



**HEXHAM TOWN COUNCIL**  
**APPLICATION FOR A GRANT**  
**FROM THE COMMUNITY &**  
**EVENTS SUPPORT FUND**

**Before you submit this form, please ensure that**

- It is signed by an appropriate member of your organisation / group (e.g. chair, vice-chair, secretary or treasurer) who has authority to sign documents on behalf of the organisation.
- **You have answered every question** as fully as possible (failure to provide information will delay any decision).

Please return your completed application form to:

**Hexham Town Council**  
**Council Office**  
**St Andrew's Cemetery**  
**West Road**  
**Hexham**  
**NE46 3RR**

**Email: [clerk@hexhamtowncouncil.gov.uk](mailto:clerk@hexhamtowncouncil.gov.uk)**

**1. APPLICANT DETAILS**

<b>1.1 Name of Organisation</b>	
<b>Address:</b>	
<b>Post Code:</b>	
<b>Email:</b>	

1.2 Type of Organisation: (please tick)			
Registered Charity	<input type="checkbox"/>	Registration No.	
Company Limited by Guarantee	<input type="checkbox"/>	Registration No.	
Company Limited by Shares	<input type="checkbox"/>	Registration No.	
Community Interest Company	<input type="checkbox"/>	Registration No.	
Is the organisation registered for VAT?	<input type="checkbox"/>	VAT No.	
'Other' legal status - please detail			
When was the organisation established?			

1.3 Main Contact (name):			
Position in organisation:			
Address: (if different from applicant organisation)			
Post Code:			
Contact Telephone Number:			
E-mail (if different from applicant organisation)		Mobile:	

**2. ABOUT YOUR ORGANISATION**

2.1 Background to Funding Application	
Please provide a brief summary of your application.	

**2.2 Purpose of Funding**

- 1. How will the organisation use the funding applied for?
- 2. What is the justification for this application?

**2.3 Options**

What are the alternatives if this funding application is not successful – e.g. would the proposed event still go ahead?

**3. COSTS AND FUNDING**

3.1 Have you applied for funding from other public or private sector sources? If so please name sources and the amount applied for.	Total
1	
2	
3	

### 3.4 Past Funding Applications

1. Has your organisation received any grants from Hexham Town Council's tourism support fund previously?
2. If it has, state when and how much was paid (please detail by adding rows as appropriate).

Financial Year	Amount

### 4. DECLARATION

This application form should be signed by an appropriate member of your group/organisation. This could be the chairperson, vice chair, secretary or treasurer. Please note that in applying for funding from Hexham Town Council it will involve expenditure of public resources and there is public interest in how the Council's funds are spent. This makes it necessary for Hexham Town Council to make a certain amount of information available about which organisations have received funding. These details are minuted and are available on the Council's Website. Details disclosed will include the name of the organisation and the amount of funding received.

I confirm that, to the best of my knowledge and belief, all the information in this application is true and correct. I agree to any disclosure or exchange of information about this application which Hexham Town Council deem appropriate for the administration, evaluation, monitoring and publicising of the funding application.

I understand that acceptance of this application by Hexham Town Council does not in any way signify the organisation is eligible to or will receive any grant aid.

This is an application for funding of:		Total £	
<b>Signed</b>		<b>Print name</b>	
<b>Position</b>	<b>Chair</b>	<b>Date</b>	
<b>Signed</b>		<b>Print name</b>	
<b>Position</b>	<b>Treasurer</b>	<b>Date</b>	

Items of expenditure	Cost
<b>Total</b>	