

Haverhill Town Council

Grant Application Form

This application form contains the following sections:

Section A:	About you
Section B	About your project (aka activity/service/event)
Section C	Budget
Section D	Declaration

Section A About you

Haverhill and District U3A.

1. Name of Organisation

Is this application a consortium/partnership bid?	Yes		No	<input checked="" type="checkbox"/>
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If yes, name(s) of other organisations involved:

2. Address of organisation

Name	Hilary Brewster (Treasurer)
Address	28 Downs Crescent Haverhill Suffolk
Postcode	CB9 9LH
Telephone	07885549609
Email	hilary.brewstr@gmail.com

3. Please give the following details for the main contact person.

Name	
Address	As question 2.
Postcode	
Telephone	
Email	

We will send acknowledgement of receipt of your application by email to this contact.

4. Please give the names of the following officers (where relevant)

Chairman	Trevor Longland.
Secretary	Jean Parsons.
Treasurer	Hilary Brewster.

5. Attach your Most recent audited or certified accounts (must not be more than 18 months old and be signed)

☒

Accounts attached (tick)

6. Please confirm the following documents are available for inspection if required:

☒

The constitutional document that governs your organisation (tick)

☒

Your Equality and Diversity policies (tick)

(Do not send them unless we request them)

Section B – About Your Project/Service/Activity/Event

(For convenience, we have used 'project' throughout this form, but do not get hung up on this)

7. Please describe the project for which you are applying for funds

To enable Haverhill USA to continue meeting the cost of hiring the Arts Centre facilities to advance the education and recreation of its members who are local retired Senior Citizens.

We also need the following detailed information provided separately (300 words Max):

- a) Number of clients/members/public served (where relevant)
- b) Description of service/activity provided, project or event to be supported
- c) Reason for application with details of how the grant will be used
- d) How the grant will benefit the town and people of Haverhill

Use no more than one side of A4 paper. Do not send supporting documentation – we will ask you if we require more information.

8. Where will this take place?

Please give us the address and postcode of the main site of your project. If your project is taking place over a wider geographic area, please tell us the main areas where the project will take place.

Haverhill Arts Centre

9. Have you previously received funding from Haverhill Town Council?

If you have received funding in the last three years, please list below the year, purpose and amount of funding received.

Year	Purpose	Amount
2016	Same Project	300
2015	" "	300
2014	" "	300

10. How would Haverhill Town Council support be acknowledged?

By letter and by personal representation as required.

Section C Budget

This budget should be for the **total cost** of the activity you are applying to do. Do not pluck figures out of the air as you will be asked to explain any amount which is unclear. Attach a separate budget sheet if you have done this work already.

A Expenditure items	Unit Cost £	Total £
Hall hire		£540
Refreshments		£560
Speakers		£600

B Total Expenditure (must be sum of A above)	£1700
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C Other Income Sources (State from whom, and if confirmed)	Total £
From your own resources (including public fundraising)	1400
From Non-Statutory Grant making Bodies and other public authority funding	

D Sum requested from Haverhill Town Council	£300
E Total Income (must be sum of C & D above) and equal to figure in B	£1450

Section D Declaration

Data protection and freedom of information

We are committed to transparency and accountability. This includes being clear about how we assess and make decisions. A list of all grants made by the Council will be published on our website. Acceptance of this is a condition of grant funding.

As a public body we follow the Data Protection Act 1998 and the Freedom of Information Act 2000. For further information, see details on our website at www.haverhill-tc.gov.uk

Declaration

We will take your signature on this form as confirmation that you understand our obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000


☒

I confirm that I have the authority to sign this application.

☒

I confirm that the information in this application is true and correct.

Your signature *[digital signature acceptable]*



Name (Use CAPITAL LETTERS)

Hilary Brewster

Date:

9th September 2017

Return this application form to The Town Clerk, Haverhill Town Council, High Street, Haverhill CB9 8AR, with all necessary supporting information.

