



Registered charity No. 272974

THE OTFORD SOCIETY FETE FUND

APPLICATION GUIDANCE NOTES

The Otford Society Fete Fund

The annual Otford Village Fete and other similar events that we organise provide us with the opportunity to fund community projects which support our objectives. The budget set aside for this purpose is known as [The Fete Fund](#).

Applications for funding should be made by completing the ***Otford Society Fete Fund - Application for Funds*** form.

By completing the form, we understand that your request will support our aims to the benefit of the community.

Applicant Details

Ideally, the applicant organisation or individual should either live or be based in Otford.

Project Details

Please provide as much detail about the project as possible as this will be helpful when we are considering your application. If you have any supporting material, please include this with your application.

The funds requested must support the objectives of the Otford Society and be to the general benefit of village residents and not reserved only to members of an Association or Club.

Among the objectives of the Otford Society are:

- To foster & promote the community spirit.
- To enhance the quality of life for all within the village
- To provide support and help village businesses thrive.
- To raise money for village community projects

Cost Details

Please include an estimate of the cost of the project and the amount of funding that you are applying for. Where applicable, also include copies of relevant quotes.

The Otford Society will consider all applications but will normally only offer a contribution of up to the value of 75% of specific projects.

Please tell us the date when the funds will be required, including any details of phasing.

If relevant, please provide details of any additional funding exercises that you are undertaking to help with your proposed project.

Please note that details on the financial status of the Association making the application may be requested.

If a previous application for funds has been made either to The Otford Society or to the former Otford Fete Committee, please give a brief description, together with amounts and dates.

Please include any additional information that might be relevant to support your application.

Applying

Forms should be emailed to treasurer@otfordsociety.org.uk along with any requested additional information such as quotes for the work to be undertaken, or sent to the following address:

The Otford Society, c/o Otford Parish Council
The School House, 21 High Street,
Otford, Sevenoaks TN14 5PG

All applications will be treated in the strictest of confidence and will only be made available to committee members of The Otford Society.

Consideration of Applications

The Management Committee of the Otford Society will meet twice a year, in July and in February to consider applications. Requests must be submitted by either **31st January or 30th June**.

It is the Committee's role to select which requests take priority for the benefit of the community. Only in exceptional circumstances, when funds are required earlier, may a special request be made to the Committee. (If this is the case, please ensure that the form clearly states the reason that your application should be considered earlier)

Final Decision

You will be contacted to confirm that your application has been received together with details of when the next funding round will be held. In exceptional circumstances, applications may be considered earlier should funding be required before the normal review date.

Once our donation has been agreed, we will ask you to supply Bank Details. Payments will be made by transfers only.