

**BERKHAMSTED TOWN COUNCIL
MINOR GRANTS (up to £1,000)
APPLICATION FORM**

Name of Organisation:

.....

Correspondence Address:

Name

.....

Address

.....

.....

.....

Postcode

.....

Contact details

.....

1. What is the nature of your organisation's activity?

.....

.....

.....

2. Is your organisation a registered charity? YES/NO* number

.....

3. Is your organisation part of, or affiliated to, any national organisation?
YES/NO*

If yes please give details:

.....

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4. What is the catchment area covered by your organisation?

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.....

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

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6. How will the project benefit the community or residents of Berkhamsted?

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7. Is your organisation VAT registered ? Y/N Vat number.....

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

Completion date ?.....

9. FINANCIAL ASSESSMENT

9i. Estimated Cost of Project (Please provide a breakdown of the total cost of your project)

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.....
.....

Continue on separate sheet if necessary

VAT (if applicable) £.....

Total estimated cost of project £_____

9ii. Funding of project (Please indicate how your organisation plans to fund the project)

Funds immediately available from your organisation £.....

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Funds that you intend to raise yourself from events: £.....

Grants or loans applied for / confirmed from other organisations: £.....

Grant requested from Berkhamsted Town Council £.....

TOTAL FUNDING OF PROJECT £_____

10. Please give details of any reserves or savings held by your organisation

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11. Who should cheque be made payable to?

.....

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

Signed

Position Date.....

DOCUMENTS TO SEND WITH YOUR APPLICATION

The following documents **MUST** be submitted 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.

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.

When completed, this form together with supporting documents should be posted or emailed to:

The Town Clerk
Berkhamsted Town Council
Civic Centre
161 High Street,
Berkhamsted
HP4 3HD
enquiries@berkhamstedtowncouncil.gov.uk