



Member Funding Scheme: Application Form

Information relating to society applying for funds				
Name of Society:				
Name of person making application:				
Position in Society:				
Contact* (tel. and/or email)				
Number of members:				
Member subscription/meeting fee:				
Normal number of meetings per year:				
Rent per annum:				
Address of meeting place:				
Name of event or activity:				
Type of financial assistance requested:				
One-off project: grant <input type="checkbox"/> One-off project: guarantee against loss <input type="checkbox"/>				
Training course: <input type="checkbox"/> Tutorial or demonstration: <input type="checkbox"/> Transport: <input type="checkbox"/> Printing: <input type="checkbox"/>				
Brief description of event or activity:				
Start date	Finish date	Estimated costs	Estimated receipts	Amount requested
		£	£	£
Supporting information:				
Current balance in funds at date of application:		£		
Other supporting information (attach on separate sheet/s): <i>E.g. Income and expenditure budget, latest set of annual accounts, receipts/invoices.</i>				
Signature of applicant:			Date:	
Recommend by sub-committee: Signature of Chairman			Date:	
Approval by Executive Committee				
Date presented:				
Accounts (Paid up member):				
Decision:		Approved: <input type="checkbox"/> Not approved: <input type="checkbox"/>		
Signature of Chairman:				
Date informed:				

* Contact details provided will be stored and used for the sole purpose of dealing with this application.

Please submit copies of the completed applications to:

- the Chairman of the appropriate Subcommittee
- the Secretary of the Havering Arts Council by email or post

Please refer to the notes, *Havering Arts Council – Member Funding Scheme*, for the full procedure on how to submit your application. Failure to adhere to the guidance may result in your application being rejected or delayed.



Havering Arts Council – Member Funding Scheme

1. What Funding is Available

1.1 Financial assistance is available to member societies, where appropriate, to part subsidize:

- a) A special one-off project (either a non-returnable grant, or a guarantee against loss, in both cases to a maximum of £250);
- b) An educational training course attended by members from more than one society (a grant of 50% of the total cost of the event to a maximum of £200);
- c) A tutorial or demonstration (a grant of 50% of the fee paid to the tutor/presenter to a maximum of £75 per annum per society);
- d) Payment for assistance towards transport and/or printing costs (a grant of 30% of total transport or printing costs to a maximum of £75 per annum per society in each category).

NB. These grants will be available on a first come, first served basis up to a maximum budget for the items set from time to time by the Executive Committee.

2. Exclusions

2.1 Assistance is not normally provided towards the ordinary running costs of a society (e.g., hall hire, paid leaders, consumables) nor towards the purchase of equipment for use by a society or its members.

2.2 Assistance is normally only available for events and activities held within a ten mile radius of the Havering Town Hall in Romford.

2.3 As Havering Arts Council is a registered charity, financial assistance cannot be provided to members for taking part in a fundraising event for other organisations or charities.

3. Guidance

3.1 In reaching a decision about financial assistance, consideration will be given to: the ability of the society concerned to fund the activity from its own resources; the artistic enterprise and risk factor attached to the proposed event or programme.

3.2 The level of a society's membership fee should be set at a rate appropriate to the level of activity carried out.

3.3 The budget for an event or performance should, with the inclusion of the requested financial assistance, be realistically calculated to break even.

3.4 It is expected that all societies will operate a reasonable charges policy.

3.5 Applicants must be paid up members of Havering Arts Council.

4. How to Apply

4.1 Application forms for financial assistance may be downloaded from the HAC website, or requested from the appropriate Subcommittee Chairman.

4.2 Completed application forms should be sent to the Chairman of the appropriate Subcommittee, and copied to the Secretary of Havering Arts Council. Applications will be discussed at the next available meeting of the appropriate Subcommittee (a representative of the society should be in

attendance) and, if recommended, forwarded for consideration at the next meeting of the Executive Committee.

a) In the exceptional circumstance that the Subcommittee is unable to convene, an application may be considered directly at the available next Executive meeting.

4.3 To be considered, applications must be accompanied by an income and expenditure budget for the planned event, a copy of the most recent authorized annual accounts of the society, and supporting evidence of any subsequent change in financial circumstances.

a) Any anticipated sponsorship or other non-Havering Arts Council financial assistance must be noted.

4.4 With the exception of one-off project grants, all applications should be accompanied by appropriate receipts, invoices or other evidence of costs incurred or to be incurred.

a) Payment of an approved guarantee against loss will be paid following the completion of the event upon receipt of a certified statement of account which includes supporting evidence of income and expenditure as may have been required by the Executive when granting the guarantee.

4.5 The applicant shall supply any other information as may be reasonably requested in order for the Executive Committee to reach a decision.

4.6 The result of all applications will be made known to the applicant by the Secretary of the Havering Arts Council within 14 days following the appropriate meeting of the Executive Committee, which generally meets every two months.

5. Conditions

5.1 Havering Arts Council reserves the right to refuse financial assistance.

5.2 Acknowledgment of membership and support from Havering Arts Council shall be given on all programmes and publicity material associated with the event or activity.

5.3 Financial assistance shall only be used for the purpose specified in the application and the prior agreement of Havering Arts Council is required before that may be varied.

5.4 Grants must be claimed by 30 April following the end of the relevant financial year for which they were allocated (the Havering Arts Council financial year ends on 31 March), or within six months of the date of the event, whichever is the soonest.

5.5 The recipient of a Grant is responsible for obtaining all the licences and permissions, including copyright, which are necessary for the event, together with appropriate insurance.

5.6 Havering Arts Council cannot be held responsible for any debts or liabilities of member societies in receipt of financial assistance.

5.7 Havering Arts Council reserves the right to send an assessor (generally a member of the Executive Committee) to any performance, event or committee meeting of an organisation in receipt of financial assistance.

5.8 This is a statement of current policy which may be varied at the complete discretion of the Executive Committee.

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