

HENLEY-ON-THAMES TOWN COUNCIL

MIKE KENNEDY
Town Clerk

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COUNCIL OFFICES
TOWN HALL
HENLEY-ON-THAMES
OXFORDSHIRE
RG9 2AQ

GRANT APPLICATION

The Town Council invites grant applications, which primarily intend to support local organisations and which directly benefit residents of the town as much as possible.

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:

(eg. details of project together with numbers of those involved in the project, members and/or others, equipment, event) – please use the extra sheet provided if required.)

8. MEMBERSHIP:

Total Membership:	<i>If relevant, please indicate separate totals for Adults/Juniors</i>		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. DETAILS OF OTHER GRANT APPLICATIONS:

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

11. DETAILS OF PREVIOUS GRANT APPLICATIONS TO THE TOWN COUNCIL:

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

12. FINANCIAL INFORMATION:

(Please complete details below and either attach 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

Signature

Date

(person authorised to apply for and on behalf of the organisation named in Item 1)

Notes:

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.

Depending on circumstances, organisations that are successful in their grant application may be invited to attend a presentation ceremony for publicity purposes.

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.

GRANT APPLICATION
(extra sheet for use, if required)

7. REASON FOR GRANT REQUEST:

Signature

(person authorised to apply for and on behalf of the organisation named in Item 1)

Date