Haverhill and District U3A averages between 450 and 500 members per year .

One of its main events is the monthly meeting held at the Arts Centre. Free of charge to our members , it offers book and magazine exchange services, a chance for social interaction over coffee and biscuits and a talk from a speaker on a range of subjects.. The sessions are well attended often filling the 210 seated capacity of the hall.

The grant of £300 for 2016/2017 will contribute towards the cost of the hall hire, refreshments and speakers with the shortfall being paid for from the membership fees. This allows us to keep the membership fee at £10 per head per annum, relatively low compared to other local U3As.

In return for this grant the organisation will continue to advertise on both its monthly news sheets (given free to every member) and its website that it is supported by Haverhill Town Council.

You will note on the attached accounts that there are two types of fund – general and ring fenced. The ring fenced funds belong to the groups listed in the accounts and cannot be used for general services or administration,

The surplus for the year was £1778,2 which together with the reserves brought forward gives us a realistic contingency fund to cover any unexpected costs

Hilary Brewster (Treasurer - Haverhill and District U3A)

HAVERHILL AND DISTRICT U3A Financial Statement for the year ended 31st December 2016

FREE FUNDS	<u>2016</u>	<u>2015</u>
<u>Income</u>		
Membership fees	4990.00	4665.00
Visitor fees	18.00	57.00
Gift Aid	1546.60	0.00
Grants	0.00	300.00
Other income	92.75 <u>6647.35</u>	77.45 <u>5099.45</u>
<u>Expenditure</u>		
Third Age Trust capitation fee	1680.00	1645.00
Monthly meeting hall hire	550.50	594.50
Coffee at meetings	586.44	641.42
Monthly meeting speakers' fees	701.00	430.00
News and views	357.76	295.16
Printing and stationery	896.88	762.02
Christmas party expenses	0.00	468.00
Other expenses	96.51 <u>4869.09</u>	177.59 <u>5013.69</u>
Surplus for the year	1778.26	85.76
Reserves brought forward	5560.79	5475.03
<u>Total Free Funds at Bank</u>	<u>7339.05</u>	<u>5560.79</u>
RING FENCED FUNDS		
Reserves brought forward	2419.09	1469.05
Deposits	10779.92	11486.40
Withdrawals	10363.70	10536.36
<u>Ring Fenced Funds at Bank</u>	<u>2835.31</u>	<u>2419.09</u>
Represented by		
Art Appreciation	0.00	0.00
Art Group 2	0.00	0.00
Book Lovers 2	0.00	(9.00)
Bridge Group	252.63	252.63
Camera Group	18.00	17.00
Christmas Party	1057.02	1139.06
City Walkers	15.50	3.00
Garden Group 1	0.00	35.04
Garden Group 2	0.00	0.00
Great Escapes	52.95	72.50
Green Fingers	153.53	176.53
History Group	70.44	13.23
Knitting Group	(5.36)	0.00
Lavenham Lunch	400.60	220.60
London Originals	(79.05)*	0.00
London Strollers	0.25	0.00
Luncheon Group	56.20	56.20
Mah Jong Group	169.00	(43.00)
Outings Group	155.50	73.50

Haverhill and District U3A
c/o Hilary Brewster
28 Downs Crescent
Haverhill
Suffolk
CB9 9LH

Tel: 07885549609

18th September 2017

Haverhill Town Council (Grants)
Haverhill Arts Centre
High Street
Haverhill
CB9 8AR

RECEIVED
18 SEP 2017

Dear Sirs

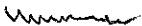
Re: Grant of £300 for U3A

On behalf of the committee and members of Haverhill and District U3A, i enclose an application for a grant of £300 to go towards the costs of hall hire, refreshments and speaker fees for our monthly meetings.

I trust the information provided meets your requirements; however please do not hesitate to contact me should you have any queries.

I look forward to receiving your decision.

Yours faithfully



Hilary Brewster
Treasurer
Haverhill & District U3A