



1a. Name of Organisation	
1b. Lead Contact	
1c. Postal Address	
1d. Telephone Number	
1e. Email address	
1f. Name/Organisation that cheque should be made out to if successful.	
2. What is the name of the project/activities that you are seeking funding for?	
3. How much funding are you requesting from the Community Grants Fund?	
4. Please give a description of the project/activities that you are seeking funding for. <i>Be specific about what difference the project will make and for whom. Include how the project will be delivered</i>	
Proposed project start date	
Anticipated end date	

5. Please outline the evidence you have that demonstrates the need for this project/initiative.

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6. Please indicate which of the following criteria your project/activities will meet?
Projects will need to meet at least three criteria to be considered for funding

Criteria	Yes	No
Benefit the local community	<input type="checkbox"/>	<input type="checkbox"/>
Increase local peoples engagement/interest in local democracy	<input type="checkbox"/>	<input type="checkbox"/>
Promote involvement in community life	<input type="checkbox"/>	<input type="checkbox"/>
Bring together people from different backgrounds	<input type="checkbox"/>	<input type="checkbox"/>
Reduce inequalities	<input type="checkbox"/>	<input type="checkbox"/>
Support individuals with disabilities	<input type="checkbox"/>	<input type="checkbox"/>
Engage young people in positive activities	<input type="checkbox"/>	<input type="checkbox"/>
Support the needs of older people	<input type="checkbox"/>	<input type="checkbox"/>

7. Please give details of how your project/activities will meet the criteria that you have marked “yes” in the previous question

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8. What benefit will your project/activities bring to residents of Harpenden and how will you measure success? *Please list up to three main benefits, how you will achieve these benefits, and how you will measure whether you have achieved them.*

Description of Outcome	How will you achieve this outcome?	How will you measure it?
1.		
2.		
3.		

9a. Approximately how many people will benefit from this grant?		
9b How does this project promote equal opportunities		
10. How do you plan on spending the grant? <i>Please provide a breakdown budget for your project/activities. Preferably applicants will submit a separate budget plan.</i>		
11. How do you see this project/activity progressing after this funding comes to an end? Or is it a one off project/activity?		
12. Does the project require funding from other sources?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
If yes, please state where from and if it has been secured.		

Questions about the organisation applying for grants

13. What are the main aims and objectives of your organisation?
14. Where do your main activities/projects take place?

15. Is your organisation a registered charity? If yes, please provide the organisation's registered charity number.

16. Does your organisation charge an annual subscription? If so, what is the annual subscription?

17. How many people are involved in running your organisation and its activities?

Management committee/Trustees		Volunteers	
Paid Staff		Other	

18a What is the primary makeup of your organisation?

18b What is the primary target group for your organisation?

19. Please provide the following summary for your last financial year and attach a signed copy of your accounts or copies of bank statements:

Account year ending	Total gross income	Total expenditure	Balance at year end	Savings/reserves

20. If you are unable to provide a financial summary please provide details of an Independent Referee

Your referee must be a person with a professional or public position whose status we can check. They must be completely independent of your organisation but know its work well and know about the project for which you are requesting funds. Please do not give the details of a relative, friend, partner another member of the group, or anyone who would benefit from a grant being awarded to your project. All information provided will be kept in accordance with our data protection policies.

Title: Full name: Profession/Job title: Organisation name/Employer Email address:	Business address: Postcode: Daytime Telephone Number: Mobile Telephone Number:
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Declaration

The information given on this application form is correct to the best of my knowledge.

We give consent for the above information to be stored and held in accordance with the Data Protection Act 1998 and used by St Albans District Council and its agents. We have ensured that all names and contacts agree to have their details made available and published for monitoring and publicity purposes.

We will make sure that all Management Committee members and people involved in delivering are aware of this declaration.

Name of Chairperson (please print):

Signature:

Date:

Checklist, have you:

Background information about the group/organisation including a constitution, set of rules or other governing documents	<input type="checkbox"/>
Quotations/papers outlining cost of project/initiative	<input type="checkbox"/>
Attached any additional papers i.e. separate budget plan, annual accounts	<input type="checkbox"/>
Included the full details of the contact person who knows the detail of the project	<input type="checkbox"/>
Answered all the questions on the form	<input type="checkbox"/>
Made a copy of this form for your reference	<input type="checkbox"/>
Read and acknowledge the Terms and Conditions outlined in the accompanying information document.	<input type="checkbox"/>

Completed applications should be returned to:

The Town Clerk
 Harpenden Town Council
 Town Hall, Leyton Road,
 Harpenden, Herts, AL5 2LX

Or email to:
harpenden.town.council@harpenden.gov.uk

If you have any queries in completing the application form or require details on the reporting process please contact Harpenden Town Council on 01582 768278.

Your application will be submitted to the next meeting of the Policy and Finance Committee and you will be notified of the decision.