



Henley-on-Thames
Town Council

www.henleytowncouncil.gov.uk

Town Hall
Market Place
Henley on Thames
Oxfordshire
RG9 2AQ

LOANS TO COMMUNITY ORGANISATIONS

APPLICATION FORM

for capital expenditure

Completion of this form should only follow 'in principle' agreement to the loan by Full Council.

Applications for loans to finance expenditure already incurred will not be considered.

On completion please forward this form to the Responsible Financial Officer (RFO) of Henley Town Council (Liz Jones l.jones@henleytowncouncil.gov.uk).

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 Councils Committee agenda? YES/NO	

2. THE PROJECT

Tell us about your project for which expenditure is required 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 indicate 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 5 year business plan and cashflow attached?	Yes	No
Has your organisation previously applied to Henley Town Council for funding, and if so when?		
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?		

In submitting this Application Form for a loan from Henley Town Council the applicant understands that:

- The application is for no more than 50% of the cost of project
- The loan term will not exceed 15 years
- The loan is to be repaid by equal quarterly instalments, the first being three months after the agreed date of the start of the loan term
- Early repayment may result in an administration charge
- Interest charged on the loan will be at 2% above Bank of England Base Rate
- Where the loan is for over £25,000 a loan agreement will be required, the cost of which will be paid for by the loan applicant.
- The Town Council may impose a legal charge over the assets being financed. Any associated legal costs would be paid for by the loan applicant.
- The applicant agrees to display the Henley Town Council 'supported by' logo on all publicity material including the applicant's website until the term of the loan expires.

Date:	
Name and position:	
Signature:	

Please return this form to Mrs Hilary King h.king@henleytowncouncil.gov.uk
If you have any queries regarding the completion of the form please call 01491 630072.