

# 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](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. The award money is intended to be beneficial to the community of Royston.
3. 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 at a meeting held in February 2021.
4. Applications for an award must be made by **Friday 19<sup>th</sup> February 2021.**
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.

# TOWN MAYOR'S COMMUNITY TRUST FUND AWARDS

Charity No. 1138920

## APPLICATION FORM

### 1. About your organisation

Name of Organisation applying for a grant:

\_\_\_\_\_

Address for correspondence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 award be used?

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

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

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)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What age group will benefit?**

Children

Young People

Adults

Seniors

All

Not known

**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.**

**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

