**HERTSMERE BOROUGH COUNCIL**

**WARD IMPROVEMENT INITIATIVE SCHEME APPLICATION FORM 2024/25**

Please ensure you read the ***Guidance Notes*** available on the website prior to completing this form. Submitting your application should not be classed as approval. You will be contacted once your application has been considered.

Funding may cover revenue or capital costs as a ‘one-off’ grant for a specific project, event, programme or events or equipment.

Please note that to ensure you application is successful you will need to provide the following information:

* evidence of a constitution;
* confirmation of organisation bank account;
* accounts and an annual report if applying for more than £1500 in total
* equal opportunities and safeguarding monitoring policies

Once this form has been completed, please send it to [grantapplications@hertsmere.gov.uk](mailto:grantapplications@hertsmere.gov.uk) and include ‘WIIS’ in the email subject so that the application can be processed correctly.

ORGANISATION DETAILS:

**1 Details for your organisation**

|  |  |
| --- | --- |
| Name of organisation to whom the grant will be paid: |  |
| Main contact for this application: |  |
| Address: |  |
| Telephone Number: |  |
| Email Address: |  |
| Nature of organisation: (Type of organisation, activities, membership, ages etc) | |
| What is the purpose of the organisation? What are the main goals/aims? | |

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| --- |
| Which Hertsmere ward will the project benefit? (You can find a list of wards on the application guidance notes document) |

ABOUT YOUR FUNDING:

|  |  |
| --- | --- |
| Amount of funding required: |  |
| Total cost of the project/activity: |  |
| Funds already raised: |  |
| Are you getting money to help pay for this project/activity from any other source?  *Please include details of any pending applications* |  |
| Is there a specific date that you need the funding by and why? (Please note that we cannot guarantee meeting your required date) |  |
| Does the organisation have a bank account in its own name? (please note that that grants can only be paid to organisations who have their own bank account) | YES/NO  Please delete as appropriate |
| Discussions with ward councillor(s): (Please state the name of your ward councillor(s) and give a brief summary of the discussions that you have had with them.) | |

PROJECT DETAILS:

Tell us about how you will use the funding and please include the following:

* Who will it benefit and how?
* Why is it needed?
* How does it support Hertsmere Borough Council’s [Corporate Vision](https://www.hertsmere.gov.uk/Your-Council/Official-Publications--Guides--Policies/Corporate-Plan.aspx)?
  + Hertsmere has a strong identity
  + Hertsmere drives sustainable growth
  + Hertsmere is enterprising
  + Hertsmere takes climate action
  + Hertsmere is inclusive and equitable
  + Hertsmere is open and collaborative

|  |
| --- |
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| --- | --- |
| \*Are you a Member of employee, or are you to your knowledge, related to a Member of employee of Hertsmere Borough Council? | YES/NO  (delete as appropriate) |

Declaration:

I declare that the information supplied in this request is true and that any grant money received from Hertsmere Borough Council will be used for the purposes described in this form.

Your organisation must acknowledge the support of Hertsmere Borough Council in its promotional material. You will be asked to forward to us any publicity and photographic evidence of the project/purchase which may be used in our own promotions.

|  |  |
| --- | --- |
| Signed (Please type name) |  |
| Contact number: |  |

If you would be happy to receive other relevant information which we feel would be useful to you as an organisation or your beneficiaries, please tick here:

cid:image007.png@01D428A5.EE6DB8B0**Data Protection**

The information you have provided is needed for the administration of this service only. The information you provide will be held in confidence and stored securely.

Hertsmere Borough Council will share this information with the named Councillor(s) in your application. Your information will not be used for any other purpose than described and will be securely destroyed upon completion in line with legislative requirements.

**Application checklist:**

Be sure to read the guidance notes before you start the application

* Complete the application fully, leaving no parts blank.
* Provide evidence of your constitution
* Confirmation of organisation bank account
* Provide a copy of your accounts and an annual report if applying for more than £1500 in total
* Provide equal opportunities and safeguarding monitoring policies.