

**Community Events Small Grants Scheme**

**Application Form 2017/18**

**The Great Get Together - Community festival and event fund**

**17 & 18 June 2017**

Applications can be made by formally constituted groups or individuals wishing to organise activity that will benefit the wider community. The event has to take place on a residential street or in a park managed by Haringey Council.

Please complete as much information as possible. If you cannot complete any of the sections, please explain why where possible.

**ABOUT YOU**

**Your contact details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Q1** | **Name of person applying for this grant** | | |
|  | Title | First name | Last name |
|  | Position in Group (Chair, Treasurer etc) | | |
|  | Address | | Postcode |

**Group details** *(only if applying on behalf of a constituted group)*

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| **Q2** | **Name of Group** |
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| **Q3** | **What are the main aims and objectives of your group?** |
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| **Q4** | **Which Haringey park / street would like your activity to take place?** |
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**ABOUT THE EVENT**

**How will the grant be used?**

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| **Q5** | **Please provide a brief overview of the event you are planning to organise, including when, where it is to be held, who will be invited and any planned activities etc.** |
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| **Q6** | **How much money are you applying for?** *(please remember this cannot exceed £250 per event)* | |
|  | £ Total requested | Please include a description here on what exactly the money will be spent on e.g. infrastructure, decorations etc. |

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| **Q7** | **Please describe any contribution towards the event that you are making.** whether in cash or ‘in-kind’ (volunteer, equipment costs etc) | |
|  | £ Total | Details |

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| **Q8** | **Please describe below who will benefit most from the planned activity.** *(e.g. park users, local residents, age group, numbers etc)* |
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| **Q9** | **Have you applied to Haringey Council to officially book the park / street?** | | | |
|  | Yes |  | No |  |
|  | If no, please beware that anyone wishing to use a park for an event or activity or close a residential street for a street party must officially apply and get permission from Haringey Council before any event can take place.  This not only ensures that all procedures are in place to protect visitors and users, but makes sure no other conflicting events or activity is taking place.  If you haven’t applied to use the park or close the street please contact [**parksbookings@haringey.gov.uk**](mailto:parksbookings@haringey.gov.uk) **– failure to do so will result in the grant being withheld** | | | |

**REQUIRED SIGNATURES**

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| **Q10** | **Your signature** *- this must be the signature of the person applying as detailed in Q1* | |
|  | *I confirm that, to the best of my knowledge and belief that all the information detailed in this application form is true and correct. I understand that I may be asked for further information at any stage of the application process.* | |
|  | **Signed** |  |
|  | **Date** |  |

|  |  |  |
| --- | --- | --- |
| **Q11** | **Independent referee statement** *- this must be someone other than the person applying, and must be someone who can support the application e.g. ward councillor, teacher etc.* | |
|  | *I confirm that I know this group/individual and support the work that they do. I have read this application and fully support this request for funding. I am willing to be contacted to discuss this application further if necessary and I am also willing to comment on the grant at a later date, if the application is successful, and provide a brief report detailing how the event or activity went.* | |
|  | **Signed** |  |
|  | **Print name** |  |
|  | **Position in community** |  |
|  | **Contact number** |  |
|  | **Date** |  |

# Haringey Council – Small Grants Contract

# The following Contract must be signed by the person named in Q1.

# *I confirm that the Group named in Q1 has authorised me to sign this agreement on their behalf. To the best of my knowledge and belief, all the information provided in this application is true and correct. If this application is successful, in full or in part, the group will keep to the following terms and conditions. I understand that this is an agreement between the Group named and Haringey Council.*

# We understand and agree that:

# We will use any grant for exactly the purpose set out in this application. The letter which tells us about the award will also explain if the Small Grants funder wants us to alter any part of this application.

# We will not make any major change to the project without first receiving the Small Grants funder’s agreement in writing.

# We will not sell or dispose of any equipment or other assets which we have bought with a grant without first receiving the Small Grants funder’s agreement in writing. If we sell any equipment or assets, we may have to pay the Small Grants funder part of the money we receive for them. The amount we repay will be in direct proportion to the share of the project cost that came from the Small Grants funder.

# We will not use a grant to pay for goods or services which we buy or order before we receive the award letter confirming the grant.

# If we receive a grant for a pilot project, we understand that the Small Grants funder will not automatically fund any later projects.

# We will not change the sections of our constitution which relate to purposes, paying members of the governing body, distributing assets or admitting members without first receiving the Small Grants funder’s agreement in writing.

# We will inform the Small Grants funder of any changes to our bank or building society account.

# We will comply with any relevant legislation affecting the way we carry out our project.

# We will acknowledge the Small Grants funder’s grant in our annual report, our Chair’s or Secretary’s report at our AGM, the accounts which cover the period and in any publicity materials we produce about the project. We will supply copies of these documents to the Small Grants funder if requested.

# We will show the grant separately in our annual accounts as a “restricted fund” and will not include it under general funds.

# The Small Grants funder can use our name and the name of our project in its own publicity materials. We will inform the Small Grants funder of any situation where confidentiality is a particular issue.

# We will spend the grant within one year of the date of the award letter.

# If we do not spend the entire grant, we will promptly return the unspent amount to the Small Grants funder.

# We will monitor the success of the project and complete an end of project report within one year of the date of the award letter and submit it to the funder.

# We understand that the Small Grants funder will not increase the grant if we overspend.

# We will keep all financial records and accounts, including receipts for items bought with the grant, for at least two years from receiving the grant. We will make these available to the Small Grants funder. We understand that this does not release us from our legal responsibility to keep records for longer periods.

# The Small Grants funder may hold back a grant or ask us to repay a grant, in whole or in part, in the following circumstances:

# If we fail to keep to this contract in any way;

# If the application form was completed dishonestly or the supporting documents gave false or misleading information;

# If we do not follow equal opportunities practice in employing people, recruiting new members and providing our services;

# If any member of our governing body, staff or volunteers acts dishonestly or negligently in their work for us at any time during the project;

# If we fail to complete the project within one year;

# If we close down, become insolvent, go into administration, receivership or liquidation (‘sequestration’), or make an arrangement with our creditors;

# If our group closes down we will not sell or dispose of any equipment or assets without first receiving the Small Grants funder’s agreement in writing.

# These terms and conditions will apply until we have spent all the grant and until the Small Grants funder has received and approved our end of project report. If we have bought any equipment or assets with the grant, these terms and conditions will apply until the end of the normal working life of the assets.

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| **Signed** |  |
| **Print name** |  |
| **Date** |  |

**What now...?**

# Complete the application form and sign the Small Grants Contract, and email it to

# [parksbookings@haringey.gov.uk](mailto:parksbookings@haringey.gov.uk)

# If you would like to discuss any aspect of the Small Grants Scheme before submitting an application, or need guidance to complete the application form, please contact our Events Officer on 020 8489 1418