



# HERTFORD TOWN COUNCIL NEW HOMES BONUS ALLOCATION GRANT APPLICATION FORM

## Information about your Organisation

1. Name of Organisation:

2. Address:

Postcode:

3. (i) Name of contact person for correspondence:

(ii) Status in Organisation:

4. Contact address (if different to the above):

Postcode:

5. Telephone Number: (Day) (Evening)

Email Address

6. Is your Organisation a Registered Charity? YES NO

7. If yes, please give the registered number:

8. When was your Organisation formed?

9. (i) Please state the principal aims and objectives of your Organisation:

(ii) Please enclose a copy of your club / organisation's constitution (*please tick to confirm*)

10. Approximately how many members does your Organisation have who will benefit from the grant:-

|   |       |
|---|-------|
| who reside within the parish boundary of Hertford Town  | ....  |
| who reside outside the parish boundary of Hertford Town | ..... |

Approximately how many people will benefit from the grant:-

|   |       |
|---|-------|
| who reside within the parish boundary of Hertford Town  | ....  |
| who reside outside the parish boundary of Hertford Town | ..... |

11. (i) Please enclose a copy of your most recent audited accounts *(Please tick to confirm)*

(ii) Please enclose a copy of your most recent annual report *(Please tick to confirm)*

(iii) Please give full details of your Organisation's current financial position for this year  
*(Please use a separate sheet if necessary)*

| <b>Expenditure</b> | <b>Item</b> | <b>£</b> |
|--------------------|-------------|----------|
|                    | -----       | -----    |
|                    | -----       | -----    |
|                    | -----       | -----    |
|                    | -----       | -----    |
|                    | -----       | -----    |
|                    | -----       | -----    |
|                    | -----       | -----    |
|                    | -----       | -----    |
|                    | -----       | -----    |
|                    | -----       | -----    |

| <b>Income</b> | <b>Item</b> | <b>£</b> |
|---------------|-------------|----------|
|               | -----       | -----    |
|               | -----       | -----    |
|               | -----       | -----    |
|               | -----       | -----    |
|               | -----       | -----    |
|               | -----       | -----    |
|               | -----       | -----    |
|               | -----       | -----    |
|               | -----       | -----    |
|               | -----       | -----    |

12. Please give full details of any membership fees, weekly charges, etc.

## Information about your Grant Application

13. For what purpose is the grant to be used?  
 (Please use additional sheets if necessary to give full details).

14. The Council's corporate Objectives for 2019-2023 can be viewed at:  
<https://www.hertford.gov.uk/constitution/>

How does the purpose of the funding being applied for contribute to the achievement of these objectives?  
 (Please use additional sheets if necessary to give full details).

15. (i) What are the costs involved in 13? Please give both income and expenditure projections

|                              |                |                     |
|------------------------------|----------------|---------------------|
|                              | Income £ _____ | Expenditure £ _____ |
| <b>Expenditure</b>           | <b>Item</b>    | <b>£</b>            |
|                              | -----          | -----               |
|                              | -----          | -----               |
|                              | -----          | -----               |
|                              | -----          | -----               |
|                              | -----          | -----               |
|                              | -----          | -----               |
|                              |                | <b>Total</b> -----  |
| <b>Income</b><br>(per annum) | <b>Item</b>    | <b>£</b>            |
|                              | -----          | -----               |
|                              | -----          | -----               |
|                              | -----          | -----               |
|                              | -----          | -----               |
|                              | -----          | -----               |
|                              | -----          | -----               |
|                              |                | <b>Total</b> -----  |

16. (i) How much grant aid are you requesting? £ \_\_\_\_\_

(ii) What proportion of the total cost does this represent? \_\_\_\_\_ %

(iii) How will your organisation raise the balance of funding required?

17. Please supply any further information in support of your application, (please use an additional sheet if necessary).

**If requesting a grant for Capital Works**

- i) Please confirm that you have received more than one quote for the works (the Council needs to ensure value for money for the grants it provides)
- ii) Please confirm that you will provide updates on the budget expenditure versus the estimate during the work
- iii) Please confirm that you will notify the Council if there any substantive changes to the works which may affect the eligibility of the project for the grant
- iv) Please advise if planning permission is required for the proposed capital works (this will assist the Council in understanding the timetable to spend any funding awarded)
- v) If the proposals relate to land/buildings that are owned by another party please confirm that they are fully aware of the planned works and have given permission  or N/A

18. **DECLARATION**

On behalf of the Organisation named overleaf, I apply to Hertford Town Council for grant aid from the New Homes Bonus Allocation Fund and declare, to the best of my knowledge, that the information given on this form is true and correct. I enclose the Organisation's latest audited accounts, the Annual Report (if available) and constitution. ***Please note that in signing this form you are agreeing to your name being published within Council Committee papers. Please refer to the Council's Privacy Policy at <http://www.hertford.gov.uk/page-privacy-notice-87/>***

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Role in Organisation: \_\_\_\_\_



# HERTFORD TOWN COUNCIL

## NEW HOMES BONUS GRANTS

### Criteria

Grants will normally be given only for schemes that meet the following criteria:

- projects and schemes must serve the area within the civil parish boundary of Hertford (which includes parts of Hertingfordbury Village).
- projects and schemes that show a clear benefit to Hertford residents and businesses and demonstrably meet one of or more of the Council's corporate objectives.

The application should estimate the number of individuals whom will benefit from an allocation. If match funding is available from other sources and how may this match-funding be secured should be specified.

Grant applications from organisations will only be considered when accompanied by at least one of the following:

1. Audited accounts; or
2. Accounts that have been subjected to independent inspection as required by the Charities Act or, where the organisation is newly formed, a case for funding including supporting evidence of fund raising efforts.

### How to complete your application form

This form should be completed by a member of the group or organisation's management committee.

Please give as much information as possible. Not all of the questions will be applicable to your organisation and questions left unanswered will not necessarily affect the outcome of your application.

### Questions

1 – 8 Require factual answers.

9 Should include a brief summary of the main objectives of your organisation including details of your catchment area and who your organisation benefits. If necessary use an additional sheet.

10 Requires a factual answer.

11 Where possible your organisation's last audited accounts should be sent with your application. If they are omitted it may delay the application. It would also be helpful to enclose your organisation's annual report or the Chairman's statement from the last annual general meeting. Details of your organisation's financial position should be completed as "at the time" the application is made.

12 Please detail any membership fees, session charges, admission charges etc that your organisation levies from its users.

13 – 16 Please give as much information on the expenditures and incomes involved in your proposed scheme or project. The Council is unlikely to meet the full costs of the scheme by giving your organisation a 100% grant. Please give details of efforts made by your organisation to raise funds from other sources.

Where the works are part of a wider programme / scheme please consider whether any element of this is feasible to deliver on its own as a standalone project.

17 Please supply any further information in support of your application.