

COMMUNITY GRANT APPLICATION FORM (FOR APPLICATIONS UP TO AND INCLUDING £2,500)

The Town Council invites grant applications from local organisations which directly benefit residents. Monies should be used on projects that will generate lasting benefits to local residents.

Please be aware that the Council will not normally consider reimbursement for events/activities that have already taken place. Priority will be given where the project is compatible with the Joint Henley and Harpsden Neighbourhood Plan (JHHNP) and the objectives of the Town Council's Corporate Plan. Grant applications for events aimed at raising money for distribution to other charities and organisations will not normally be considered.

Depending on circumstances, organisations that are successful in their grant application may be invited to attend a presentation ceremony for publicity purposes, or attend the Annual Town Meeting in April to explain how the Council's grant has been applied by your organisation.

Grants of over £1,000 will be the subject of receipted proof of expenditure made by way of invoices and an agreed method, with timetable for release of funding. If required by the Council, grants under £1,000 will be the subject of receipted proof.

The Town Council considers grant applications from local organisations each year and successful applications do not imply an automatic future success – each is considered on its merits and against availability of funds.

The Support of Henley Town Council should be acknowledged whenever appropriate. Successful applicants must use the logo;



which can be downloaded from the Grants page of the Henley Town Council website (under Council Services) on all publicity material on their website.

Please return completed forms to the Council Offices, Town Hall, Henley-on-Thames RG9 2AQ or email to Mrs Caroline Adamson c.adamson@henleytowncouncil.gov.uk

Applicants are advised to read the Grants Policy which is available on the Council's website (www.henleytowncouncil.gov.uk).

Alternative Grant Options

Applicants should note that grant funding may also be available from: South Oxfordshire District Council (<http://www.southoxon.gov.uk/services-and-advice/community-advice-and-support/grants-and-community-loans>)

General enquiries: 01491 823000.

1. NAME OF ORGANISATION:

If application granted, cheque to be made payable to: *(if different from above)*

2. ADDRESS:

CONTACT NAME:

3. VAT REGISTERED: YES / NO

4. REGISTERED CHARITY: YES / NO

Charity Registration No:

5. DATE ORGANISATION ESTABLISHED:

6. DESCRIPTION OF ORGANISATION:

7. REASON FOR GRANT REQUEST:

(e.g. details of the project together with numbers of those involved in the project, members and/or others, equipment, event and how the grant will benefit the residents of Henley-on-Thames).

8. MEMBERSHIP:

Total Membership:	If relevant, please indicate separate totals for Adults/Juniors		Membership Resident in Henley-on-Thames:
	No of Adults:	No of Juniors:	

9. GRANT REQUESTED: £.....

Please note: Capital grant applications will only be valid for the current financial year unless there is a pending lottery application when the grants deadline will be extended to 2 years - after which a fresh application will be required.

10 FINANCIAL INFORMATION:

(Please complete details below and either attached 2 years audited accounts or audited summary of accounts for your organisation.)

	Now	One Year Ago
Current Assets
Current Cash Balance
Annual Income
Annual Expenditure

11 DETAILS OF OTHER GRANT APPLICATIONS:

(Please enter grant source/sum requested/whether successful/unsuccessful or date of anticipated decision.)

12 DETAILS OF PREVIOUS GRANT APPLICATIONS TO THE TOWN COUNCIL:

(Please enter year and if successful amount of grant received)

Signature:

Date:

(person authorised to apply for and on behalf of the organisation named in I Section)