

# TOWN MAYOR'S COMMUNITY TRUST FUND AWARDS

Charity No. 1138920

Administered by: Royston Town Council, Town Hall, Royston, Herts. SG8 7DA

Telephone: 01763 245484 / Email: [town.clerk@roystontowncouncil.gov.uk](mailto:town.clerk@roystontowncouncil.gov.uk)

## GENERAL INFORMATION

1. The award will be given to any organisation fostering a significant benefit for the people and community of 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. Grants of between £50 and £500 will be considered. The maximum amount awarded in any one year will be at the discretion of the Trustees of the Town Mayor's Community Trust Fund at a meeting held on the 23rd February 2023. Applications for an award must be made by Monday 13<sup>th</sup> February 2023.
3. Authorised officers must sign an application on behalf of an organisation.
4. Applicants must supply the previous financial year's accounts for their organisation and a recent bank statement. New / start up organisations should submit a financial statement including their proposed budget.
5. For grant applications exceeding £250, at least two quotations must be submitted to demonstrate that best value has been sought.
6. A community award is selective and discretionary. There is no guarantee that an award will be made. The Trustees of the Town Mayor's Community Trust will consider each application on its merit and the decision of the Trustees is final.
7. The following will not be considered:-
  - Commercial entertainment or investment in commercial activities.
  - Conferences
  - Private events not open to the general public
  - Grants to individual members of organisations
  - Grants to political organisations
8. Any contribution made ***must be acknowledged on any relevant materials such as stationery, advertising or any item purchased with the grant awarded.***
9. 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.*** Recipients will be sent an evaluation form, to be completed and returned to Royston Town Council within 12 months of receipt of the grant.
10. 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. About your organisation

Name of Organisation applying for a grant:

\_\_\_\_\_

Name and address for correspondence:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone number:

\_\_\_\_\_

Email:

\_\_\_\_\_

Legal status of organisation:

\_\_\_\_\_

If a registered charity, number:

\_\_\_\_\_

Year organisation established:

\_\_\_\_\_

### 2. Nature of application (please tick)

(a) Setting up new community project

Help towards special event

Date of the event: \_\_\_\_\_

Other capital schemes

(b) Please describe what the award will be used for

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(c) When will the award be used?

\_\_\_\_\_

\_\_\_\_\_

**The Mayor's Community Trust Fund will not fund 100% of any project**

**3. Amount requested** (supporting quotations/statements are required):

£ \_\_\_\_\_

Total Project Cost: \_\_\_\_\_

What is the total contribution from your organisation towards the project?

\_\_\_\_\_

Has funding been sought from any other sources?    Y / N

If yes, how much is the funding and has your application been successful?

\_\_\_\_\_

\_\_\_\_\_

How will any shortfall be funded?

\_\_\_\_\_

\_\_\_\_\_

**4. Beneficiaries:**

**Where is your organisation based?**

\_\_\_\_\_

**Where will the project / activity be located?**

\_\_\_\_\_

**How many people are expected to benefit over 12 months? (Please explain how the figure was calculated)**

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**What age group will benefit?**

<b>Children</b>	<input type="checkbox"/>	<b>Young People</b>	<input type="checkbox"/>	<b>Adults</b>	<input type="checkbox"/>
<b>Seniors</b>	<input type="checkbox"/>	<b>All</b>	<input type="checkbox"/>	<b>Not known</b>	<input type="checkbox"/>

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

If Yes – give amount and date (up to 3 years)

Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Amount: \_\_\_\_\_ Date: \_\_\_\_\_

**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.**

**Details of two authorised officers of the organising body:**

1. Name \_\_\_\_\_  
Title or position \_\_\_\_\_  
Email address \_\_\_\_\_  
Tel: Daytime \_\_\_\_\_ Evening \_\_\_\_\_

**Signature: (1)** \_\_\_\_\_ **Date:** \_\_\_\_\_

2. Name \_\_\_\_\_  
Title or position \_\_\_\_\_  
Email address \_\_\_\_\_  
Tel: Daytime \_\_\_\_\_ Evening \_\_\_\_\_

**Signature: (2)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return this form to:**

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

Email: [town.clerk@roystontowncouncil.gov.uk](mailto:town.clerk@roystontowncouncil.gov.uk)