



# Horsforth Town Council

## Sponsorship Policy and Application Form

### INTRODUCTION

Horsforth Town Council is supportive of the work of community or voluntary groups operating within the town and offers one-off community grants to such groups on an ongoing basis.

Some community and voluntary groups provide annual events for the benefit of Horsforth residents and have done so for several years. These groups would be precluded from one-off grants because of the restrictions imposed within the community grant policy. This could result in the loss of annual events in Horsforth.

This policy has been put in place to support annual events and to provide the Horsforth resident with community led events.

The Council will grant sponsorship using the same powers which it is empowered to use for providing community grants. No other powers are available to the Council at this current time.

### WHO CAN APPLY FOR SPONSORSHIP?

Sponsorship is available to community or voluntary groups **based in Horsforth** providing an annual event for all or some of the residents of Horsforth on one or more than one occasion per year.

The sponsorship applicant must be able to demonstrate that any sponsorship provided will be of benefit to the people living within the town given

Sponsorship will only be given to recognised, bona-fide, non-profit making organisations or groups.

Sponsorship **cannot** be made available to individuals, nor can it be made available to business or profit-making organisations.

### WHEN CAN ORGANISATIONS APPLY FOR SPONSORSHIP?

Organisations can apply anytime during the year for sponsorship and the applications will be considered at the next available Community and Environment Committee meeting. The Committee meets four times a year, approximately every three months.

The Council will inform the applicant whether or not the application has been successful as soon as practicable after the application has been considered. Because of the lead in time required for planning and organising events, the Community and Environment Committee will, in most cases, commit to sponsorship for the following year. This can only be agreed in principle and only if the following year's sponsorship budget has been agreed by Council. **Sponsorship will only last for one year and must be applied for each year.**

The dates of the Community and Environment Committee meetings when applications are considered are listed on the application form which is attached to this information sheet. Your application and any other documents requested **must** be received by the Town Clerk no later than **7 working days** before the

meeting date for it to be heard at that meeting. The deadline for each meeting is shown on the application form. **Please note your application may not be considered if you do not provide all the documents requested.**

## **HOW MUCH CAN ORGANISATIONS APPLY FOR?**

Organisations can apply for amounts between £100 and £500 but the Council may consider sponsorship in excess of £500. Any amount in excess of £500 will be presented to the Finance and General Purposes Committee for its consideration.

## **ARE ORGANISATIONS GUARANTEED TO BE ACCEPTED FOR SPONSORSHIP?**

The Council has a limited amount of money available each year and there may be times when this amount is over-subscribed.

In such instances, the Council will assess each application and may offer an amount less than requested. In some circumstances your organisation may not be accepted for sponsorship.

## **HOW DO I APPLY?**

An application form is attached to this information sheet. Electronic copies are also available on the Council's website and by contacting the Council office at [admin@horsforthtowncouncil.gov.uk](mailto:admin@horsforthtowncouncil.gov.uk) and may be completed electronically.

The lead person from the organisation that has submitted the first sponsorship application is asked to attend the meeting that is to consider the application. There is no obligation to attend but it is an opportunity to present the application in person and to answer any questions that the Committee may have.

Subsequent applications for sponsorship of the same event may only require the application form to be submitted with the required information and documents listed in the form.

If you need any further advice regarding the Sponsorship Scheme, or if you require any help completing the application form, please contact the Council office which will be happy to assist you.

## **FEEDBACK AND USE OF INFORMATION FOR COUNCIL PUBLICITY**

Details of successful sponsorship applications, including the amount, name of the organisation and the purpose of the sponsorship, may be published by the Council on its website, social media and in its printed materials. The information will be retained indefinitely by the Council for record keeping purposes.

Successful applicants for sponsorship will be asked to provide the Council with feedback on the outcome of the sponsorship award expenditure and to give the Council permission to publish photographs and any other information and materials provided by the organisation in its feedback.

Attached: Sponsorship Application Form

Office Use Only	
Amount awarded	
Committee & date	



## Horsforth Town Council

### Sponsorship Application 2021-22

Please read the Grant Policy before completing this application form.

Date this application was received by the Town Clerk:

**Community and Environment Committee meeting dates**

10 June 2021  
 9 September 2021  
 2 December 2021  
 3 March 2022

**Deadline for application**

Monday 31 May 2021  
 Monday 30 August 2021  
 Monday 22 November 2021  
 Monday 21 February 2022

<b>Name of organisation:</b>		
<b>Lead person in the organisation:</b>		
<b>Address:</b>		
<b>Email:</b>		
<b>Contact telephone number:</b>		
<b>Office held by applicant:</b>		
<b>Amount of grant requested:</b>	£	
<b>Has Horsforth Town Council given you a grant or sponsorship before?</b>	Yes <input type="checkbox"/>	<b>What years?</b>
	No <input type="checkbox"/>	
<b>If successful, how would you like to be paid? Please complete (a) or (b) below.</b>		
<b>(a) Please pay by cheque payable to:</b>		
<b>(b) Please pay by BACS:</b>	<b>Account name:</b>	
	<b>Sort code:</b>	
	<b>Account number:</b>	

**Details of project/events for which sponsorship is sought:**

(Please include details on a separate sheet if necessary).

**Details of funding available from other sources:**

(If available, please provide documentary evidence of other funding).

**Documents to be included with this application:**

**Your application may not be considered if these are not provided. If not available, please explain why.**

- Last set of the organisation's audited accounts
- Copy of the organisation's constitution
- Copy of the organisation's public liability insurance for the event(s)

**Tick box to confirm included**

**Application process:**

Please forward your application to the Town Clerk at the address below. If this is your first application for sponsorship for this event, you will be invited to attend the Community and Environment Committee meeting where the application will be considered. There is no obligation to attend but this will give you the opportunity to present your application in person if you wish to do so.

If this is a second or later application for the event and the Council has previously given you sponsorship for the same event, there is no obligation to attend the Committee meeting but you are welcome to do so if you wish.

**Please return by:** See list of scheduled meeting dates and deadlines above.

<b>Declaration</b>		<b>Please tick</b>	
<ul style="list-style-type: none"><li>I confirm that to the best of my knowledge, the information contained in this form and any supporting documentation is complete and accurate.</li></ul>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<ul style="list-style-type: none"><li>I agree to details about the project/organisation being entered onto a computer database and held in a manual filing system</li></ul>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<ul style="list-style-type: none"><li>I agree to details about the project/organisation being shared with town council officers and town councillors involved in the assessment of the application</li></ul>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<ul style="list-style-type: none"><li>I agree to details about the project/organisation being publicised for Town Council publicity purposes and records</li></ul>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<ul style="list-style-type: none"><li>I am authorised by the organisation to sign and submit this application on their behalf.</li></ul>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
Signature of Applicant:			
Print Name			
Organisation			
Date			

Please return the completed form and supporting documents to:  
Town Clerk, Horsforth Town Council, Mechanics Institute, Town Street, Horsforth, LS18 5BL  
Tel: 0113 258 0988  
Email: [admin@horsforthtowncouncil.gov.uk](mailto:admin@horsforthtowncouncil.gov.uk)

If you have any queries, please contact the office on the above email or one of the following numbers:  
Office: 0113 258 0988  
Assistant Clerk: 07926 651640  
Clerk: 07526 567591