

**Grant Application Form for Charities/Service Providers****1 ABOUT YOU:**

This section should be completed by all applicants.

Name of Organisation requesting grant:

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(If funding is approved the payment will be paid to the above)

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:

Is it a registered charity?	
If "yes", please provide the number	
Is it a charitable company limited by guarantee?	
If "yes", please provide the number	
Provide a brief Outline of what your organisation does.	
When was the organisation formed?	



Has the organisation received any previous grant or loan 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:

<p>Please give a brief description of the activities for which the grant is sought</p>	
<p>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 if relevant).</p>	
<p>How do you know there is a need for the work for which a grant is being requested?</p>	
<p>Are there other organisations serving a similar purpose in the same area? If so, please give brief details of them, what the main differences are and what links, if any, you have with them:</p>	



Please tell us how you will make a difference – what are the benefits of your activity?	
Please explain how you will monitor and evaluate your project/activities and know you are achieving these benefits?	

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 e.g. cost of equipment, publicity, running costs, premises etc.

Item	Total Cost £	Funding from BTC - £	Funding from other sources - £
Total	£	£	£



5. FUNDING SOURCES:

How do you propose to cover the cost of the project? (Please give details of fund raising and of any grants or loans 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)	£
TOTAL	£

6. SUPPORTING INFORMATION:

A range of supporting information helps the Council to assess your application in detail. Please therefore enclose a copy of each of the following:

	YES	NO
Latest available Annual Report		
Latest available Statement of Accounts		
Your organisation's Constitution		
Your organisation's Aims and Objectives		

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

This form is intended to assist with your application for grant aid. Please feel free to enclose additional information which could be of benefit when your application is assessed.

**7 DECLARATION:**

“I believe the information given both within this form and the supporting material provided is correct. I understand that, if successful, I will be required to confirm that any grant monies have been spent only in accordance with the activities outlined within this application by submitting a report to the Council.

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.

If this application is successful, the organisation will abide by the monitoring arrangements specified by the Council.”

Signed	
Name (please print)	
Position	
Date	
Bank Details (for bank transfer if successful)	Account Name Sort Code Account Number

Please return your completed form to the address below:

Brackley Town Council
20 High Street
Brackley
Northamptonshire
NN13 7DS

8 FOR OFFICIAL USE

Date Received	
New Applicant	



TERMS AND CONDITIONS

1. The organisation will not operate for profit for its members. There will be no distribution of assets or funds from this grant to any person during the existence of the organisation or on its dissolution.
2. Membership will be open to all and will not be refused on other than reasonable grounds. There will be no discrimination on grounds of race, sexual orientation, disability, occupation, religious or other opinion.
3. There will be no unreasonable restrictions (e.g. excessive charges) on the admission of new members. In the event of a ballot, applications will be decided on a simple majority vote.
4. If any application for membership is refused the organisation will, if requested by the Council, state its reason in writing.
5. The managing body of the organisation will be composed substantially of those using the facilities. All participating members will be eligible for election.
6. Annual General Meetings will be organised in accordance with the constitution, and the Council notified thereof.
7. 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.
8. All works and activities covered by the grant will conform to all relevant statutory obligations, bylaws, licences and planning consents.
9. The organisation has satisfied itself and the Council that it will be assured of a sufficient income to meet all running costs, including maintenance, the full cost of renewal/replacement in due course, and the cost of any loan repayments.
10. The organisation shall produce a management/development plan for approval by the Council which illustrates how the funding will contribute towards the Council's and the organisation's strategic objectives.
11. The grant-aided facility/equipment will be adequately insured, and the organisation will maintain adequate insurance covering public liability. Evidence of insurance cover will be produced for the Council on request.
12. The Council reserves the right to require the applicant to comply with any relevant recommendations or requirements imposed on the Council by the District Auditor, Audit Commission or other statutory inspectorate or regulatory body in relation to the grant.
13. Grant Aid payments will be made by Brackley Town Council on production of official receipts. The terms for payment will be set out in the offer letter.
14. The Council's grant aid should be recognised by the use of the Council logo or appropriate wording on all promotional literature and on the web site.
15. The Council reserves the right to use photographs, videos or other promotional material to publicise its grant aid scheme.
16. The Council reserves the right to inspect the activities for which the funding has been sought on giving reasonable notice to the applicant.
17. 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 20 High Street, Brackley NN13 7DS.