



New Alresford Town Council

Grant Application Form

Guidelines

NATC will consider grant requests throughout the year. However for a grant of more than £1000 it is necessary to submit the application in the October prior to the financial year in which the grant is required.

For example, if the expenditure is planned for the period April 2013 to March 2014, council will consider the grant request in October 2012. This is to allow for the precept to be set to cover any such major grants.

1. The precept, from which grants are awarded, is derived from the residents of New Alresford. It would be inappropriate for residents to fund projects that also benefit the residents of surrounding villages. It is therefore expected that such projects will also request grant funding from those parish councils serving the villages. Such projects are unlikely to receive more than proportionate funding from NATC.
2. There are many funding streams available to the voluntary sector. NATC expects that such funding will be considered prior to application to the Town Council. The Hampshire County Council External Funding Website provides an excellent starting point for such funding.

<http://www3.hants.gov.uk/business/externalfunding.htm>

3. If expenditure is expected to be over more than one year please submit a copy of pages 1 and 2 for each financial year. The option to submit revised claims for years subsequent to year one will be available. Any substantial change will require justification and it is strongly recommended that a representative of the organisation attends any meeting considering the revised grant application.

Guide to the application:

Pages 2 and 3 are about what the money will be spent on, needed for all applications.

Pages 3 and 4 are about the organisation, needed for all applications.

Pages 6 and 7 are only required if you are requesting capital costs. They are designed to ensure that ratepayers will receive long term benefit for any grant awarded.

What will happen after grant application is submitted?

NATC staff will ensure that the paperwork is complete and that all the required information is provided.

NATC will consider the application at the next available meeting. As the agenda is published one week before the meeting any application should be submitted at least 2 weeks prior to the NATC meeting. Incomplete applications cannot be considered.

New Alresford Town Council

Grant Application Form

Note: Sections 1- 9 of this form are mandatory.

Of the remaining sections only complete those that are relevant to your application.

1. Name of Organisation: NEW ALRESFORD TOWN TRUST, 54 Broad Street, Alresford, SO24 9AN. Registered Charity No. 239052

2. In which financial year is the grant needed? 2017/18 but we would be happy for it to be split across 2016/17 & 2017/18.

NATC financial year runs from April to March. N.B. A grant of more than £1000 must be applied for by 1st October in the year preceeding.

NATT notified NATC of its intention to apply for a grant prior to 1st October 2015.

3. How much is requested from NATC? £2000

4. Costs of total project for this financial year.

£3200.

4. What will the grant fund? Grass cutting in The Avenue.

5. What difference will it make for residents of Alresford?

The Avenue will continue to be maintained to a good standard as opposed to large areas being left as meadow and cut once a year.

6. Number expected to benefit: All residents and visitors to Alresford. As this is a public amenity it is not possible to estimate the different categories that will benefit.

Under 5's		5-13 year olds	
5-19 year olds		19-55 year old	
Over 55's		Families	
Disabled residents		Those without families	
Families with a member having additional needs		Other, please describe	

7. Are all beneficiaries resident in Alresford? NO – The Avenue is a gateway to the town and as such visitors benefit from its overall appearance and it is also part of the Alre Valley Trail which is walked by many visitors to the town as well as residents.

8. If No, what percentage are residents? As this is a public amenity it is not possible to estimate the percentage of residents that will benefit.

9. When will the project start?

(please note that retrospective applications cannot be considered).

New Alresford Town Council

Grant Application Form

Grass cutting is an ongoing annual maintenance project that runs from mid - March to mid - October and will on average be undertaken every two - three weeks over this period a total of 13/14 cuts over the season. The task takes approximately 1½ - 2 days and requires specialist machinery and is, therefore, contracted out at a cost of £300 per cut - between £2900 & £3200 in total.

Prior to the first cut it is necessary to clear all of the branches and twigs that have fallen over the winter and this is usually done with the Alresford Society who are prepared to organise volunteers to undertake this work provided that The Avenue will be maintained as it has been in the past.

Grass cutting is not the only maintenance cost associated with The Avenue and excluding grass cutting £15862 (approx £1983 per annum) has been spent over the last 9 years. This covers work such as tree feathering, removal of fallen trees, tree surveys, removal and replacement of fencing, repairs to flint walls and the clearing of scrub, weed and saplings to improve the appearance.

If we can get WCC's approval there will be considerable expense involved in crown lifting the majority of the trees on the north side of The Avenue. NATT wish to remove the lower branches, up to 4 - 5m from the ground, to allow more light to reach the ground and improve the growing conditions for the grass. We estimate that this will cost in the region of £150 per tree with approximately 80 of the 100 plus trees to be done at a total cost of around £10 - £12,000.

In addition the Trust has other major items of expenditure that will be to the benefit of the town:

1. Replacement of sluices at the Eel House to control river flow - £25,000
2. Provision of a Museum building - £6 - £7000 plus maintenance costs

8a Additional Information

The Avenue was given to the residents of Alresford by the Bishop of Winchester in 1869 for recreational purposes and was originally held and maintained by the Bailiff & Burgesses. The Bailiff & Burgesses were abolished under the 1883 Municipal Corporations Act of 1883. There being no immediate succession plan, New Alresford Town Trust was formed to take over responsibility for the legacy assets of the town including The Avenue, the Broad Street sidings and the Old Fire Station. The Parish Council was not formed until 1895.

