

# BRACKLEY TOWN COUNCIL



## SMALL Grant Application Form

### 1 ABOUT YOU:

This section should be completed by all applicants.

Name of Organisation/Group requesting grant:

Address – where Organisation/Group is based:

Contact Name:	
Position:	
Address:	
Postcode:	
Email:	
Daytime Phone:	
Website:	

*These contact details will be used for all correspondence relating to any grant.*

### 2 ABOUT YOUR ORGANISATION/GROUP:

Provide a brief outline of what your organization/group does:



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Has the organisation/group received any previous grant from a local authority, grant making trust or other funding body e.g. a Lottery Board? Please give details:		
Date	Amount (£)	Projects/Purpose

**3 THE ACTIVITY FOR WHICH FUNDING IS BEING SOUGHT:**

Please give a brief description of the activities for which the grant is sought	
Please give details of who will benefit from what you do, and an idea of the area served or details of services to a wider community: (Estimate numbers and age range would be helpful).	
Are there other organisations/groups serving a similar purpose in the same area? If so, please give brief details of them and what links, if any, you have with them:	
How do you know there is a need for the work for which a grant is being requested?	
Please tell us how you will make a difference – what are the benefits of your activity?	

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**4 FINANCIAL DETAILS:**

How much money are you requesting from Brackley Town Council?	£
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Please provide a breakdown of the total estimated costs. Please itemise costs.

Item	Total Cost £	Funding from BTC £	Funding from other sources £
<b>Total</b>	<b>£</b>	<b>£</b>	<b>£</b>

**5. FUNDING SOURCES:**

How will you cover the cost of the project? (Please give details of fund raising and of any grants received or applied for, including the sum which you have requested from this application).

BTC Grant (this application)	£
South Northamptonshire Council Grant	£
Northamptonshire County Council Grant	£
Other Grants (please specify)	£
Existing Funds	£
Fund Raising	£
Other (please specify)	£
<b>TOTAL</b>	<b>£</b>

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#### 6. SUPPORTING INFORMATION:

Supporting information helps the Council to assess your application. Please therefore enclose a copy of each of the following:

Latest Accounts	
Your organisation's/group's Constitution	

Where one or more of the above is omitted, please explain why:

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#### 7 DECLARATION:

"I believe the information given both within this form and the supporting material provided is correct.

In making this application I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis."

Signed	
Name (please print)	
Position	
Date	
Organisation Bank Details (for Bank transfers if successful)	Name on Account _____ Sort code _____ Account Number _____

Please return your completed form to the address below:

Brackley Town Council  
20 High Street  
Brackley  
Northamptonshire  
NN13 7DS

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### TERMS AND CONDITIONS

1. The Town Council will not support fundraising activities, or provide sponsorship, for individuals.
2. The organisation seeking grant funding will not operate for profit for its members. There will be no distribution of assets or funds from this grant to any individual during the existence of the organisation or on its dissolution.
3. Membership of the organisation will be open to all and will not be refused on other than reasonable grounds.
4. It is not the Council's policy to fund retrospectively. If work has already commenced, this must be stated as it could prejudice your application.
5. All works and activities covered by the grant must conform to all relevant statutory obligations, bylaws, licenses and planning consents.
6. The organisation should satisfy itself and the Council that it will be assured of a sufficient income to meet all running costs of any event.
7. The grant-aided facility/equipment/event must be adequately insured, and the organisation will maintain adequate insurance covering public liability. Evidence of insurance may be requested
8. The Council's grant aid should be recognised.
9. The Council reserves the right to use photographs, videos or other promotional material to publicise its grant aid scheme.
10. The Council reserves the right to inspect the activities for which the funding has been sought on giving reasonable notice to the applicant.
11. Brackley Town Council reserves the right to require the return of all or some of the funding should the organisation cease to operate for any reason.

### Data Protection Statement

The information collected, on this form and from supporting evidence, by Brackley Town Council, will be used to process your application.

We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties, or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties may include Government Departments and Local Authorities.

We will not disclose information about you to anyone outside Brackley Town Council, nor use information about you for other purposes unless the law permits us to.

Brackley Town Council is the Data Controller for the purposes of the Data Protection Act 1998. If you want to know more about what information we have about you, or the way we use your information, you can ask at The Town Council Offices, 9 Market Place, Brackley, NN13 7AB.