

# 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 Silver Band
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#### 1. Name of Organisation

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


#### 2. Address of organisation

Name	Haverhill Silver Band
Address	Castle Manor Communications Building Park Road Haverhill Suffolk
Postcode	CB9 7YD
Telephone	

Email	<a href="mailto:info@haverhillsilverband.com">info@haverhillsilverband.com</a>
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**3. Please give the following details for the main contact person.**

Name	Sam Keefe
Address	Sam Keefe 12 Flatford Rd Haverhill Suffolk
Postcode	CB 9 7 WW
Telephone	01440 704106
Email	<a href="mailto:info@haverhillsilverband.com">info@haverhillsilverband.com</a>

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**

We are seeking funding to replace our ageing Eb Bass .

It is important that the band keeps its equipment in reasonable working order so that players of the less common instruments especially youngsters who often cant afford to own their own have a good reliable instrument to play on .

The Band Bass has done good service over many years but running repairs are becoming more frequent and expensive .

We have recently had the opportunity to purchase a nearly new Bass

( Cost £ 6000 ) for £ 4000 . We have paid a deposit and hope to raise £ 3300 from selling our Bass and another instrument .

Any help from the Council would be much appreciated

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 you project is taking place over a wider geographic area, please tell us the main areas where the project will take place.

Castle Manor Communications Building Park Rd Haverhill Suffolk
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**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
2017	support for participation in the All England Masters Contest	£561.89
2016	Support for participation in Contest	£561.89
2015	Matched funding	£700

**10. How would Haverhill Town Council support be acknowledged?**

Town Council Logo displayed on Website and Concert Programmes and on headed paper/emails
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## 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 £
	£4000	£4000

B Total Expenditure (must be sum of A above)	£ 4000
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C Other Income Sources (State from whom, and if confirmed)	Total £
From your own resources (including public fundraising)	£3300
From Non-Statutory Grant making Bodies and other public authority funding	

D Sum requested from Haverhill Town Council	£ 700
E Total Income (must be sum of C & D above) and equal to figure in B	£4000

## 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](http://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




*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]



Tom Walker

Name (Use CAPITAL LETTERS)

Date: 20/4/2018

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

Form Date: May 2015



# H S B Supporting document

Haverhill Silver Band is one of the oldest brass bands in the UK and has been a central part of the local community for more than 150 years. Although the band's performances across the country positively promotes the town, its core activity remains firmly rooted within the local community. The band performs on many occasions each year to raise money for charity. In the past year we have raised funds for East Anglia's Children's Hospices, The Poppy Appeal and the Haverhill Scouts. We have also performed at numerous local civic events and most recently performed for the High Sheriff of Suffolk at his annual charity awards event in Ipswich.

The band also operates a thriving Youth and Community Band which brings together over 30 players of differing abilities aged between 5 and 70+. For many this band provides people in the local community with the only opportunity to learn a musical instrument or to extend their enjoyment of making music. This band also performs in public with any funds reinvested to extend these opportunities to other young people in Haverhill and the surrounding area.

Brass instruments are very expensive and with the band being a self-funding organisation this represents a huge financial challenge. We currently need to purchase another Eb Bass. These instruments cost around £6,000-£7,000 new, but we are hoping to purchase second hand for £4,000.

We are hoping to raise £3,300 from the sale of old instruments, but this grant would allow us to invest in much needed new instruments.

Tom Walker ( chairman )

**HAVERHILL SILVER BAND**

**NOTES TO ACCOUNTS**

**FOR THE YEAR ENDED 30 APRIL 2017**

**FIXED ASSETS**

**YEAR TO  
APRIL 2016**

**YEAR TO  
APRIL 2017**

**Instruments**

£12,788 Net Book Value at beginning of year	£14,114
£2,894 Additions	£0
-£1,568 Depreciation for year (10% R.B)	-£1,411
£14,114 Net Book Value	£12,703

**Uniforms**

£887 Net Book Value at beginning of year	£710
£0 Additions	£677
-£177 Depreciation for year (20% R.B)	-£277
£710 Net Book Value	£1,110

**Stands, Banners & Mutes**

£79 Net Book Value at beginning of year	£63
£0 Additions Bass Mutes	£672
-£16 Depreciation for year (20% R.B)	-£147
£63 Net Book Value	£588

**£14,887 TOTAL VALUE FIXED ASSETS**

**£14,401**

# 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	£0
£139 Sponsorship / Grants received	£836
£564 Subscriptions received	£758
£800 Engagement / Concert Income	£220
£275 Carol Playing	
	£1,814
£1,778 Total	
Expenditure	£0
£0 Rent (Not apportioned from total Rent)	£188
£93 Music	£100
£4 Instrument repairs/Equipment	£64
£0 T. Shirts	
	£352
£97 Total	
£1,681	£1,462
Excess Income over Expenditure HYACB	

# HAVERHILL SILVER BAND INCOME & EXPENDITURE ACCOUNT

FOR THE 12 MONTHS ENDED 30 APRIL 2017

YEAR TO APRIL 2016		YEAR TO APRIL 2017
	<b>INCOME</b>	
£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
<b>£11,704</b>	<b>TOTAL INCOME</b>	<b>£9,978</b>
	<b>EXPENDITURE</b>	
£1,911	Rent	£2,850
£162	Rehearsal Room expenses	£0
£379	Music (Inc. 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
<b>£9,066</b>	<b>TOTAL EXPENDITURE</b>	<b>£11,649</b>
<b>£2,638</b>	<b>EXCESS INCOME OVER EXPENDITURE</b>	<b>-£1,671</b>

# HAVERHILL SILVER BAND

## BALANCE SHEET

AS AT 30 APRIL 2017

APRIL 2016

APRIL 2017

£14,887

FIXED ASSETS (See Notes)

£14,401

### 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

£10,433

### CURRENT LIABILITIES

-£80

Audit Fee

-£80

£0

Engraving expenses

-£15

-£80

TOTAL

-£95

£11,523

NET CURRENT ASSETS

£10,338

£26,410

TOTAL ASSETS

£24,739

### REPRESENTED BY:

£23,772

Balance at Previous Year

£26,410

£2,638

Excess Income for period

-£1,671

£26,410

TOTAL ASSETS

£24,739