

# Leisure & Community Grant Application Form



## SECTION A: YOUR ORGANIZATION

<b>application notes</b>
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### Contact details

Name of Organization	Rickmansworth Chamber of Commerce	<p>When assessing applications we look at how they do what the Council wants to achieve.</p> <p>These notes help you present your project in a way that we would want to support.</p> <p>Your organization does not have to be in Three Rivers but you must benefit Three Rivers residents</p>
Address	c/o Lee & Co Chartered Accountants 26 High Street Rickmansworth WD3 1ER	
Telephone	01923 888399	
Email	Nina.hosking@rickmansworthchamberofcommerce.org.uk	
Name of Contact person	Nina Hosking	
Position in organization	Chairman	

### About your organization

Are you a non profit organization?	Yes	If you are a registered charity, what is your registered number?	<p>We support organizations that are not charities as long as they are not for profit.</p> <p>The aims will be in your constitution. Please note that <b>you need to send a copy of your constitution</b> if you have not sent it in before</p>
Are you part of a national organization?	No	If yes, what is the name of the national organization?	
What are the aims and objectives of your regional organization	<p>The objectives of the Chamber are:</p> <p>3.1 The promotion and protection of the business interests of Members.</p> <p>3.2 The collection, discussion and distribution of information, and promotion or opposition to legislative and other measures, affecting the business interests of Members.</p> <p>3.3 Co-operation by affiliation or otherwise with any association having similar objectives.</p> <p>3.4 The promotion of charitable and social functions.</p> <p>3.5 Activities which are incidental or conducive to the attainment of the above objectives.</p>		
How many members do you have	115		
How many live in Three Rivers	Not sure of residency, but they all do business in the Three Rivers area		
How many volunteers work in your organization	The Committee is made up of 5 members all voluntary		

### Your Finances

How often do you collect subscriptions e.g. weekly, monthly, annually	Annually	<p><b>Please send a copy of your most recently audited accounts unless</b></p>
How much do you charge for membership	£35	

<p>How else do you raise income Asking members to contribute to certain activities like Christmas Lights etc</p>	<p>you are newly setting up.</p>
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## SECTION B: YOUR PROJECT

<p><b>i. Please explain why you think there is a need for your service or project</b></p> <p>The Flags on the High Street were put up to celebrate the events of 2012. This was not only to celebrate the Queens Jubilee celebrations, but also to show our support of the Olympic and Paralympic teams.</p> <p>The Rickmansworth Society's annual parade in early May was themed as The Diamond Jubilee hence the rush to get the flags up in May.</p> <p>There was no direct 'need' for the project, but we undertook the installation of the flags to show that Rickmansworth does care and support what is going on in the town and what is going on in and around the UK.</p>	<p>Examples to show there is a need:</p> <p>Have you done a trial run (or "pilot study")?</p> <p>Is there research that has been done already?</p> <p>What observations or conversations have you had?</p>
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<p><b>ii. Who will benefit directly from your project</b></p> <p>Those living and shopping on the High Street</p>	<p>By "<b>benefit directly</b>" we mean those whose lives will be improved as an immediate result of your project.</p>
<p>Who will benefit indirectly from your project</p> <p>The whole community of Rickmansworth and the surrounding area</p>	<p>By "<b>benefit indirectly</b>" we mean what are the "knock on effects" to the wider community.</p>
<p>How many of the beneficiaries do you think will be: multiple thousands</p>	
<p>From Three Rivers - mainly from Three Rivers</p>	
<p>Outside Three Rivers - difficult to assess</p>	

<p><b>iii. What do you think the benefits of your project will be</b></p> <p>To assist in promoting a Community Spirit and positive outlook in Rickmansworth and the surrounding area. Hopefully the public will see this as a way in which Rickmansworth can show it 'cares'.</p>	<p>What direct &amp; indirect <b>benefits</b> do you want to achieve?</p> <p>What <b>specific examples</b> would show positive differences?</p> <p>This is what we mean by "<b>outcomes</b>"</p>
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When do you plan to start

