

APPLICATION FOR VILLAGE HALL REVENUE GRANT

Please complete both sides of this form fully. It will take longer to process your application if you do not complete the form or forget to send the information we need.

ABOUT THE HALL

WHO DO WE CONTACT?

1. Name of Contact Person:

2. Address of Contact Person:

Postcode: _____

Telephone : _____

Email (If available) :

WHERE IS THE HALL?

3. Name of Hall:

4. Address of Hall:

Postcode: _____

Telephone : _____

Email (If available) :

5. What geographical area does your hall serve?

ABOUT THE ORGANISATION

6. Are you a voluntary organisation? *(Please tick box)*
Yes No

7. How many people are involved in your organisation? *(Please write numbers in the boxes below)*

Paid Staff

Volunteers

Committee Members

WHO USES THE HALL?

8. On average, how many **groups** use your hall each month? *(Please write number in the box)*

9. On average, how many **people** use your hall each month? *(Please write number in the box. Estimates are acceptable)*

10. Please list the main groups which use the hall on a regular basis and/or the type of activities which take place.

TO ASSESS YOUR APPLICATION

We need some information from you to check that your organisation is eligible for help and to calculate the level of grant you are entitled to. Please send the following with this application form. *(Please tick box)*

- | | Enclosed | Already Submitted |
|--|--------------------------|--------------------------|
| ◆ A copy of the hall's constitution.
<i>(We do not need this if you have already sent it with a previous application)</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| ◆ Your annual accounts for the last financial year. | <input type="checkbox"/> | |
| ◆ A full breakdown of the hall's projected income and expenditure figures for the current financial year. | <input type="checkbox"/> | |
| ◆ A copy of your most recent building society and/or bank balances. | <input type="checkbox"/> | |

CHILD PROTECTION POLICY

From the 1st April 2001, The Highland Council will only provide grants for groups which have substantial access to children if they have adopted the Highland Child Protection Committee's (HCPC) Child Protection Policy. Grant aided organisations (such as halls) hiring out their facilities must also check that the relevant groups have an appropriate policy in place. If you need any advice or information on these issues please get in touch with your Area Cultural & Leisure Services Office. *(Please tick box)*

- | | Yes | No |
|---|--------------------------|----------------------------|
| ◆ Has your hall adopted the HCPC Child Protection Policy?
* If you have answered "No", what are your reasons? | <input type="checkbox"/> | <input type="checkbox"/> * |
| ◆ Have you put a system in place to check that groups with substantial access to children using your hall have a HCPC Child Protection Policy?
* If you have answered "No", what are your reasons? | <input type="checkbox"/> | <input type="checkbox"/> * |

PLEASE SIGN & RETURN THIS FORM

To the best of my knowledge the information given on this form is correct. I am aware of the HCPC's Child Protection Policy.

Signed: _____ Date: _____

Position in organisation: _____

Forms should be returned to: Area Cultural & Leisure Services Manager

Data Protection: The information that you have supplied will be used for the purpose for which you have provided it and any relevant procedures following from this. This data will be maintained in accordance with the Data Protection Act 1998 and will not be passed on or sold to any other organisation without your prior approval unless this is a legal requirement.

FOR OFFICE USE ONLY

Date application received: / / Reference number: _____

Date acknowledged: / / Initials: _____

Further information required: Yes No Date requested: / /

Application referred to: _____ Date: / /

Date of decision: / / Assistance awarded: Yes No

Details of award: _____

Date applicant advised: / / Initials: _____