Until 2008 the grass cutting in The Avenue was heavily subsidised by Winchester City Council. Indeed WCC undertook responsibility for the work and the Town Trust made a contribution of £60 per cut, about £750 per annum. In 2009 as part of WCC's cost cutting exercises the work was transferred to a different sub-contractor at a cost, to the Trust of £150 - £180 per cut. (Costs varied based on the amount of work undertaken for each cut). This was a totally unsatisfactory arrangement and many complaints were received from residents regarding the poor quality of maintenance on The Avenue.

As a consequence of the poor quality of maintenance it was agreed that NATC would take over the responsibility for the grass cutting which was the case until this was revoked in late 2015.

10. Please detail other funding requests and the result if known

New Alresford Town Council

Grant Application Form

Who from	How much?	When submitted	When answer expected?	Successful? If so how much awarded?	Any conditions such as match funding?
Watercress Festival	£500	January	April	£500 awarded in 2016 which helped cover the cost of 2016 maintenance	Dependent upon NATC contribution
Businesses in Alresford	£1500	December	February		WCC's agreement

Notes: Three businesses in Alresford have agreed to sponsor The Avenue for a total of £1500. This is conditional upon their name appearing in The Avenue in the same way as roundabouts are sponsored in some areas. We are seeking WCC's agreement that these signs can be erected. Should this agreement not be forthcoming the sponsorship deals will fail.
 These grants, together with the 'Friends' Contributions, should they be successful are to support the general maintenance of The Avenue, including the grass cutting, which in total amount to between £6 – 7000 per annum

10a. During 2016 we launched a 'Friends of The Avenue' scheme where we sought sponsorship from local residents for an annual fee. This raised £900 in 2016 and there is no reason to suspect that a similar sum will not be raised in 2017.

11. What is the plan should these funding requests be unsuccessful?

It is most probable that the grass will be cut from the roadside to the footpath and for 1 metre the other side. The remaining grass will then be left to grow, meadow like, and cut once a year probably in late July or early August

12. Costs – of entire project (The project is ongoing on an annual basis but the cost estimate is the same for the next three years)

	Year 1	Year 2	Year 3	Total
Staff, including NI and pensions				
Or, staff at Full Cost Recovery rates				
Equipment				
Rent, or hire fees				
Administration				
Other, please detail				
Contract labour	£3200	£3200	£3200	
Capital Costs: Please enclose quotes. Only include totals here, the details will be on pages 6 and 7	Nil NATT will bear any capital investment			

Where capital costs are planned, please complete the details of property/properties affected – page 6 and 7

New Alresford Town Council **Grant Application Form**

NATT will bear any capital costs

Contact Name, of person applying for grant: Roy Gentry

Position in Organisation: Town Trustee responsible for the maintenance of The Avenue and the Broad Street trees.

Address *(if different from above):*

Telephone No: *(if different from above):* 01962 773185 07802665000

Fax No: *(if different from above):*

email Address: *(if different from above):* roy.gentry@alresford.org

Position within Group: Trustee

Signature:



Date: 31 January 2017

Please provide details of Trust Deed and Charity Registration Number where applicable.

If you are awarded a grant, to whom should the cheque be made payable? New Alresford Town Trust

APPLICATIONS SHOULD BE ACCOMPANIED BY THE FOLLOWING INFORMATION WHERE RELEVANT *(please tick):*

New Alresford Town Council

Grant Application Form

	Enclosed?
Copy of the organisation's constitution, aims and objectives	Yes
Copy of the annual report if produced	2015
Copies of latest accounts and balance sheet	2015
Annual subscription/membership fee Life time fee £5.00	
Budget for the current year or Estimated annual running costs and insurance	See page 13 of Annual Report
Number of members belonging to organisation and details of area served	83
Detailed estimates of work to be carried out	Contained above

New Alresford Town Council

Grant Application Form

Application to be countersigned by Chairman of the Group



Name: Roy Gentry

Date 31 January 2017

Signature

On behalf of : New Alresford Town Trust
(name of organisation)

If you wish the Council to consider other information when considering this application, please attach an additional sheet of information.



Robin Atkins

Chair, New Alresford Town Trust

31 January 2017

New Alresford Town Council

Grant Application Form

Capital Costs Form

C1. Are the premises/land owned or rented by the club/organization/parish council etc? If rented, please state when tenancy expires.

C2. Estimated capital cost of the project. (The estimated cost quoted should be the cost likely to be obtained when the contract is entered into and work started)	Year 1	Year 2	Year 3	Total
Acquisition of land				
Acquisition of buildings				
Legal Charges				
Adaptations of existing buildings				
Erection of new buildings				
Architects/Professional fees				
Other expenses – (Please specify whether cost of preparation and layout, road making charges, fencing etc.)				
VAT				
Contingencies				
Total estimated cost at a date of commencement				

(Please enclose at least 2 quotes or estimates for costs exceeding £1000. Only 1 quote is necessary for costs at or less than £1000).

Planning Permission

C3. Has outline planning permission been given for this project? Yes / No

C4. Has detailed planning permission been granted for this project? Yes / No

C5. If the answer to detailed planning permission is No, when will detailed plans be available?

C6. Is a site available? Yes / No

C7. If yes, please state if owned or leased.

C8. If site is leased, when does the lease expire

New Alresford Town Council

Grant Application Form

C9. If no, please state stage negotiations have reached

C10. Please give a brief list of the facilities currently provided

C11. Which of the above are available for public use, and how often?

C12. What, if any, similar facilities exist in or near the locality to be served?

New Alresford Town Council
Grant Application Form