

Ottery St Mary Town Council



Grant Application Form

This form **MUST** be completed in full and returned to the Town Clerk, Council Offices, The Old Convent, 8 Broad Street, Ottery St Mary Devon EX11 1BZ by **31st October in each year**. Please use a Continuation Sheet for any additional information related to the grant. Should you require advice in completing the form please contact the Town Clerk Tel. (01404) 812252 but first see the Notes for Guidance.

YOUR ORGANISATION	
1. Name of Organisation	
2. Charity Number (if applicable)	
3. Are you a national organisation?	YES / NO
4. If YES TO Q3, is it a local branch that is making this application?	YES/ NO
5. Address where your organisation is based	
6. Contact name	
7. Contact address including postcode, telephone number(s) and e-mail address	
8. Please provide a short description of your organisation and its aims and objectives.	

9. Number of members	10. Number of adult members	11. Number of junior members
12. Membership fees/subscriptions charged		
13. Please provide details of any property that you own.		
14. Fund raising activities undertaken and monies raised in the last 12 months.		
THE PROJECT FOR WHICH (OR THE REASON WHY) YOU ARE SEEKING A GRANT		
15. Project Commencement date		
16. Project Completion date		
17. State the areas where people live who will directly benefit from what you are proposing		
18. Please provide as much information as possible about why you are applying for a grant, what it will be used for, and how it will benefit the local community.		
19. How will you ensure that a grant will be used effectively and will be well managed?		
20. How do you propose to acknowledge and make public the fact that you have received a grant?		

21. Do you undertake to provide a short written report about the impact of the grant? YES/ NO	
PREVIOUS GRANTS BY OTTERY ST MARY TOWN COUNCIL	
22. Have you received a grant from Ottery St Mary Town Council in the past? YES/ NO	
If YES then please provide the following information	
23. Year the most recent grant was received.	24. Amount received £
25. If you have received a previous grant please provide details about how that grant was used. This will inform decision making for this year. The Council may ask for supporting evidence.	

GRANTS YOU ARE SEEKING THIS TIME	
26. How much do you need for your project?	£
27. How much are you applying to the Town Council for?	£
28. Are you applying for a grant from any other organisations? YES/ NO	
29. If YES, to whom are you applying and for how much?	
30. <u>BANK DETAILS:- IT IS VERY IMPORTANT THAT THIS INFORMATION IS PROVIDED</u>	
Account Name	
Sort Code	
Account Number	

To help the Council determine your need, we require you to provide us with a copy of your last audited accounts and a copy of your constitution.

31. Copy of latest audited accounts attached	YES/NO
32. Copy of constitution attached	YES/NO

If you do not have audited accounts we will require a copy of your latest bank statement together with a list of income and expenditure for the last 12 months. These documents should be signed by 2 officers of your organisation.

DECLARATION

I hereby declare that the answers and statements given above are to the best of my knowledge and belief true. I understand that legal action could be taken against either me or the organisation I represent if I have knowingly provided false information in an attempt to gain public funds.

Signed	Date
Position in organisation	

OTTERY ST MARY TOWN COUNCIL Privacy Notice for Grant Applicants

Ottery St Mary Town Council is the Data Controller under the new data protection law and will use the information you provide on this form in order to contact you about your grant application.

If you are an organisation or a group the legal basis for processing this data is the necessity for compliance with a legal obligation to consider your grant request.

If you include any personal details on this grant request on behalf of an organisation or group, the legal basis for processing this data is your consent to do so.

We will keep your data for six years if your grant application is successful and for six months if your application is turned down plus the current financial year, which runs from 1st April to 31st March.

Your information will not be shared further.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at:- <http://www.otterystmary-tc.gov.uk>

You can contact the Town Council's Data Protection Officer at Ottery St Mary Town Council Offices, The Old Convent, 8 Broad Street, Ottery St Mary Devon EX11 1BZ b

Please see over page

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can withdraw or change your consent at any time by contacting the Council Offices.

By signing this form you are confirming that you are consenting to Ottery St Mary Town Council holding and processing your personal data for the following purposes (please tick the boxes where you grant consent)

I consent to Ottery St Mary Town Council contacting me by:-

- post
- phone or
- email
- to keep me informed about what is going on in the Council's area including news, events, meetings and activities. These communications may also sometimes appear on our website, or in printed or electronic form including social media.
- to use my name and photo in our press releases, newsletters, or on the Council's website, or on its Facebook page.

Signed	Date
Position in organisation	

Application for Grant: Notes for Guidance

What sort of grants does the Council offer?

Ottery St Mary Town Council has a budget each year to provide financial support to local groups and projects. The Council will look at each application on its merits, and will expect you to show how the money will benefit the community. You should also show that you are making reasonable efforts to raise your own funds.

The Council will need to be satisfied that your organisation will use the money effectively and that it is well managed. If the application is successful, the Council will expect its contribution to be acknowledged in any publicity about the project. Town Councillors may wish to visit the project/scheme and will expect written feedback on the impact of any assistance they may grant.

Who can apply?

Any organisation based in the parish of Ottery St Mary Town Council including the Town Ward, Tipton St John Ward and North Ward which is, or wishes to provide direct benefit to the residents of those areas can apply for a grant. Grants to national organisations will only be made to local branches where the grant can be seen to directly benefit those residents.

How is an application made?

1. Application forms are available from the Town Clerk at the Council Offices
2. Read these notes carefully and ensure that all questions on the form are answered

3. If you are in any doubt please contact the Town Clerk and ask for guidance.
4. Complete the form and return to the Town Council office with all supporting documentation by **31st October**.
5. Organisations may only submit one application per year, except in exceptional circumstances.

What happens next?

Grants are normally considered in November each year. Successful applicants will be invited to the Annual Parish meeting which is usually held in April each year at which they will formally receive their grants on behalf of their respective organisations

Your application will be acknowledged and we will tell you the date of the meeting at which your application will be considered. We will contact you as soon as possible after the full Council meeting to let you know what has been decided.