

KNEB WORTH VILLAGE TRUST

Registered Charity Number 297228

A charity established to receive donations and
“PROMOTE ANY CHARITABLE PURPOSES FOR THE GENERAL
BENEFIT OF THE INHABITANTS OF THE PARISH OF KNEB WORTH”

GRANTS AND LOANS FOR VILLAGE FACILITIES

Application Form for completion by Voluntary Organisations

Applications from organisations who have not tried to
seek funding from other sources may not be considered.

PLEASE:

1. Try first to get assistance from the County Council, District Council, Parish Council and/or any other charity or organisation to which your own organisation may be affiliated.

Only if you get no help or insufficient help apply to the Trust.
2. Before you complete this form, study carefully the written Declaration which you are required to make.
3. Complete the enclosed form and return it to the Secretary of the Trust whose contact details are given later.
4. Send with your application as appropriate:
 - (i) Rules and Constitution of your organisation.
 - (ii) The last year's accounts and balance sheet and a statement of the organisation's financial position since the last completed accounts.
 - (iii) A plan or sketch and any competitive estimates available for any building work, repairs or alterations. Estimates from businesses trading in Knebworth are encouraged and should be obtained if at all possible.
 - (iv) Competitive price list for any equipment.
 - (v) Any additional supporting information.
 - (vi) A note concerning your VAT position (the Trust is unable to recover VAT).
5. Note that grants awarded are expected to be claimed within 12 months. Monies not claimed within that time will be withdrawn unless there are exceptional circumstances and the Trustees agree to allow additional time.

NB If your application is printed out for submission, please print single sided to facilitate photocopying for the Trust meetings.

KNEB WORTH VILLAGE TRUST

TO BE SUBMITTED TO THE TRUST SECRETARY

A. APPLICANT INFORMATION

1. Name of organisation's representative

Address

Telephone number

Email address

2. Name, address, telephone number and email of representative to whom correspondence should be sent if different to above

NB To comply with data protection legislation, the information given on this page and in the Declaration will be held solely by the Honorary Secretary for the purposes of administering the grant application. Contact details may be passed to the Honorary Treasurer to deal with grant payments from the Knebworth Village Trust. The application form will be retained securely by the Honorary Secretary for a period of 6 years, as required by the Charity Commission, after which time it will be shredded.

B. ORGANISATION AND PROJECT DETAILS

Please answer all questions as fully as possible.

1. Name of Organisation

2. Full description of project for which assistance is sought (continue in "Further Details" if necessary)

3. Amount requested

4. Total cost of project

5. If work has started on the project or any contract has been entered into, please give details

6. Please state proportion of Knebworth residents in your organisation

7. If grant or loan is offered, please state earliest date required

8. Please confirm if any person receives any payment for their services as a member of your organisation

9. Date of start of your organisation

10. To what other Council(s) or Organisation(s) have you applied for a grant or loan? Please give details.

The Trust, at its sole discretion, may impose conditions of grant or loan (e.g. matching payments to be made against receipts, repayment required etc.) It is a condition of all grants approved that the amounts received are reflected in the accounts of the organisation as grant income from the Knebworth Village Trust together with appropriate identification of the corresponding expenditure.

FURTHER DETAILS (including any special circumstances)

Please now complete the Declaration. If you are unable to do this complete it where possible and explain below the reasons which sections are not authorised and why.

C. DECLARATION

NOTE: This section is intended mainly to protect individual Officers from personal liability and it is in the interests of the signatory to ensure that the necessary authorisation is given by the Committee.

I (*name in full*)

of (*address*)

hereby declare on behalf of the
Committee of (*Organisation*)
that:

1. I have been duly authorised to give this declaration on behalf of the applicant organisation by a Resolution of the Committee dated
2. The application is made on behalf of a voluntary organisation not constituted or operated for profit by its members and there will be no distribution of assets or funds to members or other persons during the existence of the organisation or on its dissolution.
3. Membership of the organisation is open to all and no application for membership will be refused except on reasonable grounds, i.e. there will be no discrimination on grounds of race, sex, disability, occupation, religious, political or other opinion.
4. There are no unreasonable restrictions in the admission of new members.
5. The managing body of the organisation is composed mainly of members representing those using the facilities and all members are eligible for election to the managing body.
6. The organisation will have security of tenure on any property on which funds will be spent.
7. The books and accounts of the organisation will be made available if required for examination by the Trust.
8. The organisation has satisfied itself that upon completion of the proposed project it will be assured of a sufficient income to meet all running costs, including adequate maintenance of the facility and the cost of loan repayments where appropriate.
9. Any provisions in the constitution or rules of the organisation that are contrary to the above will be suitably amended.
10. I undertake on behalf of the organisation that if the grant-aided facility ceases to be used for the purposes for which the grant was made, or if any of the assurances given above or any other condition attached to offer of grant are not met then appropriate proportion of the market value of the facility or equipment will be repaid to the Trust.

Signature

Date

Official Position

Please return the completed form to the Trust's Honorary Secretary:

Mrs Catherine Williams, 3 Bell Close, Knebworth, Herts SG3 6AJ
Tel: (01438) 812730 Email: info@kvt.org.uk