

HINGHAM TOWN COUNCIL

KING'S CORONATION SMALL GRANT APPLICATION



To be completed and returned (with all supporting information) by 5pm on Friday 31st March 2023

Please complete in ink and block capitals, continue on a blank sheet if necessary, including for any additional information you wish to supply in support of this application.

Name of organisation:

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Address:.....

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.....

Contact person

First name:..... Surname:.....

Position held in group:.....

Email..... telephone no.....

AIMS AND PURPOSE OF YOUR GROUP

Charity Registration Number:.....

If you are not registered you must enclose a copy of your constitution

What does you group do and where does its funding come from?

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Please enclose a copy of your latest audited accounts with this application.

ABOUT YOUR KING’S CORONATION PROJECT/ ACTIVITY

Briefly describe your project/activity so that we know how a grant would be used.

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What other funding sources do you have for this project/activity?

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How many people (approximately) living in Hingham will benefit directly from this project/activity?

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Please indicate the amount of grant you are applying for:

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Are you applying as part of a joint venture with other clubs/organisations/charities, where it is intended that the grant funding (or purchase made with the grant funding) will be split between those clubs/organisations/charities?

YES/NO (please delete as appropriate)

If YES please give full details:

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If a grant is awarded, please state to whom the cheque should be made payable:

(Payment will be made by cheque, payments cannot be made to named individuals)

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Address for cheque payment to be sent:

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DECLARATION

PLEASE TICK

I am authorised to submit this application on behalf of the group and certify that the information enclosed is correct.

Or

I am authorised to submit this application on behalf of the group and all other groups involved in the joint project/activity

We (the group) understand that if our application is successful the amount of grant funding awarded may differ from the amount applied for.

We (the group) understand there is no appeal procedure should the application be rejected.

If Hingham Town Council award a grant, we agree to use it only for the purpose stated above and in accordance with any agreements made with other clubs/organisations who we have entered into a joint venture with, for this project/activity, and according to any conditions specified.

We (the group) have read and understood the Conditions and Policy for Awarding Grants.

Please list any additional information supplied in support of your application

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Signed.....

Position held in Group

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Name (In Capitals)

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Date

.....

Completed application forms should be returned to:

Mrs Alison Doe -Clerk to Hingham Town Council , 11 Rectory Road , Rockland All Saints, Attleborough , Norfolk NR17 1XA or emailed to hinghamtc@hotmail.com

Applications must be received by 5pm on Friday 31st March 2023

HINGHAM TOWN COUNCIL

Conditions and Policy for Awarding Grants

Hingham Town Council will consider applications for grants from voluntary organisations or community groups which in the opinion of the council are in the interests of the parish of Hingham and its inhabitants.

Grants may be given to 'not for profit' organisations which operate in a wider area than Hingham, not just within Hingham, as long as there is a proven specific benefit to the residents of Hingham.

Grants will only be awarded to those organisations that have a written constitution or similar governing document or set of rules, and, unless they are in their first year of operation, have audited accounts.

A grant amount awarded may differ from the amount of funding applied for.

The Town Council may request detailed accounts in relation to the project/activity for which the grant funding has been granted.

All applications will be considered at the Town Council meeting scheduled for 04 April 2023. Successful applicants will receive payment by cheque within 5 working days of that meeting.

Grants will not be awarded:

- To any individual.
- Retrospectively, where the project or activity has already been started or carried out, unless there are exceptional circumstances.
- To organisations that have in the past been found to be financially incompetent unless new management and procedures are in place.
- To political or religious groups. Or any group deemed to be prejudiced in any way against particular members of society.
- To fund activities which are part of statutory obligations.
- For loan repayments.

Conditions:-

- Applicants will be expected to meet some of the costs of the activity or project.
- If the grant is used for purposes other than those for which the grant was awarded without the prior approval of the Council, the recipient organisation shall be required to repay the grant in full.
- If the grant funding has been awarded on the basis that the project/activity is a joint venture, failure to adhere to any agreement made regarding the benefits of the grant funding (as described above by the applicant) will result in the recipient organisation being required to repay the grant in full.
- Failure to supply detailed accounts (if requested) in relation to the project/activity will result in the recipient organisation being required to repay the grant in full.