

LARGER GRANTS APPLICATION FORM

for application values £2,501 to £100,000 for capital expenditure

(For grant applications up to and including £2,500 please complete the Community Grant Application Form, see website under Council Services)

Applications will be considered at the September Finance Strategy & Management Committee meeting each year for funding required the following financial year. Signed accounts for the past two years and a business plan must be submitted with this application. Only in exceptional circumstances will grants in excess of £100,000 be considered.

Retrospective applications will not be considered.

1. CONTACT DETAILS

| | |
|---|--|
| Name | |
| Organisation | |
| Company or charity number | |
| Address | |
| Telephone | |
| Date established and brief description | |
| Email Address | |
| Project Name | |
| Do you give your consent to all the details in this form being published in the public section of the Council's Committee agenda? YES/NO | |

2. THE PROJECT

Tell us about your project and what it will achieve including long term savings or income generation. Please attach a budgeted cash flow and business plan to cover **five years** from the date of completion of the project.

What is the timescale? i.e. start date, length of delivery time and expected completion date

How does this project affect the future services your organisation will provide to Henley residents?

How does this project comply with delivery of the Council's Neighbourhood Plan or the objectives of the Council's Corporate Plan (see website for both documents)?

How many Henley residents use your organisation's services? (please give indication of age range of beneficiaries)

3. THE COSTS

| | | |
|---|------------------|----|
| What is the estimated cost of your project? <i>Please attach at least two quotes.</i> | Cost excl of VAT | |
| | VAT | |
| | Cost incl VAT | |
| Can your organisation reclaim VAT? <i>Please tick appropriate box.</i> | Yes | No |
| This is a capital fund – who is responsible for the ongoing maintenance of the asset? | | |
| Please confirm who has agreed to meeting ongoing revenue costs and attach evidence of this. | | |
| How much funding do you require from Henley Town Council? | | |
| Are your accounts for the last two years attached? | Yes | No |
| Is your budgeted cashflow and business plan attached? | Yes | No |
| Has your organisation previously applied to Henley Town Council for funding, and if so when? (Organisations should not apply for funding in consecutive years) | | |
| Have you secured any other funding? <i>Please specify amounts and sources</i> | | |
| Are you applying for any other funds? <i>Please specify amounts and sources</i> | | |
| Is an organisational chart indicating key executives attached? | | |
| Are relevant minutes to approve the project expenditure attached? | | |
| Does your organisation have any outstanding legal disputes? | | |

| | |
|--------------------|--|
| Date: | |
| Name and position: | |
| Signature: | |

Please return this form to Mrs Caroline Adamson

c.adamson@henleytowncouncil.gov.uk

If you have any queries regarding the completion of the form please call 01491 630072