

Hessle Town Council Community Aid Application

*Please print in permanent ink. Continue on an additional sheet as required.
Return completed form and evidence to the:
Town Clerk, Town Hall, South Lane, Hessle HU13 0RR*

Name of Organisation			
Registered Charity No (if applicable)		Date of Inauguration	
Summary of Activities			

Responsible persons

	Name	Telephone	Email
Secretary/ Treasurer			
Address			
Chairman			
Address			
Meeting Place			
Address			

No Of Staff	
Paid	
Voluntary	
Total No of Staff	

No of Members	
Male (Over 20 years old)	
Male (Under 20 years old)	
Female (Over 20 years old)	
Female (Under 20 years old)	
Total No of Members	
% of Members Living in Hessle	%

Other Grants Received/Applied for

Previous grants from other sources will NOT exclude this application

Source	Amount	Date Awarded	Reason for approval/rejection

Grant(s) Requested*Please refer to the guidance notes*

Grant Type	Amount	Reason
Starter Grant		
Equipment Grant		
Maintenance Grant		
Community Aid		

Supporting Documentation (attach to this submission)

Grant applications submitted without the following attachments may be rejected without consideration. If for any reason the organisation is unable to provide the following information, please indicate the reasons by way of a written declaration, signed by the Chairperson and attach to this application.

Required Evidence	Attached ✓
Constitution	
List of Activities	
List of officers and members	
Two authenticating references e.g. Senior Local Government Officer, JP, Local Government Councillor (first time applicants only)	
Budget proposals for grant expenditure	
Quotations and description of equipment to support budget proposals, including VAT and any anticipated increases	
Current Profit and Loss Account (copy) (Community Scheme Grant Only)	
Latest financial year's audited accounts (Excludes Community Scheme Grant)	

On behalf of this organisation, I agree to purchase goods and services as laid out in this document in accordance with the Hessle Town Council Community Aid Scheme Policy.

I confirm that no individual or group will be excluded from membership or discriminated against in any way, regardless of gender, sexual orientation, race, culture, political beliefs, age, disability, employment status, financial status or geographical location. (Equalities Act 2006)

Signed	Date

Name	Position
	Chairperson

HESSLE TOWN COUNCIL

HESSLE COMMUNITY AID

CATEGORIES

1. STARTER GRANT

Upon application consideration will be given to all enquiries following production of a constitution, a list of Officers, an address of their meeting place and two independent references.

A "starter grant" may be applied for in advance of the opening of an organisation's premises, in accordance with the Community Aid Policy on applications, or in any period up to thirteen months after the inauguration. Advance applications will be considered and if granted, will not be paid out until the applicants have demonstrated that they have a meeting place and a bank account.

2. EQUIPMENT GRANT

Upon application consideration will be given to all enquiries. Organisations will be expected to demonstrate the need for grant aid, and should they be successful they will be required to order the goods in their name, pay the account themselves and then present the settled account to the Town Clerk, who upon authority and having satisfied himself that the goods have been purchased, shall process the financial arrangements in favour of the applicant.

3. MAINTENANCE GRANT

Upon application consideration will be given to all enquiries. Organisations will be required to demonstrate that their latest audited accounts, and their current accounts, show no debts attributable to the items listed below, for which a Maintenance Grant application may be considered:

- (1) Rent of meeting place, premises.
- (2) Electricity.
- (3) Gas.
- (4) Solid fuel (for heating).
- (5) Oil (for heating).

4. COMMUNITY SCHEME

Enquiries which will be considered:

- (a) from groups which embrace more than four unconnected organisations, and demonstrate to the Council their intention to serve the public of Hessle, or
- (b) other schemes approved by the Council which, in the opinion of the Council, will serve the public of Hessle.