

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 - DISTRICT FLOWER CLUB

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	c/o MRS SHEILA GRAY
Address	16 NEWTON PLACE HAVERHILL
Postcode	CB9 0AZ
Telephone	01440 704062
Email	dsgray4062@sky.com

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

Name	MRS SHEILA GRAY
Address	16 NEWTON PLACE HAVERHILL
Postcode	CB9 0AZ
Telephone	01440 704062
Email	dsgray4062@sky.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	MRS SHEILA GRAY
Secretary	MRS VALERIE PHILLIPS
Treasurer	MRS PAUL HAMMOND

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

FLORAL ART COMPETITION

8th to 11th AUGUST 2018

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.

THE ARS CENTRE
HAVERHILL

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	LOCAL ART COMPETITION	£1000
2016	LOCAL ART COMPETITION	£1000
2015	LOCAL ART COMPETITION	COST OF HALL HIRE

10. How would Haverhill Town Council support be acknowledged?

ALL SHOW SCHEDULES WERE SUPPORTED BY TOWN COUNCIL PLUS A BANNER DISPLAYED ON DAYS OF EVENT, SAYING SUPPORTED BY TOWN COUNCIL
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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 £
HIRE OF HALL		800
ADVERTISING		150
PRINTING & POSTAGE		125
JUDGE		105
HIRE OF EQUIPMENT		100
PRIZES		300

B Total Expenditure (must be sum of A above)	£1530
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C Other Income Sources (State from whom, and if confirmed)	Total £
From your own resources (including public fundraising)	
FUNDRAISING BY MEMBERS	
+ OUR OWN RESOURCES	530
From Non-Statutory Grant making Bodies and other public authority funding	/

D Sum requested from Haverhill Town Council	£1000
E Total Income (must be sum of C & D above) and equal to figure in B	£1530

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

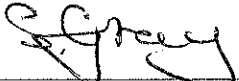
☒

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)

MRS SHEILA GRANT

Date: 26/3/18

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

The Annual Floral Art Competition attracts participants from all around the East Anglian Area, and attracts numerous visitors from the area

This competition allows the art of floral design to be seen at its best and shows the facilities of the Art Centre to a wide range of visitors.

Without this grant we as a club could not run this event, as we make no profit from this.

The grant helps us advertise and promote the town , the arts centre, and our club, it also allows us to let members of the public attend free of charge.

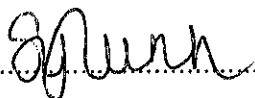
**HAVERHILL AND DISTRICT FLOWER CLUB
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2017**

	2017	2016
Balances brought forward		
Lloyds Treasurers Account	4577	5221
September 2015 Dem c/fwd		(2084)
Prepayments	20	279
Hire Hall Floral Art Comp	(900)	-
Cash Floats	<u>30</u>	<u>36</u>
	3727	3452
Receipts		
Subscriptions	1000	1120
Visitors' fees	145	158
Open Meetings and Group AGM	2150	3754
Proceeds from raffles	606	540
Fund raising, sales table and evening classes	1025	971
Sale of publication, calendars and dairi	175	209
Grant from Town Council	<u>1000</u>	<u>1000</u>
	<u>6101</u>	<u>7752</u>
	9828	11204
Payments		
Hire of halls	545	490
Demonstrators' fees	1740	1697
Open Meetings and Group AGM	1818	2938
Refreshments and Xmas night expense	59	100
Fund raising, workshops and evening classes	368	296
Publications	168	240
Nafas affiliation fees and insurance	229	265
Printing, postage etc	56	159
Floral Art competition	1258	1292
Suffolk Show	-	-
Retirement Gift	<u>-</u>	<u>-</u>
	<u>6241</u>	<u>7477</u>
	£ 3587	£ 3727
Balances carried forward		
Lloyds Treasurers Account	5087	4577
Debtors and prepayment	1150	20
Hire Hall Floral Art Comp	(900)	(900)
Prepaid AGM tickets	(1782)	
Cash Floats	<u>32</u>	<u>30</u>
	£ 3587	£ 3727

INDEPENDENT EXAMINERS REPORT

I have examined the books and records of Haverhill and District Flower Club but without carrying out an Audit in accordance with Auditing Standards.

I confirm that the above Receipts and Payments Accounts has been correctly prepared from the books and records.

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H~~A~~VERHILL & DISTRICT FLOWER CLUB

C/o MRS P Hammond, Treasurer
5 Crunch Croft
Sturmer
Haverhill, Suffolk
CB9 7XE

C Poole
Haverhill Town Clerk
Haverhill Town Council
Arts Centre
Haverhill

26/3/18.

Dear Colin

Please find enclosed our application for grant for our annual Floral Art Competition

If there are any queries would you contact myself or Sheila Gray.

Kind regards.

Yours sincerely



Pat Hammond
Email:- phammond88@gmail.com.