

COMMUNITY CHEST AWARDS

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 Awards Committee.
4. Applications for an award must be made by Friday, 5th February 2010 and will be announced at the Town Council's Annual Town Meeting on 25th March 2010.
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 Community Chest Awards Committee will consider each application on its merit and the decision of Royston Town Council 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 by the award scheme ***must be acknowledged on any relevant materials such as stationery, advertising or any item purchased with a Community Chest Award.***
10. When an event or activity has been completed the Town Council will require ***a statement of account clearly showing that the Community Award was used in the way specified in the application.***
11. In the event of the conditions of the award not being met Royston Town Council reserves the right to request the repayment of the award.

COMMUNITY CHEST AWARD

APPLICATION FORM

1. Name of organising body

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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)

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

.....
.....

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

If Yes – give amount and date

.....

6. Have you applied for a grant elsewhere?

(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 Finance Committee of Royston Town Council.

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