



**HERTSMERE BOROUGH COUNCIL
COMMUNITY GRANT APPLICATION FORM 2018/2019**

Please ensure you read the guidance prior to completing this form. Submitting your application should not be classed as approval. You will be contacted once your application has been considered.

1 What will the grant be used for and when is it for?

PLEASE PROVIDE A FULL BREAKDOWN OF THE MONEY BEING APPLIED FOR AND WHERE APPLICABLE PROVIDE EXAMPLES OF WHAT IS BEING PURCHASED

Amount Requested (maximum £2,000)	
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2 Details for your organisation

Name of organisation to whom the grant will be paid:

Main contact person for this application:

Address, telephone number and email address:

Where does your group meet?

If applicable, please provide details of any membership fees or charges to your members / users:

Is there any provision for those who cannot afford to pay the fees/charges?

Yes No N/A If yes, please give details:

3 Which of the following best describes your organisation:

Registered Charity (If yes, please give number)

Voluntary / community organisation

Social enterprise

Other: Please describe

4 How many people will benefit from this grant:

	Hertsmere residents	Non-Hertsmere residents	TOTAL
Adults over 60			
Adults 25 – 59			
Young people 15 – 24			
Children 0 – 14			
TOTAL			

5 How would you best describe the people who PRIMARILY benefit from the services your organisation provides. You may tick more than one box:

General Public – adults	<input type="checkbox"/>	People from a specific religious background	<input type="checkbox"/>
		Please state:	
Adults over 60	<input type="checkbox"/>	People with physical or learning disabilities	<input type="checkbox"/>
Young people 15 - 24	<input type="checkbox"/>	People with mental health issues	<input type="checkbox"/>
Children 0 – 14	<input type="checkbox"/>	People from a specific ethnic background	<input type="checkbox"/>
		please state:	
Unemployed people	<input type="checkbox"/>	People low income	<input type="checkbox"/>
Transgender people	<input type="checkbox"/>	Transsexual people	<input type="checkbox"/>
Heterosexual people	<input type="checkbox"/>	Gay men	<input type="checkbox"/>
Gay women	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>

6 Contact Details for publicity

Contact details for publicity (if different from 2 above)
Email and telephone number (if different from 2 above):

7 The council is committed to improving the quality of life for the residents of Hertsmere and has focused its work upon a number of objectives.

Applications will be prioritised from those organisations whose work helps the council to achieve one or more of its objectives. Please give examples of how your work impacts upon the following. (Please only complete the relevant sections) Your comments may be used to draft quotes if your application is successful

<input type="checkbox"/> Supporting our communities (<i>for example: support our residents to be healthier and live longer; work in partnership to build a safe, strong and cohesive community or provide opportunities to enable all the people of Hertsmere to lead fulfilling lives or activity / project that supports Hertfordshire County Council's Year of Physical Activity</i>)
<input type="checkbox"/> Planning for the future (<i>for example: ensure future growth meets the needs of the borough and its residents; support a thriving community; help increase the support of affordable housing to meet local need or seek to protect and enhance the natural environment</i>)

Being an enterprising council (for example: maintain financial resilience and work towards self sufficiency; explore innovative ways to deliver services, particularly through collaborative working or optimise use of our assets: land, property, staff and financial)

8 How do you propose to meet the cost of the proposed project/purchase for which you are seeking financial assistance?

Amount applied for from Hertsmere Borough Council	£
Total amount applied for from OTHER sources of funding including Hertsmere's Ward Improvement Initiative Scheme (WIIS) and Hertfordshire County Council's Locality Budget Scheme	£
Contribution from YOUR OWN resources	£
TOTAL COST	£

9 If you have applied for financial assistance for this project/purchase from OTHER sources of funding, please give details below:

Organisation	Amount Requested	Amount Received	Progress

10 If you have received any financial assistance (WIIS, revenue or capital funding) from Hertsmere Borough Council in the last three years please give details of the financial year, amount and purpose for which it was given:

Financial Year	Amount Requested	Amount Received	Purpose



11 Please provide information about your most recent FULL YEAR accounts:

(If you are a new organisation, please provide a business plan showing your projected costs and expected income for at least one year.)

Year ending (date)	
Opening cash balance	£
Closing cash balance	£
Income for the year (include any grants awarded)	£
Expenditure for the year	£
TOTAL closing balance at end of year	£

12 Please explain if there are any commitments made against the end of year balance:

13 If you application is successful, the grant will be paid via BACS into your bank account. Please confirm that you have your own bank account that requires two signatures

Yes No

Please note that grants cannot be paid to individuals

14 Are you a Member or employee of, or are you to your knowledge related to a Member or employee of Hertsmere Borough Council.

Yes No If yes, please give details:

15 Please post or email supporting documents to: Hertsmere Borough Council, Civic Offices, Elstree Way, Borehamwood, Herts, WD6 1WA, attention: Pamela Cousins, Partnerships and Community Engagement, email: pam.cousins@hertsmere.gov.uk, telephone: 020 8207 7801

16 Declaration

I declare that the information supplied in this request is true and that any grant money received from Hertsmere Borough Council will be used for the purposes described in this form.

Signed: Date:

Print Name:

Your organisation must acknowledge the support of Hertsmere Borough Council in its promotional material. It is important to let people know where the council's community grants is being spent and to encourage others to apply. You will be asked to forward to us any publicity and photographic evidence of the project/purchase where appropriate which will be used in an annual report.