

23 MAR 2017



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LEDBURY TOWN COUNCIL

Grant Application Form

1. Your Organisation

Contact Name:	Paul Kinnaird
Position:	Chairman
Organisation:	Ledbury Community Day
Contact Address:	The Coach House, Hazle Farm. Dymock Rd Ledbury HR82HT
Telephone Number:	'01531634788
OE-mail:	paul@barrscourt.com
Status of Organisation:	Voluntary group
Charity/company number	Charity No: (if applicable) Company No:
What geographical area does your organisation cover?	Ledbury & district
How long has your organisation been in existence? (please <input checked="" type="checkbox"/>)	Less than one year
	Between one and five years /
	More than five years
What are the aims and objectives of your organisation?	To showcase Ledbury and raise the profile of all the groups active in the area to the benefit of all residents and visitors.
What are the main activities of your organisation?	To organise Community Day by helping Groups and Organisations participate on the day. This involves Publicity,

	Invitations to Groups, Website, Booking Halls, Compilation & Distribution of Brochures, Organising the Day with Stewards on patrol throughout the day to manage the operation.
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2. Your Project/Activity

Project title:	Ledbury Community Day 2017
Description of project (please continue on a separate sheet if necessary)	On June 10 th 2017, Ledbury Community Day will hold events in various venues in the town. Over 140 groups are invited to join the day to celebrate what Ledbury is all about
Where in Ledbury will the project/activity take place?	Most events are held in the centre of Town utilising the Burgage, St Katherines and Community Halls. Other Groups may show at their site eg Bowls, Tennis Club, Rugby Ground
Who will benefit from the project? (please tell us what groups will benefit and approximately how many people will benefit in total)	All age ranges are able to join in on the Day No charge is made for access to the Halls. No barriers to Disabled persons So all the population can benefit.
What evidence do you have of local need/demand for the proposed project/activity? (This might be survey work or statistical evidence)	During the 4 years of organising the event, it has grown in size from 50 to 80 Participants there are several requests by Participants and past Mayors to make it an Annual event.
What support have you received for this project? (Please tell us about any expressions of support you have received from outside your organisation)	We received 17 positive written statements of support for the 2016 event with suggestions for 2017 and no objections.
How will the project be managed and how will you measure its success?	The committee meets regularly to report progress in meeting the milestones. Success is measured by how many Participants apply and their feedback after the event.
Please give the timescale	Sept 16 – Review and decide on 2017 event. Book Halls

and key milestones for your project, including a start date and finish date.	Feb 17 – issue of Invitations April 17 – Close of Applications May 17 – Print and distribution of Brochures June 10 th – Community day
Please explain how your organisation will acknowledge Ledbury Town Council's contribution.	All Brochures will acknowledge support from LTC Acknowledgements are also made in Publicity to the Press and the Committees Reports accessed from the website (www.ledburycommunityday.org.uk)

3. How you will pay for your project.

What is the total cost of the project?	£2,500.00
Amount requested from Ledbury Town Council.	£300.00

Please list any applications you have made for funding from other organisations.

Organisation	Contribution Sought (£)	Applied (please tick as appropriate)	Granted (please tick as appropriate)
<i>Heineken</i>	<i>£2,000.00 Specific to Brochure production</i>	√	√
<i>Westons Cider</i>	<i>£200.00</i>	√	

4. Further information enclosed

Information	Enclosed (please tick)
A copy of your organisation's most recent bank statement (mandatory)	√
A copy of your constitution (or similar document showing the organisation's status) and list of appointed officers	√
A copy of your organisation's committee and meeting structure	√
A copy of your organisation's latest set of accounting statements	√

(if any exist)	
Copies of any letters of support for your project	See enclosed copies
Other (please list below):	

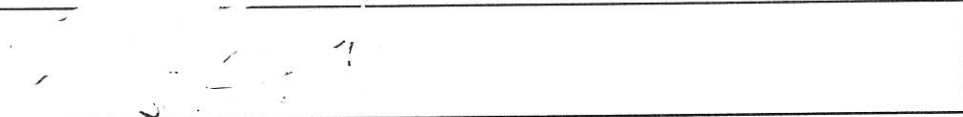
5. Declaration by the applicant

I/we declare that, to the best of my/our belief, the information given on this application form and in any enclosed supporting document is correct.

I/we accept the following:

- (i) That any false information we provide, even if provided in good faith, may lead to the withdrawal of the grant offered.
- (ii) That any grant offered will be used only for the purposes set out in this application.
- (iii) That we will provide reports on progress at the request of the Town Council.

Should any grant offered not be used in accordance with the terms and conditions set by the Town Council, we undertake on behalf of the organisation to repay the outstanding amount to Ledbury Town Council on demand.

Signed:	
Name (s):	PAJ KINWARD
Date:	1/3/2017.

Please return your completed form to:

Mrs K Mitchell
 Clerk to the Council
 Town Council Offices
 Church Street
 Ledbury
 Herefordshire
 HR8 1DH

E-mail: admin@ledburytowncouncil.gov.uk