

Brompton Town Council Grant Application Form 2024 - 2025

Please read the Guidance Notes carefully before completing the application form.

Please note that there is no **minimum** amount of grant or donation that can be applied however the **maximum** grant that can be applied for is **£2,500**.

The completed form (in paper copy), together with enclosures, should be returned to -

Paul Atkin
Clerk and Responsible Financial Officer
Brompton Town Council
61 Quaker Lane
Northallerton
DL6 1EE

Help and advice about making an application is available. Please see guidance notes for details.
If you have any queries regarding the application form please e-mail them to: BromptonPC@aol.com

Please note that grants will normally be of a sum exceeding £500.00 and may require match-funding either with Brompton Town Council / and others, or match-funding with other partners

Donations will normally be up to an amount of £500.00 for a specific on-off purpose

SECTION 1. CONTACT DETAILS

1a. Name of your organisation:

--

1b. Address where the project or activity is, or will be based:

Address	
	Post Code:
Website:	

2a. Main contact for this application – this is someone in a management position who knows the organisation's activities and can ideally be contacted during normal office hours.

Title	<input type="text"/>	First name(s)	<input type="text"/>
		Surname	<input type="text"/>

Position held:	
Telephone:	Email:

2b. Address for correspondence (if different from the address given in 1b above):

Address	
	Post Code:

Alternative contact name and details in case main contact is unavailable:

SECTION 2. ABOUT YOUR ORGANISATION

3. Please indicate the legal status of your organisation (tick those that apply):

Unincorporated voluntary or community group	<input type="checkbox"/>	Registered Charity	<input type="checkbox"/>
Local branch of a national organisation (see question 5)	<input type="checkbox"/>	Awaiting Charity registration	<input type="checkbox"/>
Charitable company limited by guarantee	<input type="checkbox"/>	Other (describe)	<input type="checkbox"/>

Charity Registration no:	<input type="text"/>
--------------------------	----------------------

Company no:	<input type="text"/>
-------------	----------------------

4. If you are a branch of or related to a larger organisation, please tell us which one. Please indicate what your relationship is with this organisation.

5. What are your organisation's overall aims and objectives?

SECTION 3: ABOUT THE SERVICE/ACTIVITY FOR WHICH YOU REQUEST A GRANT

Brompton Town Council is seeking to award grants to voluntary, community and similar not-for-profit organisations providing services that will work towards improving the local community in some form.

Please note that grants or donations cannot be awarded to individuals

Qualifying examples may include -

Safer Communities

Making residents feel safe and secure

Protecting Our Environment

Providing clean and attractive town for residents and visitors

Enhancing Our Community

Improving the quality of life and opportunities for involvement in village life

Enhancing leisure activities for local people and encouraging participation

Working Hard and Spending your Money Wisely

Delivering quality modern services

6. Name of the activity to be funded :

7. Brief description of the activity:

8. What do you expect to achieve through use of the grant?

9. How precisely will the grant be used to achieve this?

10. What evidence is there of a relevant need for these outcomes (stated in Question 8) in Brompton?

11. What other provision is there in Brompton which works towards similar outcomes?

12. How many people do you expect to benefit from your activity?

a. Adults aged 18 years or above:

Of these, how many are likely to be residents of Brompton?

b. Children and young people aged under 18 years:

Of these, how many are likely to be residents of Brompton?

c. Vulnerable adults:

Of these, how many are likely to be residents of Brompton?

13. How will these outcomes will be evaluated or measured?

14. Does your organisation have experience and success in delivering similar outcomes? If it does, please tell us about it.

15. How will your organisation work with Brompton Town Council and other partners to achieve the stated outcomes?

16. Describe the benefits of your activity and how it will promote respect and understanding between communities in Brompton:

--

SECTION 4. GRANT REQUESTED

17. Sum requested as a grant or donation from Brompton Town Council, in words and figures.

	£
--	---

18. Describe how your activity is sustainable and other ways in which you will secure funding to carry it out:

--

19. What contribution (financial and / or in kind) if any, are you making towards this activity from your own resources?

--

SECTION 5. DOCUMENTS AND ACCOUNTS

27. INSURANCE – Please provide evidence of current:

- Public Liability Insurance covering a minimum of £2 million
- Employer’s Liability Insurance, if you are employing staff

If your insurance cover is provided by another organisation, for example through a group scheme, you must provide their name and address

