

GRANT AND FREE USE APPLICATION FORM

1. Application type (please tick)

Free use	<input type="checkbox"/>	Grant up to £2,500	<input type="checkbox"/>	Grant £2,501-£20,000	<input type="checkbox"/>
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2. Applicant details

Organisation name:	
Contact name:	
Contact telephone:	
Contact email address:	
Address and postcode:	
VAT registered?	Yes / No
Registered charity?	Yes / No
Date organisation established:	
Description of organisation:	

3. Financial information (please complete *or* attach 2 years summary of accounts)

	Now	Previous year
Current assets:	£	£
Current cash balance:	£	£
Annual income:	£	£
Annual expenditure:	£	£

4. Grant details (not applicable for free use, go to question 9)

Amount requested:	
Reason for grant and summary of costs (including VAT): (Please continue on a separate sheet if necessary)	
How will the grant benefit the Henley community? (Please specify predicted numbers of beneficiaries, if known)	

5. Other grants

Details of any other grants applied for in relation to this activity / service:	
Details of previous grant applications to the Town Council (inc. dates):	

6. Key dates

Date of application:	
Date funding requested by:	
Estimated start date of activity:	
Estimated duration of activity:	

7. Bank details

Sort code:	
Account number:	
Account name:	

8. Further details (grants of £2,501 to £20,000 only)

Are you applying for funding over multiple years (up to three)? If so, please specify.	£ _____ per year over _____ years
Have you attached your project plan and budget for the activity / service?	Yes / No
Can your organisation reclaim VAT?	
For capital projects – who is responsible for maintaining the asset?	
Is your organisation currently the subject of any legal dispute?	

9. Free use details (not applicable for grants, go to declaration)

What will the free use room be used for:	
Number of expected attendees:	
How often will free use likely be requested:	
On what days and times will free use likely be requested:	
Contact details for bookings:	

- For more information or to submit your application, contact Liz Jones on 01491 630070 or email l.jones@henleytowncouncil.gov.uk
- Grant applications are determined by the Council during public meetings, and this application form will therefore appear in the public domain. If you do not wish for any of your personal contact information to be included in the public papers, please specify when submitting your application.
- We will only use your personal information to contact you about your application, and other sources of funding that may be applicable. To find out more, you can view our privacy policy at www.henleytowncouncil.gov.uk.

I confirm that I have read and agree to the conditions within the grant and free use policy, and that the information given above is correct to the best of my knowledge.

Name:

Signature:

Date: