

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 Youth and Community Band

1. Name of Organisation

Is this application a consortium/partnership bid?	Yes		<u>No</u>	
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If yes, name(s) of other organisations involved:

2. Address of organisation

Name	Diane Pannell
Address	5 Churchill Avenue, Haverhill
Postcode	CB9 0AA
Telephone	01440 761769
Email	info@haverhillsilverband.com

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

Name	as above
Address	
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	Tom Walker
Secretary	Sam Keefe
Treasurer	Alison Missen

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

Haverhill Youth Brass Solo Festival
Sunday 25th March, 2018

- a) We have around 20 entries from young players in Haverhill and from bands in Tendring and Cottenham (links are already established with these groups). There will also be an audience of other players, family members, friends of the band and so on.
- b) This will provide an opportunity for young people to hone and show off their performance skills. There will be classes for different age groups and different styles of music.
- c) The grant will be used to cover basic costs: adjudicator, accompanists, trophies, venue.
- d) This will further enhance the reputation of Haverhill as a centre of brass excellence and promotion of youth music. Haverhill has a tradition of producing fine brass players who go on to represent the band in the Haverhill Silver Band which is well known in the brass world throughout the country.

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.

Castle Manor COMs Centre (Parkway)
Park Road Haverhill CB9 7YD .

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
2014	Uniform	£200
Haverhill Silver has also recieved money towards contest expenses in the last three years.		

10. How would Haverhill Town Council support be acknowledged?

In the programmes, the local news and at the event The band acknowledges assistance in their concert posters and programs, as "With financial assistance from Haverhill Town Council" . The appropriate logos are also used.

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 £
Adjudicator	£50	£50
Accompanists (2)	£20	£40
Trophies - already ordered	£40.99	£40.99
Printing	£15	£15

B Total Expenditure (must be sum of A above)	£145.99
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C Other Income Sources (State from whom, and if confirmed)	Total £
From your own resources (including public fundraising)	
any additional costs will be met by funds raised through subscriptions, donations and band engagements	
From Non-Statutory Grant making Bodies and other public authority funding	

D Sum requested from Haverhill Town Council	£ 145.99
E Total Income (must be sum of C & D above) and equal to figure in B	£ 145.99

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.

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

Your signature *[digital signature acceptable]*



Name (Use CAPITAL LETTERS)

DIANE PANNELL

Date:	05.03.2018
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Return this application form to The Town Clerk, Haverhill Town Council, High Street, Haverhill CB9 8AR, with all necessary supporting information.

HAVERHILL SILVER BAND INCOME & EXPENDITURE ACCOUNT

FOR THE 12 MONTHS ENDED 30 APRIL 2017

YEAR TO
APRIL 2016

YEAR TO
APRIL 2017

INCOME

£1,394	Subscriptions HSB	£1,592
£564	Subscriptions HYACB	£836
£500	Sponsorship & Grants HSB	£601
£139	Sponsorship & Grants HYACB	£0
£4,332	Engagements / Concerts HSB	£3,987
£800	Engagements / Concerts HYACB Net Income	£758
£992	Carol Playing after charity donation of £400 (incl. HYACB £220)	£987
£1,634	Fundraising Race Night / Quiz Night	£0
£1,197	Friends of HSB / Donations	£1,214
£149	CD & Record Sales	£0
£3	Interest Savings Account	£3
£11,704	TOTAL INCOME	£9,978

EXPENDITURE

£1,911	Rent	£2,850
£162	Rehearsal Room expenses	£0
£379	Music (incl. HYACB £188)	£361
£308	Equipment - Mouthpieces, Lyres + Mutes (HYACB £100)	£192
£370	Contest Fees & Expenses (incl guest players /conductor)	£2,548
£50	Cheltenham Net Cost	£0
£583	Expenses & Admin. (inc Web Exp & Audit exp.)	£560
£490	Donations/Presentations / Presents	£136
£184	Social Costs (Band Dinner)	£100
£1,500	Conductors Fees	£1,500
£372	Guest Player Expenses	£218
£149	Instrument Repairs	£197
£847	Insurance	£851
£0	Uniform Cleaning	£237
£0	T Shirts (HYACB)	£64
£1,761	Depreciation	£1,835
£9,066	TOTAL EXPENDITURE	£11,649

£2,638 **EXCESS INCOME OVER EXPENDITURE** **-£1,671**

E14,401

HAVERHILL SILVER BAND

NOTES TO ACCOUNTS

FOR THE YEAR ENDED 30 APRIL 2017 (CONTINUED)

HAVERHILL YOUTH & COMMUNITY BAND FUNDS

Encompassed within these Haverhill Silver Band accounts are those of the Haverhill Youth & Community Band.

The following figures have been extracted from the accounts to combine all direct income & expenditure relating to the Youth & Community Band for the year.

**YEAR TO
APRIL 2016**

**YEAR TO
APRIL 2017**

Income

£139 Sponsorship / Grants received	£0
£564 Subscriptions received	£836
£800 Engagement / Concert income	£758
£275 Carol Playing	£220

£1,778 Total

£1,814

Expenditure

£0 Rent (Not apportioned from total Rent)	£0
£93 Music	£188
£4 Instrument repairs/Equipment	£100
£0 T. Shirts	£64

£97 Total

£352

£1,681

Excess Income over Expenditure HYACB

£1,462

HAVERHILL SILVER BAND

BALANCE SHEET

AS AT 30 APRIL 2017

APRIL 2016

APRIL 2017

£14,887	FIXED ASSETS (See Notes)	£14,401
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CURRENT ASSETS

£0	Debtors: Haverhill Arts Centre April Concert	£441
£0	Debtors: HYACB Subs outstanding	£120
£120	Prepayment - Bolsover Contest Entry re October 2017	£120
£0	Prepayment - Masters Contest Entry re May 2017	£275

£6,187	Bank Current Account	£4,313
£5,006	Savings Account	£5,009
£290	Petty Cash	£155

£11,603	TOTAL	£10,439
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CURRENT LIABILITIES

-£80	Audit Fee	-£80
£0	Engraving expenses	-£15

-£80	TOTAL	-£95
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£11,523	NET CURRENT ASSETS	£10,338
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£26,410	TOTAL ASSETS	<u>£24,739</u>
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REPRESENTED BY:

£23,772	Balance at Previous Year	£26,410
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£2,638	Excess Income for period	-£1,671
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<u>£26,410</u>	TOTAL ASSETS	<u>£24,739</u>
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