May 2012

<p><b>iv.</b> What are you doing to ensure the project is using resources in an environmentally friendly way          We are using a contractor Lamps &amp; Tubes who have all the necessary policies in place to ensure that all the relevant testing is completed prior to the installation of the flags. We have in the past asked for quotations from other companies which have all been much more expensive on the illuminations side. Lamps &amp; Tubes is also a local company based in Chesham</p>	<p>How you are designing your project or buying equipment that makes as efficient use of resources</p>
<p><b>v.</b> Explain how your project meets Council priorities  <b>Note:</b> we do not expect your project to meet every priority</p> <p>This project was really instigated to improve the mores of Rickmansworth and to be as accessible to as many people as is possible.</p>	<p>How you involve <b>volunteers</b>;</p> <p><b>educate</b> or pass on skills;</p> <p><b>be accessible</b> (or open) to as many as possible;</p> <p>benefit <b>young people</b> and <b>families</b>;</p> <p>benefit <b>elderly people</b>;</p> <p>help or involve <b>disabled people</b>;</p> <p>Improve the Three Rivers <b>environment</b>;</p> <p>Work in <b>less affluent</b> areas of Three Rivers.</p>

<p><b>vi. What do you plan to do</b></p> <p>Purchase lamp post mounted flags &amp; flagpoles (Union Jacks), testing the lampposts, installation and erection.</p>	<p>Describe what <b>activities</b> are planned</p> <p>Please explain how the <b>people who will benefit are going to be involved</b></p>
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<p><b>vii. What will you measure to judge whether your project was successful</b></p> <p>Number of positive calls</p>	<p>This may include feedback from the beneficiaries or other organizations. For bigger projects you may conduct a survey or use official statistics</p>
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**SECTION C: Financing Your Project**

<p>What is the total cost of your project</p>	<p>£2340</p>	<p>We rarely pay for the entire cost of a project so please give details of other funding.</p> <p>We are able to assist you find funders. Let us know if you need this help.</p> <p><b>Register with Grants4 ThreeRivers</b></p>
<p>How much grant are you applying for</p>	<p>£1240</p>	
<p>Explain how are you getting the rest of the financing</p> <p>Locality Grant £500  Rickmansworth Chamber of Commerce £250  Rickmansworth &amp; District Residents Association £250  Town Centre Management Committee £100</p>		
<p>Which other grants have you applied to? Locality Grant from Cllr Barbara Lamb</p>		
<p>What are you going to spend the grant on: Cost of testing lampposts as required by Herts Highways, purchase of flags &amp; poles, installation of poles and erection of 15 flags</p>		<p>Please tell us specific items or expenses and how much you think they will cost.</p>

<p>If you plan to continue your project how are you going to finance it in the future          If there is ever a need to put up flags again, either the Chamber will fund raise to purchase new flags and erect them - or some other body can do the same.</p>	<p>Some projects will be one offs. Others will be start ups. We want to be confident that longer term projects can be sustained.</p>

**Checklist**

- You have met with the Council's Grant Officer to discuss your project.
- Ensure each section has an answer. Indicate where a space is not applicable.
- Please send your answer on an additional sheet if there is not enough space on the form.
- Be sure to send in your constitution and a copy of your most recently audited accounts. We can help you in drawing up a constitution if you do not have one.
- You can send the form by email but we need a hard copy version of your signed declaration.
- You can also send other documents or literature if you think it explains your organization or project well. You could send an annual report, photographs or written evidence for example.
- If you have made modifications to your project to ensure it makes efficient use of resources please consider sending a plan.
- You have registered with Grants4 ThreeRivers for funding information. This is not a condition of your grant.

**DECLARATION**

On behalf of the Organization named overleaf, I apply for Grant Aid and declare, to the best of my knowledge, that the information given is true and correct.

Signed

Date 11/9/2012

Position in organization  
 Chairman