**The Community Grant Fund Small Grant Application Form**

**Harborough District Council**

**Apply for a small grant towards a permanent commemorative installation. e.g., benches, beacons (up to £500 per village/town)**

Constituted Groups only. One grant only per village/town

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| **CONTACT DETAILS** |
| Name of Organisation  |  |
| Main Contact NameTelephone Email |  |
| Second Contact NameTelephone Email |  |
| Charity number (if relevant) |  |
|  |
| Name and address of the installation (must be within the district of Harborough). |  |
| Are you a constituted group?  |  |
| Please describe your commemorative installation and how it supports the Platinum Jubilee |  |
| Please include a breakdown of costs  |  |
| Total you would like to apply for (up to £500) | **£**  |

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| **DECLARATION** |
| 1. I am authorised to make the application on behalf of the above organisation.
2. I confirm that our organisation has the necessary governance in place to ensure value for money and audited accountability for the spend of any money allocated through the HDC grant process.
3. Our organisation has an up-to-date Safeguarding Policy I can submit upon request.
4. I certify that the information in this application is correct.
5. All money granted must be used for items listed in application only. If the information in the application changes in any way, I will inform Harborough District Council.
6. I understand that the information given in this form (except for bank statements) may be made available to members of the public and/or other organisations.
7. If successful, I will submit photographic evidence to HDC to enable them to use for publicity regarding the project.
8. I agree to participate in monitoring, auditing, and reporting feedback related to HDC grant funding when accepting the grant.
9. If successful, I agree to abide by the terms and conditions of the grants awarded above.

*\*If you are sending this form by email, you do not need to include a signature. We will keep a copy of the email as confirmation of your agreement.* |
|  | Signatory One | Signatory Two |
| Signed  |  |  |
| Name in Block Capitals |  |  |



**Please complete BACs details below:**

Harborough District Council preference is to make payment by BACS as the most efficient way to pay suppliers.

This is a request to authorise Harborough District Council to pay your future invoices by BACS.

Bank account details to be completed in block capitals please.

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| Name(s) of account holder(s). |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Branch sort code |  |  | **-** |  |  | **-** |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Branch/Building Societyaccount number |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| Harborough District Council reference number (OFFICE USE ONLY)  |  |  |  |  |  |
| Organisation name and address  |
|  |
|   |
|  |
|  Telephone contact details  |

Email address for emailing the remittance advice:

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| Signature |
| Name in block capitals  |
| Position held in company.  |

Checklist:

* Please ensure you have assessed quotes for value for money (this may be questioned if necessary).
* Please submit quote with your application form totalling to the amount of the funding request.
* Please include your organisations constitution detailing administration and management.
* BACs details have been completed.

Funding will be allocated on a first come first serve basis (if it meets the criteria). If approved, payments will be made soon after receipt of application.

Please submit your application before **31st March 2022.**

\*Please note that we are unable to fund anything retrospectively.

Please submit your application form including quotes and supporting information to **grants@harborough.gov.uk**