



BERKHAMSTED TOWN COUNCIL
General Grant Application Form (upto £2000)

Please check before sending that:

- Your project or service is based in and/or benefits Berkhamsted;
- You have read the General Grant Policy; and
- You have attached all additional documents required.

Name of Organisation: Berkhamsted and District Chamber of Commerce

Berkhamsted

Correspondent (and position): Charlie Hussey [fundraiser]

Address:

196 High Street
Berkhamsted
Herts

Postcode:

HP4 3AP

Telephone Number (s):

Email Address:

1. Please describe the nature of your organisation's activity:

Berkhamsted is a thriving, engaging and supportive local community and are here to help your business succeed. BDCC furthers the interests of its members in 3 distinct but overlapping ways:

Firstly engage with our members by

- Linking and connecting businesses with the wider community
- Brokering beneficial relationships
- Facilitating friendly & unique networking opportunities

Secondly support our members by

- Sharing local, regional and national information
- Providing business "pop-ups"
- Offering free business advice and access to finance and grant information
- Providing business mentorship opportunities



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- Enabling speaking opportunities through networking
- Providing access to Education and Training

Thirdly Represent our members by

- Local decision-making and advisory bodies
- Town Clerk and Council
- Event Hub

2. Is your organisation a registered charity?

YES/NO If yes, please give the charity number:

NO

3. Is your organisation part of, or affiliated to, any national organisation?

YES/NO If yes, please give details below:

NO

4. What is the catchment area of your organisation?

Primarily Berkhamsted plus local environs

5. Briefly describe the project or purpose for which you require a grant:

2 day Medieval Festival on the Sunday & Monday of the August Bank Holiday Weekend 28th/29th to be held at Berkhamsted Cricket Club and Berkhamsted School Kitchener's Field



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6. Please describe how the project will benefit the community or residents of Berkhamsted:
<p>Up to a few years ago The August Bank Holiday weekend in Berkhamsted was known for its fete on the Monday, since its demise there is a gap and the Chamber felt it would be an ideal time create and hold a medieval history festival, especially as the town is steeped in history.</p> <p>The purpose is two fold</p> <p>Hold an event for the whole community which not only be fun for the whole family and be quite interactive but also raise the profile of Berkhamsted and benefit the residents' businesses and charities of the community</p>

7. Is your organisation VAT registered?
YES/NO If yes, please provide the VAT number below:
NO

8. When do you intend to start the project?
Now

9. When will the project be completed?
30 th August

10. FINANCIAL ASSESSMENT
11a. Please provide a breakdown of the total cost of the project below:



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Medieval Budget

Marketing

Logo Design and Print Design	1500	
A3/A4 Posters	250	
Programmes	1000	
Banners	500	
		3250

Re enactment etc

ConQuest	3500	
Falconry	1000	
Past Precence	2200	
Flying Colo Juggler	450	
Magician	1400	
		8550

Tug of war

Trophies	100	
Equipment	150	
fliers etc	150	
		400

Security	2500
Toilets	2500
Insurance	1000
Schools	500
Bin hire/waste	800
Sundries	500
basic welfare for volunteers	200
Marquee 2 days	1100
Contributions	1000
Admin support	1500
PA System	500
	<hr/> 24300 <hr/>

Income

Pitch fee	2000
Programme advertising	500
Programme Sales	1000
Sponsorship	5000
Tug of War	12 x £25
	<hr/> 300 <hr/>



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VAT (if applicable):
Total estimated cost of project: £24300
11b. Please detail how your organisation plans to fund the project below:
Funds immediately available from your organisation: £14000
Funds that you intend to raise yourself from events: £
Grants or loans applied for/confirmed from other organisations: £5000
Grant requested from Berkhamsted Town Council: £5000
Total funding of project: £10000
11. Please give details of any reserves or savings held by your organisation:
£5000
12. Who should the cheque be made payable to?
Berkhamsted and District Chamber of Commerce

I declare that any grant made will be used solely for the purposes outlined in this application. I understand that Berkhamsted Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

Name: Charles Hussey

Signed: C D Hussey

Position: Fundraiser

Date: 14/05/22

DOCUMENTS TO SEND WITH YOUR APPLICATION:

1. A copy of your organisation's audited or independently examined accounts including balance sheet for the past financial year, copy bank statement and bank reconciliation as at the last balance sheet date.
2. UP-TO-DATE statements of any investment accounts.



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Please note: the payment of a grant by the Town Council is made strictly on the understanding that should the project not go ahead; all monies will be returned to the Town Council.

Once completed, please send this form and supporting documents to:

By email: enquiries@berkhamstedtowncouncil.gov.uk

Or post: Berkhamsted Town Council, Civic Centre, 161 High Street, Berkhamsted, HP4 3HD

Questions? Call: 01442 800 146