GUIDELINES AND CRITERIA

February 2019

Process for selecting a nominated charity for

Rock at the Castle

Applications are invited from charities/organisations to be the beneficiary of the collection taken at Rock at the Castle. The criteria that the successful applicant will need to meet are:

- A local/national registered charity or similar constituted body with a strong presence in Hertford
- Be able to demonstrate that all of its work and initiatives are of benefit to Hertford and the local community
- A charity that has the creativity and enthusiasm to maintain fund-raising
- Must be able to provide a sufficient number of volunteers to assist at the event itself

Successful nominees will be able to demonstrate achievement in most but not necessarily all of the following:

Making an impact locally: The nominated charity/organisation must be based in or have a branch local to Hertford and be active in the local community. The charity/organisation should be able to demonstrate that it makes a substantial contribution to residents and community life in Hertford.

Innovation: The charity/organisation must demonstrate an innovative approach to raising its profile and fundraising initiatives and has the creativity and enthusiasm to maintain fundraising initiatives (where applicable).

Inspiration: The charity/organisation must show a clear example of commitment to the community and the cause it supports.

Influence: A charity/organisation that has made a marked impact on the community, and has played a significant role in influencing the community and the wider audience.

Sustainability: The chosen charity/organisation must demonstrate sustainability by providing an overview of their work, a statement of accounts and a report on recent activities.

The chosen charity/organisation will be required to provide a written report to the Council, within six months of the event, on how the money awarded was spent.

The nominations will be sought annually and reviewed by the Development and Leisure Committee who will make a decision based on the above criteria. Their decision is final. Any organisation that had benefited in the last five years from the event would not be eligible to apply. Preference will be given to Charities that have not benefited from previous grant support from the Council or been beneficiaries of the Mayor of Hertford's Appeal Fund within the last two years. Self nominations are welcome.

Hertford Town Council will start selecting our 2019 charity/organisation with a press release calling for nominations, with the **Application closing date 17th May 2019**. The successful organisation will be informed in June. If assistance is required to complete the form, or if there are any queries please contact the Town Clerk.