



Grant Application Form

Please return this completed application form together with your latest accounts, information to Bracknell Town Council, Brooke House, 54 High Street, Bracknell, Berkshire, RG12 1LL or via email jackie.burgess@bracknelltowncouncil.gov.uk

Please see the attached flow chart to ensure you complete the correct sections of this form.

You may include any other information relevant to your application which may assist Bracknell Town Council to determine the outcome of your application.

Please continue onto additional sheets if needed to provide BTC with as much information as possible.

Annual Grant applications must be received by 1st October each year.

Applications for exceptional funding grants can be submitted at any time.

Section 1

Contact Details

Organisation Name	
Name of Applicant	
Position within the Organisation	
Address for Correspondence	
Contact telephone no.	
Email Address	
Signature	
Date	

Section 2

Your Organisation

What does your organisation do?	
Geographical area covered by your organisation?	
How does your organisation help people?	
Who does your organisation help?	
How many people benefit from your service and what percentage of those people are within Bracknell Town Area?	
If you were successful with your application, please provide the following	Account Name Account Number Sort Code

Section 3

Type of Grant

What type of grant are you applying for? Please tick the relevant box.

Exceptional Funding Grant under £500

Please complete section 4, 7 and 8

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Bracknell Town Council recognises the need for exceptional funding that may not be apparent when the Council's formal Annual Grant program takes place. The Town Council will set aside £2000 per year in order to provide small ad hoc grants of £500 or less for exceptional funding needs. No organisation will have more than one Exceptional Funding Grant application considered in any financial year or receive an Exceptional Funding Grant for more than two consecutive years.

Annual Grant for voluntary organisations under £6000 (*Applications to be received before 1st October to be considered for the next financial year*)

Please complete section 5, 7 and 8

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Annual Grant for voluntary organisations over £6000 (*Applications to be received before 1st October to be considered for the next financial year*)

Please complete section 6, 7 and 8

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Section 4

Exceptional Funding Grant

Amount Requested	
How will this grant support your service? <i>(Please give specific details)</i>	
Why wasn't this budgeted for at the start of the year?	
What have you done to try to raise the funds yourself?	
What other funding applications are currently in place?	

Section 5

Annual Grant for under £6000

Amount Requested	
How will this grant be used to support your service? <i>(Please give specific details of what the grant will be used for and attach a copy of your business plan)</i>	
What is this grant to be used for? <i>(Please circle the relevant option)</i> •	Revenue Funding (Assistance with ongoing running costs) Capital Funding (to purchase specific items)

<p>If the grant is to be used for Capital Funding please give details of what you are purchasing</p>	
<p>Does the grant cover the entire cost of the Capital purchase? <i>(Please circle the relevant option)</i></p>	<p>Yes</p> <p>No</p>
<p>If no, how do you intend to raise the remainder of the funding required?</p>	
<p>If the grant is for a purchase or a one off project please give basic details here and then attach a copy of your project plan/proposal to your application form</p>	
<p>If the grant is for Revenue Funding (assistance with ongoing running costs) please specify what costs will be covered by the funding</p>	
<p>If the grant is for Revenue Funding (assistance with ongoing running costs) what will the consequences be if you are not successful in this application?</p>	

Section 6

Annual Grant for over £6000

Amount Requested	
How will this grant be used to support your service? <i>(Please give specific details of what the grant will be used for)</i>	
What is this grant to be used for? <i>(Please circle the relevant option)</i>	<p>Revenue Funding (Assistance with ongoing running costs)</p> <p>Capital Funding (to purchase specific items)</p>
If the grant is to be used for Capital Funding, please give details of what you are purchasing	
Does the grant cover the entire cost of the Capital purchase? <i>(Please circle the relevant option)</i>	<p>Yes</p> <p>No</p>
If the grant is for a purchase or a one off project please give basic details here and then attach a copy of your project plan/proposal to your application form	
If the grant is for Revenue Funding (assistance with ongoing running costs) please specify what costs will be covered by the funding	
If the grant is for Revenue Funding (assistance with ongoing running costs) what will the consequences be if you are not successful in this application?	

Section 7

Your Organisation

<p>Is your organisation a registered charity? If yes, please tell us your charity number. <i>(Please circle the relevant option)</i></p>	<p>Yes</p> <p>No</p> <p>Charity Number:</p>
<p>Is your organisation an unregistered voluntary organisation? <i>(Please circle the relevant option)</i></p>	<p>Yes</p> <p>No</p>
<p>Other <i>(Please specify)</i></p>	
<p>Does your organisation have a bank account? If yes, how many signatories are required? <i>(Please circle the relevant option)</i></p>	<p>Yes</p> <p>No</p> <p>Number of signatories:</p>
<p>Does your organisation have a Management Committee? If yes, please specify how many members are in the committee <i>(Please circle the relevant option)</i></p>	<p>Yes</p> <p>No</p> <p>Number of members:</p>
<p>Does your organisation have a constitution or a set of guidelines? <i>(Please circle the relevant option)</i></p>	<p>Yes</p> <p>No</p>
<p>If your grant is successful, in what name would you like the cheque made out?</p>	

Section 8

Accounts and Budget

Accounts

Please complete the following from your organisation's latest annual accounts:

(A full copy of your accounts certified by the relevant person and a copy of your detailed budget for the next financial year indicating projected income and expenditure on all major items e.g., staffing, rent, office costs, equipment, publicity etc. must be submitted with your application)

Total Income	
Total Expenditure	
Surplus/Deficit	
Total Reserves and Net Assets (including sums in capital accounts, please indicate whether the reserves are designated or free)	
Please specify the dates that these figures apply to	

Budget

Please give details of any grants received including Bracknell Town Council in the past 5 years.

(Please note that if the information supplied is not correct this will invalidate your application)

Organisation	Amount	What was the grant used for?

If you received a grant from Bracknell Town Council last year, please attach paperwork to show that you have fulfilled any conditions attached to the grant.

Terms and Conditions

- *The Town Clerk will make the initial judgement regarding the merits of an Exceptional Funding Grant application and may request additional supporting material or information if deemed necessary.*
- *An application for an Annual Grant or an Exceptional Funding Grant may be sent to a local Town Councillor for direction or guidance.*
- *Exceptional Funding Grant applications will be put for ratification at the next available Committee meeting (not including the Planning Committee)*
- *There will be no appeals process.*
- *The Town Clerk will hold a list of Exceptional Funding Grants made and monies remaining in the scheme.*
- *Organisations applying for any grant must satisfy the Council that the grant will be spent for the benefit of local people and that the money is not available from another source.*
- *Grants are not payable for the benefit of individuals.*
- *No organisation will have more than one Exceptional Funding Grant application considered in any financial year or receive an Exceptional Funding Grant for more than two consecutive years.*
- *Bracknell Town Council reserves the right to refuse to consider grant applications it considers inappropriate.*
- *Further information can be requested at any time in the application process.*