

Horley Town Council

Council Grant Scheme

1. The deadline for receipt of grant applications is **30 June 2009**. It is anticipated that grants to successful applicants will be announced by the end of September 2009.
2. Applicants are required to complete the Council's form to apply for financial assistance, and to provide all the information requested.
3. Grants can be made for capital or revenue expenditure or special projects.
4. In considering applications for financial assistance, the Council will take into account the purpose for which the grant is required, the organisation's accounts, how the grant will benefit the residents of Horley, other bodies to which applications for financial assistance have been made, the contribution being made (whether financial or in kind) and any other supporting information.
5. Organisations are not restricted to the number of grant applications which may be made over a period of time. However the history of previous applications will be considered in the decision-making process.
6. Where a grant is offered for a project still in the planning stages the Council may pledge to grant a certain sum which will become payable when the project is under way. In this case the offer will only be kept open for a limited period; the project must have commenced, or a firm commitment made to a start date e.g. by placing contractually binding orders to start imminently, before the grant can be claimed, and this must be within twelve months of the offer of financial assistance being made. After this time the offer will lapse.
7. The maximum figure payable for grants will be £1,000.
8. Applications will be considered at a meeting of the Town Council's Awards Sub-Committee which will make its recommendations to the Finance and General Purposes Committee whose decision shall be final. Applicants will be informed of the outcome as soon as practicable after that meeting.
9. The council is prevented by statute from giving financial assistance to individuals.
10. The application form, accounts and other information may be copied and placed on the public agenda for the meeting, so please ensure the information is clear and legible.

If required, further information is available from Alan Jones (town.clerk@zen.co.uk), Horley Town Council, Council Offices, 92 Albert Road, Horley, Surrey RH6 7HZ (tel 01293 784765)

[The revised scheme was approved by the Finance & General Purposes Committee on 6 June 2006]

1. Contact and background information

Name of organisation	
Summary of aims and objectives	
Age groups specifically catered for, if any	
Is the organisation a non-profit making body?	
Is the organisation a Registered Charity? (if so, please give registration number)	
Number of members in the organisation	
Number of members resident in Horley	
Is membership restricted in any way?	
Do you charge a membership fee, or charge for access to your activities? Please give details	

2. Details of Grant Applied for

Purpose for which the grant is required	
How will Horley residents benefit?	
Total cost of project	£
Amount of grant requested	£
Please state what contribution your organisation will make towards the project (either financial or in kind)	£
Funds granted from other bodies (please give details)	£
If there is a shortfall in these figures, how do you propose to fund the deficiency?	

3. Previous Applications

Please give details below of all grant applications made by your organisation to the Town Council, whether successful or not, in the last five years:

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4. Accounts

Please attach a copy of your most recent accounts and balance sheet to this application.

If you are a new organisation without past accounts, please attach a copy of your budget for the year.

5. Contact Details

Name			
Address			
Phone no.		E-mail	
Fax no.		Web address	

6. Declaration

I confirm that I am making this application on behalf of the organisation named. I undertake on behalf of the organisation that any financial assistance offered will only be used for the purpose for which it was granted, and will be returned to the Town Council if it is not required for that purpose.

Signed:

Name: (please print)

Capacity in which signed:

Date:

If your application is successful please indicate the name to which the cheque should be made payable.

Please return the completed application form with supporting information so that it is received no later than close of business 30 June 2009 to:

Alan Jones, Town Clerk, Horley Town Council, Council Offices, 92 Albert Road, Horley, Surrey RH6 7HZ