



HASLEMERE TOWN COUNCIL

Small Grant / Green Grant Application Form¹

CONTACT DETAILS

Name of Organisation	Transition Haslemere
Contact Name	Clive Davidson
Position in Organisation	Chair
Address	
Telephone	
Email	

PROJECT DETAILS

Name of Project	Haslemere Tree Survey
What aspect of the project will grant money be used for. Please be as specific as possible. ²	The grant will be used towards funding a research worker to: 1) create a database structure to record comprehensive and consistent data on Haslemere trees, including information on their species, dimensions, location, age, health, notable characteristics, ownership and amenity and ecosystem services provided; 2) search existing databases and collate relevant findings into the Haslemere tree database; 3) identify gaps in information and formulate an approach to filling the gaps and for ongoing collection of local tree data.
What benefits for the Haslemere community do you expect will result from the project? ³	The survey will create a database and gather existing data on local trees as a first step towards a comprehensive database of Haslemere trees. The survey will highlight trees in the town that are notable trees in terms of their botanical, historical, cultural, aesthetic or other qualities. This will enable the town to better protect and celebrate its notable trees. It will also provide a foundation for quantifying the ecosystem services provided by the trees. The tree survey will align with Haslemere Town Council's efforts to define a biodiversity baseline for the spaces it

1

Delete as appropriate

2

Use a separate sheet if required

3

Use a separate sheet if required

	owns and as a tool for planning biodiversity improvements. The database could be made available to local educational organisations for projects in science, history, culture, geography or other subjects.
Scheduled project start and finish date	When full funding is achieved – expected by September 2025. Project will last six weeks.

FUNDING DETAILS

Total estimated cost of the project	£6,000
Amount of grant requested from the Town Council	£1,000
Have you or will you be applying to other bodies for financial assistance? ⁴	Yes /
If yes please state: To whom applied	Surrey Climate Commission, Surrey Nature Recovery Project
Amount(s) applied for	£5,000
Amount(s) received	None
Have you received a grant from the Town Council before? If so for how much and for what purpose? ⁵	Yes. £2893.60 for cycle racks for the town.
What fundraising activities will your organisation be doing to fund this project?	Applying to relevant organisations, such as Surrey Climate Commission, for help with funding. Holding secondhand book sales.

ORGANISATION DETAILS

Is your organisation a Registered charity or trust? (If yes please provide Registration Number)	No Registration Number:
Is it affiliated to a National Body? If yes please specify.	Yes. Transition Network
What are the aims and objectives of the organisation?	<ol style="list-style-type: none"> 1) To raise awareness amongst those living and working in the Haslemere area (defined as Haslemere and local communities to Haslemere) of the issues arising from the climate and biodiversity crisis. 2) To develop and communicate a vision for the Haslemere area as a sustainable community with strategies to guide individuals and organisations. 3) To develop locally-relevant, practical and positive solutions to the issues arising from the climate and biodiversity crisis. 4) To encourage public policy makers to take the climate and biodiversity crisis into consideration in all aspects of public planning. 5) To work with other local, regional and national groups to develop and undertake alternative solutions that empower individuals and organisations to adapt and to become more sustainable in the light of the climate and biodiversity crisis.

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HTC will not accept applications for 100% of project funding

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HTC will not accept applications from organisations which have been awarded a grant in the last two years.

What is the geographical area covered by your organisation?	Haslemere and local communities to Haslemere, including Shottermill, Critchmere, Grayswood, Hindhead and Beacon Hill.
Bank account to which payment should be made This must be in the name of your organisation. Payments cannot be made to individuals.	

VALIDITY CHECKLIST

For your project to be considered you must be able to confirm the following statements:

Criteria	Tick to confirm
The project is of benefit to residents of the Council's electoral area	yes
You hold a bank account in the name of the organisation applying, not an individual	yes
This application is accompanied by either the latest audited financial report or, where this does not exist, a forecast budget of income and expenditure relating to the grant application.	yes
The grant is not for a project already completed	yes
The grant is not to contribute to a surplus for charitable distribution or to increase your organisation's reserves	yes
You consent to acknowledge HTC's contribution in your marketing / promotional material	yes

DECLARATION

In submitting this application on behalf of the stated organisation I certify that all statements made or enclosed to be true. This application and all supporting information may be made publicly available	Print name: Clive Davidson
Date	17.2.25

NOTES FOR APPLICANTS

Application procedure

Please note that no application can be considered unless delivered to the Town Clerk at Haslemere Town Council, Town Hall, High Street, Haslemere, Surrey, GU27 2HG at least ten (10) working days before the relevant Grant Committee or Council meeting.

No application will be considered by the Committee unless the applicant is able to confirm all of the Validity Checklist criteria. If in doubt contact the Town Clerk 01428 654305.

Consideration and notification

The application will be considered by the Grants Committee generally for capital expenditure only and on a matched funding basis.

The Committee meets every two [2] months. Successful applicants will be informed by letter/email as soon as possible thereafter.

Payment procedure

A grant payment will only be made by the Town Clerk against production of an original invoice or invoices for goods or services made out to the recipient organisation. Under no circumstances will payment be made to an individual.

Payments are made by cheque/BACS therefore the recipient organisation must hold a bank account in the name of the organisation.

Grants should normally be drawn down in one amount. The Grant Letter will state that the grant will automatically lapse if it is not claimed within the time specified.

As a courtesy, a reminder letter will be sent to the applicant organisation one [1] month before the expiry of the grant advising that the funds have not yet been claimed.

Data Protection

The information provided in this form will only be used by the Town Council in the administration of its Grants process and for no other reason. The information will be processed in accordance with the Council's data retention policy.