

BERKHAMSTED TOWN COUNCIL

Small Grant Application Form

Small grant award will not exceed £1000



Please check before sending the completed application form that:

- your project or service is based in and/or benefits Berkhamsted;
- you have read the Small Grants Policy; and
- you have attached all additional documents required.

Name of organisation:

Position in organisation:

Address:

Postcode:

Telephone number(s):

Email Address:

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

Empty box for describing the nature of the organisation's activity.

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2. Is your organisation a registered charity?
YES/NO If yes, please give the charity number:
3. Is your organisation part of, or affiliated to, any national organisation?
YES/NO If yes, please give details below:
4. What is the catchment area of your organisation?
5. Briefly describe the project or purpose for which you require a grant:
6. Please describe how the project will benefit the community or residents of Berkhamsted:

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

8. When do you intend to start the project?

9. When will the project be completed?

10. FINANCIAL ASSESSMENT

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

VAT (if applicable):

Total estimated cost of project:

11b. Please detail how your organisation plans to fund the project below:

Funds immediately available from your organisation: £

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: £

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12. Please give details of any reserves or savings held by your organisation:
13. Who should the grant be made payable to?

Data Protection

In signing this Application Form, you give permission for Berkhamsted Town Council to use the information that you provide for:

- establishing your entitlement to a grant; and
- inclusion on a computerised register maintained by the town council; and, during the life of a grant, if awarded, to administer and analyse applications and grants.

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:

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: townclerk@berkhamstedtowncouncil.gov.uk

Or post: Berkhamsted Town Council, The Civic Centre, 161 High Street, Berkhamsted, HP4 3HD
Questions? Call: 01442 800 146