28. ACCOUNTS – You must provide a copy of your audited accounts for the latest complete financial year. If the period covered by these accounts finished before 1 January 2015, or if the accounts have not been audited, or if your organisation has recently been established and you are unable to provide audited accounts, please provide a written explanation:

--

29. Please provide a copy of the following financial information about your organisation’s most recent accounts:

Name of Bank or Building Society:	
Account/s Name/s:	
Account/s Number/s:	
Sort Code/s:	
Address/s:	
Post Code:	Telephone:

30. Please provide the details of two unrelated signatories to the above account, who can approve withdrawals:

Signatory one (print):
Role in Organisation
Signatory two (print):
Role in Organisation:

31. What level of reserves (savings) do you hold and for what purpose?

--

SECTION 6: REFEREE AND APPLICANT'S DECLARATION

32. Independent referee:

Please ask an independent referee to provide us with the following information. Your referee must be a person with a professional or public position whose status we can check. They must be completely independent of your organisation but know its work well and know about the activity for which you are requesting funds.

Title:	First name(s):	Surname:
--------	----------------	----------

Occupation:	
Job title:	

Business/contact address:

	Postcode
Phone	Email

What is your association with the applying organisation?

--

How long have you known the organisation?

years

months

Declaration:

I know this group and I support this request for funding. I am willing to be contacted to discuss this application and also comment on any grant awarded.

Signature:

--

Date:

--

33. Agreement and Undertaking:

Please read this section carefully before signing. It is your responsibility to ensure your application is properly presented.

- Please ensure you have completed every part of this application form. Omissions of vital information in your application may lead to it being rejected.
- Please ensure that all the necessary supporting information and documentation is provided with this application form. If there are missing documents by the submission deadline date it will lead to the application being refused.
- By signing this agreement you undertake:

Data Protection Act – Brompton Town Council will use the information provided on the application form and supporting documents during assessment and for the life of any grant awarded. In addition the information and supporting documentation will be used in the analysis of the Council’s grant process and for our own research. The Council may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way the Council’s funding programmes work and the effect they have. The Council recognises the need to maintain the confidentiality of applicants and their details will not be made public in any way, except as required by law.

Freedom of Information Act - The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint. If information is requested under the Freedom of Information Act the Council will release it, subject to exemptions; although the Council may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

34. Declaration:

I the undersigned agree:

- i. to utilise any grant from Brompton Town Council solely in connection with the activity described in this application form. If for any reason the grant is unused it will be repaid before the end of the twelve-month grant period
- ii. to keep the appropriate officer of the Council informed of any proposed changes to the activity, the organisation’s manager or changes in contact details
- iii. to recognise Brompton Town Council in any and all literature related to the activity.
- iv. to provide the Council with information which will enable the Council to monitor achievement of the stated outcomes.

v. If the activity which this application relates to involves children, young people or vulnerable adults, I confirm that the appropriate CRB checks will have been obtained for all volunteers, staff and management committee members in direct contact with children, young people or vulnerable adults by the date that the funding of the project is due to commence.

The application form must be signed by the chairperson of the organisation or someone in a similar position. **This should not be the same person as the Main Contact in Section 1.**

Title:	First name(s):	Surname:
--------	----------------	----------

Position within the organisation:	
-----------------------------------	--

Home/business address:

	Postcode
Phone	Email

Declaration

The Council will take your signature on this form as confirmation that you understand the obligations under the Data Protection Act 1998 and the Freedom of Information Act 2000 and that you accept that the Council will not be liable for any loss or damage to you in fulfilment of our obligations under the relevant law.

Signature: _____ Position _____

Date: _____

Application checklist:

Please check that you have enclosed

A copy of audited accounts and annual report	
Bank statements covering the last three months	
A copy of your organisation's Constitution (if applicable)	
A copy of your organisation's Terms of Reference or Articles of Association (If applicable)	
A copy of the certificates of employer insurance (if applicable)	
A copy of the public liability insurance	
A copy of certificates building/contents insurance (if applicable)	
If your service/activity involves children, young people or vulnerable adults you are required to verify that CRB checks will have been made by the date that Partnership Fund grant is due to commence by signing the above Declaration. You are also required to submit the following policies for your organisation: Child Protection Policy and Vulnerable Adult Policy	

Please return your completed application form (in paper copy) and all supporting documentation to:

Paul Atkin
 Clerk and Responsible Financial Officer
 Brompton Town Council
 61 Quaker Lane
 Northallerton
 DL6 1EE

Tel: 01609 777745

If you have any additional information that you would like to tell the Council or add to this application, please attach it to this application form.

