



THE HERNE HILL SOCIETY SMALL GRANT AWARDS

About Small Grant Awards

The Society generates an income through membership fees, advertising, and the sale of publications. Whilst most of this income is used to run the Society for its members there is usually an excess which the Society would like to make available to support projects of benefit within the Herne Hill area. This is provided for in Section 10 of the Society's Constitution:

“After paying these expenses [i.e. all proper administrative and management expenses], the remaining funds of the Society shall be applied by the Executive Committee to the Society's objectives.”

Applicants must demonstrate that they will use the Award in line with the Herne Hill Society's Objectives and Powers. (See Appendix 1 below.)

The Society has a limited annual budget for Grants. These will normally be between £250 and £500 although some flexibility may be available, so please get in touch if you would like to discuss it. A Grant is not intended to cover normal, ongoing costs or expenditure. You may not apply for more than one Grant in one calendar year.

We do not expect to give a Grant for projects which could be supported through other local or national government funds.

The Small Grant Awards, including the annual budget, is kept under review.

How to apply

You can apply to the Society for a Grant at any time by letter or email to the Chair of the Herne Hill Society. An application form is at Appendix 2.

Your application should:

- Clearly set out what you need the Grant for and why, give the total cost of the project and state how much you are asking the Society for;

- Show how the application fits in with at least one of the Society's Objectives and Powers as listed in our Constitution (on the Society's website);
- Set out a clear timetable for using the Grant, stating who will manage it and how;
- Explain how success will be measured.

How we assess applications and make decisions

The Society's Committee will assess each application on an individual basis and on its merits. Applications must fit within the terms of the Constitution.

Your application will be allocated to a member of the Herne Hill Society's Committee who will act as your point of contact. It will be considered by the Committee as soon as possible, and normally within a month, after receipt. You *may* be asked to give a short presentation to the Committee.

The Chair will let you know the Committee's decision in writing within two weeks of the Committee meeting at which the application was discussed. The Committee's decision is final. If your application is not successful you may ask your contact for feedback.

Acknowledgements and publicity

You must acknowledge the Herne Hill Society's support in any publicity, reports or digital outputs relating to the Grant from the Herne Hill Society.

The Society reserves the right to publicise information about our Awards and your Grant in communication with our members and more widely (unless there is a specific need for confidentiality).

After the award of a Grant, we may ask you for a short report on how it was spent, how it has helped with your work and what you have achieved.

How to contact us:

The Herne Hill Society
PO Box 27845
London
SE24 9XA

Email: chair@hernehillsociety.org.uk

Website: www.hernehillsociety.org.uk

The Herne Hill Society Application for a Small Grant

Appendix 1: Extract from The Herne Hill Society's Constitution

Objectives

The Society is established for the public benefit for the following purposes in Herne Hill and the surrounding area which shall hereinafter be referred to as "the area of benefit".

- i. to promote high standards of planning and architecture in or affecting the area of benefit.
- ii. to educate the public in the geography, history, natural history and architecture of the area of benefit.
- iii. to secure the preservation, protection, development and improvement of features of historic or public interest in the area of benefit.

Powers

In pursuing these objectives the Society, through its Executive Committee (the Committee), shall have the following powers:

- a. To promote civic pride.
- b. To promote research into subjects connected with the Society's objectives and publish the results.
- c. To act as a co-ordinating body and co-operate with local authorities, and other organisations and individuals having similar aims to those of the Society.
- d. To promote or assist in promoting activities of a charitable nature.
- e. To publish in hard copy or online, papers, reports and other literature.
- f. To make surveys, prepare maps and plans and collect information in relation to any place, person, activity, or building of public or historic interest.
- g. To hold meetings, lectures and exhibitions.
- h. To educate public opinion and give advice and information.
- i. To raise funds and invite and receive subscriptions and donations; but excluding any permanent fund raising activities.
- j. To dispose of any of its funds as shall be necessary.
- k. To do any other lawful thing to further its objectives.

Note: an MS Word (i.e. .doc) version of this form is available by request to [email] chair@hernehillsociety.org.uk

Appendix 2: Application Form

Section 1 - Applicant's details

Name of Applicant:

Organisation, if applicable:

Contact details (email, telephone and website):

Section 2 - About your application

Title:

1. Brief description of what you need the Grant for and why, including key dates/milestones, if appropriate, the total project cost and how much you are asking the Herne Hill Society for:

2. How will the Herne Hill Society's Objectives and Powers be met? (See above)

3. How will the work be done, who will manage it and how will the success of the work carried out with the Grant be measured?

4. How would the Herne Hill Society's contribution of the Grant be acknowledged?

Section 3 - for The Herne Hill Society Committee's use

Date application received:

Date discussed by Committee:

Herne Hill Society Contact name:

Committee's decision:

Amount to be awarded:

Date decision passed to applicant:

Date payment made [and how, e.g. cheque]:

Review date:

Any other points not covered above including plan for publicising the Grant:

Date feedback requested by applicant:

Date feedback given to applicant and by whom: