TOWN MAYOR'S COMMUNITY TRUST FUND AWARDS

Charity No. 1138920

Administered by: Royston Town Council, Town Hall, Royston Herts. SG8 7DA
Tel/Answerphone: 01763 245484 Fax: 01763 248016
Email: town.clerk@roystontowncouncil.gov.uk

GENERAL INFORMATION

1. The award will be given to any organisation within Royston for the setting up of a new project, capital scheme or to help towards a special event during a 12-month period after the acceptance of the award.

2. The award money is intended to be beneficial to the community of Royston.

3. The maximum amount awarded in any one year will be at the discretion of the Trustees of the Town Mayor's Community Trust at a meeting held in February 2017.

4. Applications for an award must be made by **Monday 20th February 2017** and will be announced at the Town Council's Annual Town Meeting on **Thursday 23rd March 2017.**

5. Authorised officers must sign an application on behalf of an organisation.

6. A community award is selective and discretionary. There is no guarantee that an award will be made.

7. The Trustees of the Town Mayor's Community Trust will consider each application on its merit and the decision of the Trustees is final.

8. The following will not be considered:-

   - Commercial entertainment or investment in commercial activities.
   - Conferences
   - Private events not open to the public
   - Individual members of organisations
   - Political organisations

9. Any contribution made ***must be acknowledged on any relevant materials such as stationery, advertising or any item purchased with the grant awarded.***

10. When an event or activity has been completed the Trustees will require ***a statement of account clearly showing that the Award was used in the way specified in the application.***

11. In the event of the conditions of the award not being met the Trustees reserve the right to request the repayment of the award.

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APPLICATION FORM

1. Name of organising body

.....

2. Nature of application (please tick)

(a) Setting up new community project

Help towards special event

Other capital schemes

(b) Please describe application in full

.....

.....

.....

(c) When will award be used?

.....

(d) Where will award be used?

.....

.....

3. Amount requested (supporting quotations/statements helpful)

.....

4. In which way will an award benefit the community?

.....

.....

5. Have you received a Community Trust Fund Award before? Yes/No

If Yes – give amount and date

.....

6. Have you applied for a grant?

(i) towards running your organisation? .....

(ii) towards funding this project? .....

7. Attach or submit information in support of your application if desired.

8. Details of two authorised officers of the organising body.

1. Name .....

   Title or position .....

   Address .....

   Tel: Daytime ..... Evening .....

2. Name .....

   Title or position .....

   Address .....

   Tel: Daytime ..... Evening .....

Declaration: **I hereby certify that all the information given on this application is accurate and undertake to implement any conditions attached to an award by the Trustees of Town Mayor's Community Trust Fund.**

Signature:

(1) .....

Dated .....

Signature:

(2) .....

Dated .....

Please return this form to:

The Town Clerk
Royston Town Council,
Town Hall,
Melbourn Street,
Royston,
Herts.
SG8 7DA