



# HERTFORD TOWN COUNCIL COMMUNITY 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 (*please tick to confirm*)

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10. (i) Approximately how many members does your Organisation have who will benefit from the grant:-

who reside within the parish boundary of Hertford Town

who reside outside the parish boundary of Hertford Town

(ii) Approximately how many people will benefit from the grant:-

who reside within the parish boundary of Hertford Town

who reside outside the parish boundary of Hertford Town

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

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

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(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. (if applicable)

## 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**

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#### Income (per annum)

##### Item

£

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**Total**

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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 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 COMMUNITY GRANTS

## 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 although applications will still be considered if it isn't possible for this information to be provided. 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:

Nick Kirby  
Civic Administration Manager  
[Nick.kirby@hertford.gov.uk](mailto:Nick.kirby@hertford.gov.uk)



# HERTFORD TOWN COUNCIL COMMUNITY GRANT GUIDELINES AND CRITERIA

Revised April 2020

## 1. Introduction

- 1.1. Hertford Town Council has a commitment to offer grants to a wide variety of organisations that demonstrate good value for money and help to develop or maintain opportunities for Hertford residents.
- 1.2 The aim of the grants is to support projects that show a clear benefit to the residents of Hertford.

## 2 Policy Statement

- 2.1 Community Grants will be awarded to support and encourage a diverse range of community activities across all age ranges, a wide range of interests, initiatives and events that help to meet the needs of Hertford residents.
- 2.2 In determining applications, the Council will give particular consideration as to how each proposal helps to meet the Council's objectives for Hertford.

## 3 Categories of Grant

- 3.1 The categories of grant are:
  - ▶ **Town Events** (e.g. art, music events, fun days) - Max Grant usually £1200
  - ▶ **Capital or one off Grants** - Max grant usually £1200
  - ▶ **Small grants** (to organisations or individuals) - Max grant usually £500

## 4 Guidelines and Criteria

- 4.1 Grants will normally be given only to individuals and organisations resident in or serving the area within the civil parish boundary of Hertford (which includes parts of Hertingfordbury Village).
- 4.2 Grants should represent assistance to projects of local use and need to show a clear benefit to Hertford residents.
- 4.3 Normally, 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.
- 4.5 Grant applications from individuals will be considered providing grants have:
  1. Charitable or educational purposes linked to recognised bodies acceptable to the Council;
  2. Are seen to be of local benefit, for example through information dissemination or are likely to encourage inspiration and motivation to the applicant's peer group.

- 4.6 Only one grant award per year will be made to each applicant.
- 4.7 The Finance, Policy and Administration Committee will consider all grant applications.
- 4.8 The Council will not normally award grants for day-to-day running/operating costs.
- 4.9 The Council will not normally provide grants for services that should be funded by other statutory authorities and will not award grants for political purposes.
- 4.10 The Council cannot guarantee a grant to any organisation or individual. Each grant application is considered on its individual merits.
- 4.11 The Council will not supplement any shortfall in expenditure incurred by another authority with responsibility for the service involved.
- 4.12 The Council will normally expect to distribute grants to a variety of organisations, this may mean a smaller amount is awarded than that applied for.
- 4.13 Applications for grants over £200 should be made on official Town Council application forms. Smaller grants may be applied for via letter which includes sufficient supporting material.
- 4.14 The Council will require all organisations to provide a formal acknowledgement of receiving grant aid. In the case of individuals, the Council will require a report of the project or other agreed method of verifying the use for which application of grant was made.
- 4.15 The Council reserves the right to decline any application.
- 4.16 When a grant is awarded, the Council also reserves the right to reclaim part or the entire grant provided it is satisfied that this action is appropriate. It will only take this action after giving the organisation or individual any opportunity to make representations.