



## **GRANT AID APPLICATION BY ORGANISATION**

*If you would like help to complete the form, please contact the office to make an appointment:-*

### **Hitchin Youth Trust**

111 Walsworth Road

Hitchin

Herts

SG4 9SP

Tel: 01462 422505

Email: [info@hitchinyouthtrust.co.uk](mailto:info@hitchinyouthtrust.co.uk)



## **GRANT AID APPLICATION BY ORGANISATION**

### **GUIDANCE NOTES FOR APPLICANTS**

1. Grant Aid is provided in conformity with the Articles and Memoranda of Hitchin Youth Trust Ltd.
2. Grant Aid is restricted to Organisations for Young Persons who have not reached their 26<sup>th</sup> birthday, which operate or intend to operate in the Trust's Operational Area, with the specific exclusion of Baldock, Letchworth, Royston and Stevenage. If you are in doubt regarding eligibility, need further information or help in completing this form, contact The Hon Secretary at :-  
**Hitchin Youth Trust Ltd, 111 Walsworth Road, Hitchin, Herts SG4 9SP**  
**Tel/Fax (01462) 422505                      Email: [info@hitchinyouthtrust.co.uk](mailto:info@hitchinyouthtrust.co.uk)**
3. Awards cannot generally be considered for overseas travel, setting up of businesses, Publicly Funded bodies, or alterations / improvements to premises.
4. Grant Aid is awarded on the principle of providing the maximum benefit for the greatest number of young people, in particular those young people in the greatest need.
5. When considering applications, account is taken of the Applicant Organisation's own efforts to provide the finances needed to achieve the intended objectives.
6. Other than in exceptional circumstances, applications for Grant Aid may not be made more than once in any 12-month period.
7. If Grant Aid is needed for more than one year, it should be declared when the initial application is made.
8. A separate application has to be made for each year for which Grant Aid is required.
9. Awards made by the Trust may only be used for the purpose(s) declared on the initial application. Recipients maybe required to produce receipts as evidence that this requirement has been strictly adhered to.
10. Awards may be paid in stages, released only on receipt of evidence of the project or activity having been booked or taken place or invoices provided for equipment approved. Failure to provide these items may result in further staged payment or the award being withheld.
11. When completing the application, it is essential that the fullest information be given, including accounts up to the end of the last financial year. A copy of the Constitution must also be provided. Failure to do so may result in the application being rejected. Please return the completed application to:-  
**Hitchin Youth Trust Ltd, 111 Walsworth Road, Hitchin, Herts SG4 9SP**
12. All applications, whatever their nature, are considered fully by the Trustees and decisions made on the basis of the information provided.
13. All financial information provided by the Applicant will be treated in the strictest confidence.
14. Please note that the information provided in this application may be made available, in the strictest confidence, to Hitchin Education Foundation or other local Trusts if we feel they are more suited to help you.
15. The decision of the Trustees in respect of any application is final and they will not entertain any correspondence relating to the decision. All applications remain the property of Hitchin Youth Trust Ltd.

## APPLICATION FOR GRANT AID BY ORGANISATION

### **SECTION 1 – CONSTITUTION** (to be completed by Organisational Representative in black ink)

Name of Organisation:		
Organisation Address:		
Name of person completing the form:	Position within the Organisation:	Correspondence Address: Post Code: Contact Tel No.:
Is the applicant Organisation associated with, or part of another organisation? YES / NO *	If YES, are the finances of the applicant Organisation separately administered, with independent accounts? YES / NO *	
Is the Organisation voluntary or profit making?	When was the Organisation formed?	

### **SECTION 2- ADMINISTRATION**

#### **Name and address of Officers:**

Chairman:	Address:
Secretary:	Address:
Treasurer:	Address:
Names of Committee Members:	

### **SECTION 3- AIMS AND OBJECTS**

Outline the main aims / objectives of the Organisation:
What are / will be, it's main activities?
Does / will the Organisation participate in activities with other local organisations? YES / NO * If YES, please give details:

### **SECTION 4 - PREMISES**

Where does the Organisation Meet?	
Does the Organisation own the premises? YES / NO *	If NO, are they provided free of charge, or are they hired?
If rent is paid, please state the amount £ (per week, month, year)	Who is the rent paid to?
Does the Organisation have exclusive use of the premises? YES / NO *	If NO, with whom are they shared and on what basis?
What security of tenure do you have?	

\*delete as appropriate

## **SECTION 5 – MEMBERSHIP**

Number of members under the age of 26:	Number of members over the age of 26:
If not a membership organisation, please state the number of people under the age of 26 that the Organisation helps each year:	
Is membership restricted for reasons of Age, Sex, Race, Religion or Politics? YES / NO *	If YES, please give details:
Do members pay subscription or fees? YES / NO *	If YES, please give amounts: £ Daily/Weekly/Monthly/Termly/Annually *

\*delete as appropriate

## **SECTION 6 – STAFFING**

### **Numbers of staff or helpers:**

	Voluntary	Paid	Salary/Wages	Expenses
Leaders				
Assistants				
Instructors				
Helpers				

### **Outline the main duties of the various staff categories:**

Leaders
Assistants
Instructors
Helpers

Does the Organisation have a Safe Guarding of Children and Vulnerable Persons Policy in place? YES / NO \*

## **SECTION 7 – FINANCES**

### **Please give detail of all income received during the past year (Please give dates):**

Grants	£
Donations	£
Sponsorships	£
Fund raising directly by the Organisation	£
Lettings	£
Members' Subscriptions	£
Other Income	£
<b>TOTAL INCOME</b>	£

**Note: a copy of independently reviewed accounts for the year preceding this application must be provided together with particulars of any assets or holdings.**

**SECTION 8 – PURPOSE OF APPLICATION**

Explain fully, the purpose for which this application is made:

Does the project or activity for which Grant Aid is sought, have recreational or educational value for your members, and / or the local community in which the Organisation operates? Please describe:

**SECTION 9 – COST SUMMARY OF THIS APPLICATION**

Estimated cost of project or activity for which Grant Aid is requested	£
Amount applicant Organisation is able to provide	£
Help available from other sources (Grants, Sponsorships etc) Please give details	£
<b>TOTAL Grant Aid Requested</b>	<b>£</b>

**SECTION 10 – DECLARATION**

We, the undersigned, declare that to the best of our belief, the information given in this application is correct.

We agree to Hitchin Youth Trust holding our data in line with their Privacy Statement available on their website.

<b>Chairman</b>	<b>Secretary</b>	<b>Treasurer</b>
Signed:	Signed:	Signed:
Print Name:	Print Name:	Print Name:
Date:	Date:	Date:

**SECTION 11 – ADDITIONAL INFORMATION**

Please provide any additional information with this application form, which may assist your application.