

# Helmsley Town Council GRANT APPLICATION FORM

Date	20/01/19		
Project title	Helmsley Community Library		
Project location	Helmsley Library, Town Hall, Market Place, Helmsley, YO62 5BL		
Organisation name	Helmsley Community Library		
VAT registered (please tick)	YES		NO No
Address	Helmsley Library, Town Hall, Market Place, Helmsley, YO62 5BL		
Tel no			
Email			
Website			

Main contact name	
Position within organisation	Chair
Address	
Tel no	
Email	

<b>Please provide a brief description of your project.</b>	
If you're applying for grant towards one or more elements of the project rather than the whole project please identify which elements these are.	<i>Helmsley Community Library has been run by volunteers since 1<sup>st</sup> April 2017. Volunteers need to raise circa £2000 per year for running costs to keep the library open.</i>

<b>Estimated total project costs</b>  <b>Include VAT in all your costs IF your organisation <u>cannot</u> reclaim VAT</b>	Breakdown of Project Costs:  Rent, Utilities, Insurance, maintenance etc	
	TOTAL PROJECT COST =	£2,000.00
<b>How much funding are you applying for from this Grant?</b>	AMOUNT OF GRANT REQUESTED = <b>For the following years, 18-19, 19-20, 20-21 - £750 in total over 3 financial years.</b>	£250.00
	PERCENTAGE OF TOTAL PROJECT COST =	12.00%

<p><b>Please provide details of the other sources of funding for your project and provide a copy of any grant offers.</b></p>	<p>NYCC pay for 70% of rent – any library related income. Donations and sale of second hand books and other fundraising events run by volunteers.</p>
<p><b>Please outline the community benefit that will be achieved by your project.</b></p>	<p>The library provides a valuable community resource for Helmsley not only as a library but a Visitor Information Point, meeting place and safe space for residents and visitors alike. Helmsley Library also organises activities for children during school holidays and after school.</p>
<p><b>Please let us know how you heard about Helmsley Town Council's grants</b></p>	
<p><b>Please note: All successful applicants are <u>required</u> to give a brief presentation, up to three minutes long, at the next Annual Parish Assembly as a condition of being awarded a grant. The Annual Parish Assembly is usually held on a Monday evening at 6:30 pm, and it must be held between the 1 March and 1 June.</b> Please sign here to accept this condition: <i>Jeanne Brown</i></p>	
<p><b>There is usually room on the display boards in the Committee Room to show photos and information, or photos and videos can be shown on screen if they are emailed to the clerk up to a week in advance.</b></p> <p><b>It would be appreciated if, after the completion of projects grant funded by the council, that photos and/or information are provided for the council to publish online or in the newsletter.</b></p>	
<p><b>Guidance on grants from Helmsley Town Council is on the <a href="http://www.helmsleytowncouncil.co.uk">www.helmsleytowncouncil.co.uk</a> or is available from the clerk. Payments are usually made by BACS – a form will be supplied to successful applicants.</b></p>	

Please return this Application Form and supporting information to  
Victoria Ellis, Clerk to Helmsley Town Council, The Old Vicarage, Bondgate,  
Helmsley, YORK YO62 5BP  
By email: [helmsleytc@gmail.com](mailto:helmsleytc@gmail.com)

*Any data you provide on this form will be held by Helmsley Town Council under the Data Protection Act 1998, and will be used only for the administration and management of Helmsley Town Council.*