



HERTFORD TOWN COUNCIL COMMUNITY FUND APPLICATION FORM

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*) ☐

10. 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 _____

Approximately how many people will benefit from the grant:-

who reside within the parish boundary of Hertford Town _____

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

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

(iii) Please give full details of your Organisation's current financial position for this year, including income and expenditure and the current reserves balance. Please detail what the reserves balance/s will be used for:

(Please use a separate sheet if necessary)

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

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

Reserves	Detail	£
	-----	-----
	-----	-----
	-----	-----
	-----	-----
	-----	-----

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

Information about your Grant Application

13. For what purpose is the grant to be used?

(Please use additional sheets if necessary to give full details).

14. The Council's corporate Objectives for 2023-2027 can be viewed at:

<https://www.hertford.gov.uk/constitution/>

How does the purpose of the funding being applied for contribute to the achievement of these objectives?

(Please use additional sheets if necessary to give full details).

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

	Income £	Expenditure
£		
Expenditure	Item	£
	-----	-----
	-----	-----
	-----	-----
	-----	-----
	-----	-----
	-----	-----
	Total	-----
Income (per annum)	Item	£
	-----	-----

16. (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?

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

18. If requesting a grant for Capital Works:

- i) Please confirm that you have received more than one quote for the works (the Council needs to ensure value for money for the grants it provides) ☐
- ii) Please confirm that you will provide updates on the budget expenditure versus the estimate during the work ☐
- iii) Please advise if planning permission is required for the proposed capital works (this will assist the Council in understanding the timetable to spend any funding awarded)

Yes or No
- iv) If the proposals relate to land/buildings that are owned by another party please confirm that they are fully aware of the planned works and have given permission ☐
or N/A ☐

19. **Declaration**

On behalf of the Organisation named overleaf, I apply to Hertford Town Council for grant aid from the Town Council Community 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 refer to the Council's Privacy Policy at <http://www.hertford.gov.uk/page-privacy-notice-87/>

I agree to my name being published within Council Committee papers. ☐

If you/your organisation are successful in your application to the Hertford Town Council Community Fund, you will be sent a template to complete to outline how the funds have been spent, in an effort to ensure mutual promotion of your organisation by Hertford Town Council, where appropriate. This includes submitting images for distribution via the Council's communication channels, including its website, social media, press etc (with suitable consideration to data protection, image permissions etc).

I understand that all grant applicants are encouraged and required to attend the grants sub-committee meeting in order to discuss this grant application. ☐

*If successfully awarded grant funding, I **will notify the Council** if there any substantive changes to the named project describe in section 13 which may affect eligibility for the grant* ☐

Signed: _____ Date: _____

Role in Organisation: _____



HERTFORD TOWN COUNCIL COMMUNITY FUND

How to complete the 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 The application should estimate the number of individuals whom will benefit from an allocation.

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.

Where the works are part of a wider programme / scheme please consider whether any element of this is feasible to deliver on its own as a standalone project.

16 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.

If match funding is available from other sources and how may this match-funding be secured should be specified.

17-18 Please supply any further information in support of your application.

19 The application should be signed by one of your organisation's management committee, ie Chair, 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:

Gemma Copeland

Head of Finance FinanceRFO@hertford.gov.uk



HERTFORD TOWN COUNCIL COMMUNITY FUND GRANTS POLICY

1. Introduction

- 1.1. Hertford Town Council annually sets a grant funding budget to provide grants and financial assistance to a wide variety of organisations that 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. The grant budget is discretionary funding and as such is separate from any other services which the Town Council may fund under contract to fulfil statutory obligations or the delegated works of its Committees.
- 1.3 There is a detailed application process for The Hertford Town Council Community Fund published on the Town Council's website. The application process ensures appropriate use of funds. The application process is supplemented by case studies, also published on the Council's website, demonstrating the use made of the Grants.

2 Policy Statement

- 2.1 The Hertford Town Council Community Fund will be awarded to support and encourage a diverse range of community activities and projects 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:
 - ▶ **Capital or one-off grants** (to organisations)- Maximum grant usually £10,000.
 - ▶ **Town events** (e.g. art, music events, fun days) - Maximum grant usually £1,200.
 - ▶ **Small grants** (to organisations or individuals) - Maximum 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 be considered if 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 if:
1. Charitable or educational purposes of the individual are linked to bodies recognised by the Council;
 2. Are deemed 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 A maximum of one grant award per year per applicant. Normally, the Town Council will consider applications four times a year, in June, September, November and February.
- 4.7 The Grants Sub-Committee or 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 must be made on the official current and up to date version of Hertford Town Council application forms. Applications for smaller grants are acceptable via letter that includes sufficient supporting material.
- 4.14 The Council will require all organisations to provide a formal acknowledgement of receiving grant aid and feedback showing that they have spent the grant according to the grants terms and conditions. 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. Such circumstances would arise, for example, where a grant had been used for purposes other than those for which it was awarded.
- 4.17 Should the Town Council become aware of any financial mismanagement, or have other serious concerns regarding the management or running of an organisation/project by the recipient of the grant, or any of the resultant services or activities, it reserves the right to suspend grant payments, or in extreme circumstances reclaim the grant.