

BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL



179 HIGH STREET, HENLEY IN ARDEN, WARWICKSHIRE, B95 5BA

01564 637 607

07990 515 305

clerk@henley-in-arden-pc.gov.uk

**COMMUNITY GRANT APPLICATION FORM  
YEAR COMMENCING 1<sup>ST</sup> APRIL 2023**

This form may be downloaded and printed, completed, and signed by an authorised officer of the organisation. It may then be posted to the Clerk at the address above or preferably, scanned and emailed to the Clerk.

**1. Name of Organisation**

Henley in Arden Guild Hall Trust (Registered Charity no 1185264)

**2. Contact Details**

Name: Laurence Marshall - Trustee

Phone: 07970 444363 (M) 01564 794703 (H)

Email: info@laurencemarshall.co.uk

**Introduction**

Henley in Arden Guild Hall Trust

The Guild Hall, The Guild Hall Gardens and the Jubilee Gardens are an intrinsic part of the fabric of Henley in Arden. Both gardens offer a tranquil haven for everyone living, working or visiting Henley in Arden with access to the hall and gardens being free of charge although donations are welcome!

The gardens host numerous events that are of value to our community, including Armed Forces Day, Court Lee Day and events such as the Queens Platinum Jubilee Event and no doubt this coming years Coronation of His Majesty King Charles III.

The Guild Hall itself is open during the summer months and this year visitor levels to the Hall & Gardens have been exceeded two thousand.

Thank you for applying for a community grant. As the title implies, your organisation must either be based within the Beaudesert & Henley electoral area or if not, proof must be provided that your organisation provides a service[s] which are of benefit to the community. The JPC are happy to support any organisation that is already creating ways of funding for themselves, and we would ask that you briefly describe in the following box what activities you have undertaken, and a breakdown of funds raised for the previous year and the forthcoming year.

### 3. Purpose:

Describe briefly what is the purpose of the grant you are applying for and attach any documents to this form that may support this request.

Rent and Letting income, combined with donations is slowly recovering following the pandemic and we are on target to raise a total just short of £20,000 during this coming financial year and the same in the forthcoming year. All of next years income will be absorbed in the fabric of the actual Guild Hall Building maintenance and the Trust faces significant challenges in being able to position itself to be able to replace the existing roof for which estimates in excess of £100,000 have been received. It would lack good sense and judgement to not prioritise getting the roof replaced and there are other essential building repairs that are necessary too. It is therefore impossible to meet the cost of maintaining the gardens out of the current income. As a trust we need to pursue other external funding sources and, with the help of the Court Leet have set up an appeal fund for this purpose. However, if the gardens are to remain open and in their current condition, we need to recoup the shortfall on this year's expenditure i.e. £9,272.88 less £4,959.00 = £4,413.88 plus next years anticipated expenditure of £5,930.00

### 4. Grant Value Requested:

£10,343.88

### 5. Banking Details:

Bank or Building Society: BARCLAYS BANK  
Account Name: HENLEY IN ARDEN GUILD HALL TRUST  
Account Number: 83673758  
Sort Code: 20-48-08

### 6. Applicant Agreement:

This application must be signed and dated in the following box. The signatory must be authorised to do so by the organisation seeking the grant, and the grant can only be awarded for the purposes stated herein and not for purposes undisclosed. By signing this application you are confirming that you have read and agree with the terms and conditions below.

Signatory: *Laurence Marshall*

Name [Please print] LAURENCE MARSHALL

For and Behalf Of: HENLEY IN ARDEN GUILD HALL TRUST

Dated 17<sup>TH</sup> OCTOBER 2022

#### **CLERK/RFO NOTE**

The JPC adopted the General Power of Competence on their inauguration as a new Council in May 2019. This power is detailed in the Localism Act 2011  
<https://www.legislation.gov.uk/ukpga/2011/20/section/1/enacted>

This effectively provides the JPC with the power to make donations, support local groups and charitable organisations, invest in certain infrastructure projects and provide finance for the good and wellbeing of the community.

#### **HOWEVER**

In order to safeguard the spending of public money, it is best practice to obviate any risk by ensuring that the application is for good purpose and that the recipient's financial request is commensurate with the benefit it will provide in the community. Therefore, it is essential that you take account of the following pre-conditions in your request. GOOD LUCK!

1. The applicant is a voluntary or charitable body with a strong connection to Henley in Arden
2. There should be a clear benefit to a significant part of the community of Henley in Arden. Evidence of parish residents either using or benefiting from the service should be provided
3. Support is aimed at specific projects. The Council will normally only commit funds once in each financial year for any one organisation. It cannot guarantee availability of funding in subsequent years.
4. Types of projects considered suitable are - improvements to the local environment and amenities, provision of recreational, arts or entertainment facilities.
5. The maximum grant payable per application is usually £8000, other than in exceptional circumstances
6. The council looks for some assurance that both the project and the applicant have long-term viability.
7. Evidence of your organisations own fund raising will be required for every application. The council will not usually support a grant for more than 50% of the total cost of the project or application
8. If a project is still in the planning stage a time-limited offer of a grant may be made conditional upon evidence of a firm commitment to a start date e.g. by placing a contractually binding order. The project for which the grant is claimed should commence within 6 months of the offer or it may lapse.

9. Grants in excess of £2000 will be paid over 2 instalments. To qualify for the 2nd instalment a written report must be provided which covers the criteria above.

### **Application process**

1. Applications for a grant should be sent to the Parish Clerk.
2. Grants are considered annually, unless of an urgent nature in which case this should be stated on the application form. Mini grants of up to £500 can be requested at any time.
3. Applicants will be invited to a meeting with the Grants Subcommittees to discuss the application
4. Financial accounts must be provided to support the application.
5. Evidence of bank balance is mandatory.
6. Applicants will be informed of the council's decision as soon as practicable after an informal meeting with the applicants.
7. All documentation provided will be available for public scrutiny and should be legible.
8. Payments will be by BACS
9. Payments will only be made payable to the applicant organisation.

#### **If Successful**

1. The applicant will be notified once a decision has been made and will be asked to reconfirm the date on which the funds are required, along with the payee's name and to undertake to use the funds for the agreed purpose and within the agreed timelines.
2. A progress report is required within 3 months of the grant being provided. This report will be made available for public scrutiny.
3. As a condition of receiving a grant you are required to complete a short evaluation form. Groups are expected to provide written evidence of what the money has been spent on and the benefit it has brought to the people of the Parish. Such evidence of how the money has been spent should include copies of invoices and receipts, plus attendance numbers, photos. Press clippings etc. where applicable. This information should be submitted at latest, 10 months after receipt of the grant monies.
4. The grant can only be used for the purpose stated in the application and the council reserves the right to reclaim any grant not being used for the specific purpose of the application. However, if a group wishes to change the purpose of the grant, they must seek approval by writing to the council who will consider the matter.
5. Applicants for projects where the work has already been completed will not be considered. The JPC normally issue notice of grant applications on the website and local press during October, awards are made in April and September the following year.

The application form is available from the Clerk, apply by email or phone as follows –  
**clerk@henley-in-arden-pc.gov.uk 01564 637 607**

**Notes**

*[JPC Grant Committee Only]*