

# 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 SHOW**

#### 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	K Bennett
Address	28 Withersfield Road Haverhill
Postcode	CB9 9HE
Telephone	01440712850      07776465519
Email	haverhillshow@outlook.com

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

Name	Joe Mason (Vice Chair)
Address	1 Cross Close Haverhill
Postcode	CB9 0EB
Telephone	07830074703
Email	haverhillshow@outlook.com

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	David Doughty
Secretary	Julie Skuce
Treasurer	Kelly Bennett

**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

The Haverhill Show is a community event, run in association with Haverhill Town Council on Haverhill's Recreation Ground, that brings together our diverse community for a day of fun, celebrating the different Talents and Services that are based in Haverhill. This event raises money for local charities and good causes. The anticipated attendance is 5000+ of all ages.

The show is organised by the Haverhill Show Committee - a small committed group of volunteers. Money raised on the day through Sponsorship, entrance donations and activities are shared with the Committee's chosen Local Good Causes and Charities. The Haverhill Show Committee welcomes other charities to exhibit and raise funds at no cost.

Around the Recreation ground there are a wide range of activities and attractions that cater for the diverse community we live in.

This event was previously known as the Summer Bash and was organised in collaboration with Haverhill Town Council, who held the licence for the event. From 2018 The Haverhill Show will licence and run the event with a degree of assistance from Haverhill Town Council.

The grant funding requested is specifically to cover the event expenses previously covered by the Town Council. These relate to insurance, licencing, first aid, waste collection, toilets, first aid, health and safety and support staff.

At a meeting on 7 November 2017, the Leisure Committee of the Town Council agreed to make an annual grant to the Summer Bash of up to £2000 subject to satisfactory completion of an application.

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.

## 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 £
Venue Costs (including Hire, toilets, First Aid, H&S, Insurance)		£2000
Technical support		£750
Marketing		£400
Event attractions (entertainers, attractions)		£2950
Volunteer Costs		£100
Event support Staff		£250
Equipment Purchase and Hire		£300
Sundry expenses		£250

B Total Expenditure (must be sum of A above)	£7000
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C Other Income Sources (State from whom, and if confirmed)	Total £
Own Funds	£1000
Sponsorship	£3000
Income from Trade Stalls	£1000
From Non-Statutory Grant making Bodies and other public authority funding	£0
D Sum requested from Haverhill Town Council	£2000
E Total Income (must be sum of C & D above) and equal to figure in B	£7000



## 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 2000

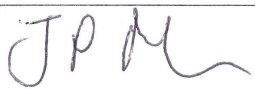
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*I confirm that I have the authority to sign this application.*

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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)

J P Mason

<b>Date:</b>	30/04/2018
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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.

Form Date: May 2015