**Hall Hire Grant Application Form 2023-24**

**Please complete the form clearly in black ink and BLOCK CAPITALS. Continue on another sheet of paper if necessary.**

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| **Q1**. **You or Your Organisation** | |
| Name of You/Organisation and location |  |
| Summary of aims and objectives | |
| Age groups specifically catered for, if any |  |
| Are you or the organisation a non-profit making body? |  |
| Are you or the organisation a Registered Charity? If so please give registration number |  |
| Are you registered for VAT? |  |
| Number of members |  |
| Number of members resident in South  Woodham Ferrers |  |
| Is membership restricted in any way? If so please specify |  |
| Do you charge a membership fee or charge for access to your activities? Please give details |  |

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| **Q2. Details of Grant Applied For** | |
| Purpose for which the hall hire grant is required: | |
| Please give full details, including how the hall hire meets a local need and there is community support for the hirer, evidence must be provided: | |
| The hirer should improve and/or protect the social, environmental or economic well-being of the locality where the funding is being spent. How will residents of South Woodham Ferrers benefit? | |
| Total cost of hall hire | £ |
| Fund request from the Town Council | £ |
| Funds available from your/organisation’s own resources | £ |
| Do you receive any other financial contribution from the Town Council? If so, please provide the details | |
| **Please state if the grant is awarded how publication of the grant will be made: press release etc** | |

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| Name of person making application |  |
| Address for correspondence |  |
| Post code |  |
| Daytime Telephone Number |  |
| Email address | |

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| **Q4. Declaration** | |
| Please give details of a senior member of your organisation. For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q3.)** | |
| *I confirm, on behalf of ………………………………………………………………..(insert name of organisation).*  *That I am authorised to sign this declaration on its behalf and that, to the best of knowledge and belief, all replies are true and accurate.* | |
| *I confirm that I have read the Town Council’s Hall Hire Grants Policy which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant for the purpose specified in this application and will have to comply with the Policy.*  Post held in organisation ……………………………………………………………………………………..  Title………………………….. First Name: …………………………….. Surname: …………………………………….  Organisation address: …………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………………………………..  …………………………………………………………………………… Post Code: ……………………………………………….  Telephone: ……………………………………………………….  Signed: ………………………………………….. Date: ………………………………………… | |
| **Q5. Signature of Person Completing the Application** | |
| This must be the signature of the person named in Q3 as the main contact and **not be the same person who has signed in Q4.**  *I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for additional information at any stage of the application process.* | |
| Signed |  |
| Date |  |

Please return your completed form to:

Town Clerk

South Woodham Ferrers Town Council,

Champions Manor Hall Community Centre,

Hullbridge Road,

South Woodham Ferrers,

Essex CM3 5LJ

Email: katkins@southwoodhamferrerstc.gov.uk

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| We will acknowledge receipt of your application and let you know the date of the Committee meeting when your application will be discussed. |