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**KING’S CORONATION 2023**

Application for small grant support to Street, Community or School events in the township of Halewood

|  |  |
| --- | --- |
| **Applicant** | **Group or Organisation** |
| Name: | Name: |
| Address:  Post Code: | Address:  Post Code: |
| Tel: | Tel: |
| Email: | Email: |
| Position: | Website (if applicable): |

|  |
| --- |
| **What is the status of your group/organisation?** |
| Please tell us who you are i.e. a Local Charity, a Constituted Local Group, a street/neighbourhood organising a street party, a local school or other?  ……………………………………………………………………………………………………….. |
| **Please give a brief description of your group/organisation.** |
|  |
| **Please describe the activities that you plan to use your grant for.** |
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| **Who will be the main beneficiaries of the activity/project? Please give numbers, ages etc. Please indicate how many beneficiaries would reside in or come from Halewood.** |
|  |
| **When and where will the project take place?** |
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Please state how much money you need for your project and what it will be used for. If you can recover the Value Added Tax (VAT) you must only show the net amount.

|  |  |
| --- | --- |
| **Items of Expenditure** (include all project costs) | **Cost** |
|  |  |
|  |  |
|  |  |
| **Total** |  |

Please list all contributions towards your costs, including any cash, grants, donations, and your own resources.

|  |  |  |
| --- | --- | --- |
| **All sources of funding** | **Current Status** (secured or pending) | **Amount** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** | |  |
| **Amount you are requesting from Halewood Town Council** (maximum per project is £150.00) | |  |

I confirm to the best of my knowledge and belief that all the information provided is true and correct. I understand that Halewood Town Council reserves the right to recover all or part of any grant award in the event of non-compliance with the terms of the grant.

I confirm that all relevant documentation has been provided and that the group/organisation is adequately covered for all liabilities from the running of the activity/project. I accept Halewood Town Council is not liable for any costs, losses or damages incurred as a direct result of the activity or project taking place.

SIGNATURE: ………………………… NAME (Please print): ……………….………………….

**General Data Protection Regulation 2018 Privacy Statement**

Halewood Town Council is the sole owner of the information collected by us. The information collected will enable us to correctly process your application regarding a King’s Coronation Fund application. We will not provide your personal information to any other external organisation or individual unless it is lawful to do so, or where you have provided explicit consent to do so.

**King’s Coronation Fund 2023 - Terms and Conditions**

1. The Grant shall be received in a lump sum into the bank account of the Grant Recipient which must ideally be a business/organisation bank account (*we appreciate a neighbourhood street party may be led by an individual householder or group of people without a ‘business account’. In this scenario, please speak with the Community Projects Manager for Halewood Town Council, Lynn O’Keeffe, regarding your application. Lynn can be reached at 428-1929 or via the email address at Point 5).*

2. The Grant Recipient shall use the Grant only for the delivery of the project and not for any other purpose

3. All grant expenditure must be incurred by 30th June 2023.

4. Best value must always be demonstrated by the Grant Recipient when purchasing items, Halewood Town Council may ask for this evidence to be supplied.

5. The Grant Recipient must submit evidence of the supported activities in the form of digital photographs, film clips, or similar to: [Lynn.CommunityProjects@knowsley.gov.uk](mailto:Lynn.CommunityProjects@knowsley.gov.uk)

Such documents will be for the exclusive use of Halewood Town Council in documenting and promoting community activities throughout the year. These must be submitted no later than 30th June 2023.

6. Unless otherwise agreed, any unspent grant must be returned to Halewood Town Council.

7. If the project ceases, and the original purpose of the grant is not delivered, then Halewood Town Council reserves the right to reclaim all or part of the grant.

8. Grant Recipients must ensure all relevant permissions and licences are obtained before they apply.

9. All liabilities for the project remain with the Grant Recipient and are not the responsibility of Halewood Town Council

10. The Grant Recipient must ensure that all publicity relating to the project fully acknowledges the Support from Halewood Town Council.

11. Permission to use the Halewood Town Council name and logo in relation to publicity shall be for use in relation to this project only.

12. If the Grant Recipient can recover VAT, then VAT must not be included in the project costs

13. The Grant Recipient must demonstrate a commitment to equality of opportunity.

14. Any equipment purchased with the grant must remain the property of the organisation and must be available for more than one member to use.

15. The Grant Recipient shall comply with all relevant UK data protection legislation in delivering their obligations under this Agreement. Halewood Town Council may use any information or data provided by the Grant Recipient or collected during the Agreement for the purposes of management, control and evaluation and may share this with other UK public bodies (or their authorised representatives or auditors) for the purposes of monitoring, evaluation and administering regulations.