

Horley Town Council



Council Grant Scheme Financial Year 2022/2023

1. It is anticipated that grants to successful applicants will be announced at various points throughout the year.
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, however grants will not be approved for salary payments.
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 normally be £1,000.
8. Applications will be considered at a relevant Council Meeting. Applicants will be informed of the outcome as soon as possible.
9. 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 Horley Town Council, Council Offices, 92 Albert Road, Horley, Surrey RH6 7HZ (Tel 01293 784765) or email town.clerk@horleytown.com

Organisation Information

Name & Address of organisation

Age groups specifically catered for if any

Is the organisation a non-profit making body?

If organisation is a registered charity please give the registration number

Number of members in the organisation

Is membership restricted in any way?

Is there a membership fee or other charges for access to your activities? Please give details

Details of Grant Applying for

Purpose for which grant is required

How will Horley resident's benefit?

Total Cost of Project

£

Amount of Grant Requested

£

Please state what contribution your organisation will make towards project (either financial or in kind)

£

Funds granted from other bodies (Please give details)

£

If there is a shortfall how do you propose to fund the deficiency?

Previous Applications

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

Accounts

Please attach a copy of your most recent accounts and balance sheet to this application. If you are new organisation without past accounts, please attach a copy of your budget for the year.

Contact Details

Name

Address

Email

Phone Number

Declaration

Signature

Name (Printed)

Capacity in which signed

Date

If your application is successful, the Grant will be paid via BACS transfer. Please provide full details of the bank account into which the grant should be paid.

Please return the completed application form with supporting information to town.clerk@horleytown.com or post to Town Clerk, Horley Town Council, Council Offices, 92 Albert Road, Horley RH6 7HZ

All data will be securely processed as set out in our privacy notice which can be viewed at horleysurrey-tc.gov.uk