

LEOMINSTER REGENERATION COMPANY LTD.

**P.E.A. FUND
(Promotions/Events/Activities)**

Application Form

This information can be made available in Braille, large print, on tape and in other languages. To request a copy, please call the Local Development Team on 01432 260611 or email hmcsherry@herefordshire.gov.uk It is also available on disc or by e-mail.

Section 1: Applicant and Basic Project Details¹

A. Project Name

B. Name of Organisation / Group applying for Grant

Name:

Address:

Contact:

Tel:

Type of group / organisation:

Charity registration of organisation (if applicable):

Is the group/organisation VAT registered?

C. How much are you applying for from the PEA Fund? £

¹ Data Protection Act 1998 - Your contact and bank details will be retained by Herefordshire Council for the purpose of administering your grant application. This information will not be passed to any other party and you will only be sent information relating to your application. Please tick here if you do not consent to your details being kept on a database for this purpose

D. Please provide details of the Bank/Building society account into which any grant is to be paid

Name of account:

Sort code:

Account number:

First signatory:

Second signatory:

E. Please give a brief description of the project.

Will this be a one-off or regular event?

What difference will this project make to local people and businesses?

F. How will Leominster benefit from this project?

G. Give dates / details of when the project will take place.
(Applications will not be considered for events which have already taken place)

INCOME

K. Please give details of all the funding for this project. (A PEA Fund grant will not normally be for more than £2,000 or 50% of total costs, whichever is the lesser)

Other funders	Applied for/ being considered/ confirmed	AMOUNT £
Grants		
Other income		
PEA fund	Applied for	
Total Funds		

OTHER FUNDING APPLICATIONS

L. If you have applied for other funding for this project, when do you expect to hear whether or not your application has been successful?	Date

M. Have any other funding applications for this project been refused? If so, please give details.	Date

Section 3 : Delivering The Project

N. What are the intended management arrangements for the project?
Who will manage the project?

O. Are all relevant permissions and licences in place? Yes

No

If no, when are they expected to be in place?

P. Please explain how you intend to promote the event?

Q. If you are applying for funding towards an event or activity, you will need to carry out a risk assessment? Has this been done? YES / NO

If yes, what risks have been identified?

Do you have public liability insurance?

If yes, please supply a copy.

R. Supporting Information:

Please check that the following are enclosed:

- a) A copy of your organisation's constitution (if applicable)
- b) A copy of your organisation's most recent accounts
- c) Action Plan
- d) Copy of permissions/licences
- e) Written evidence of other funding offers

Tick

PLEASE NOTE:

If this application is successful you will be required to provide financial details, with invoices, and details of the number of people attending etc.

The award of any grant is discretionary and the decision of the Leominster Regeneration Company Limited is final. No correspondence will be entered into.

COMMENTS AND FEEDBACK

We are always looking for ways to improve our service, and would welcome any comments about the service you receive, or about this form, and any ideas you may have for possible improvements

DECLARATION

Please sign below that you agree the grant will be used only for the purposes outlined in this application.

Signature:

Name:

Position:

Date:

For further information or assistance in completing the application form please contact Nick Webster on 01568 616348.

When completed, please return to:
Nick Webster
Market Towns Officer
1 Corn Square
Leominster
HR6 8LR