

Note: Please read the guidance notes attached thoroughly before completing this application. If you should require any assistance in completing the form please contact Mark Hassall (Town Clerk) on 01295 817313.

When complete the form should be returned to:

Town Clerk
Banbury Town Council
The Town Hall
Bridge Street
BANBURY
OX16 5QB

SECTION 1 - About your organisation:

Name of Organisation:

Address:

Registered Charity No:
(if applicable):

SECTION 2 - Contact Point

Contact Name:

Position within organisation

Address for correspondence
(if different to above):

Email Address:

Telephone (Day):

Telephone (Evening):

SECTION 3 - About your application:

Briefly outline the reason for your application and how any contribution from the Council would be spent:

How many Banbury Residents will benefit from the Council's contribution? _____

Has your organisation ever received a grant from Banbury Town Council? If so please provide details: _____

SECTION 4 - Financial Information

What is the total cost of your project/purchase? £ _____

How much of this total are you funding from other sources? £ _____

What are these sources? _____

How much do you wish Banbury Town Council to contribute?
(Note: £500 is the maximum contribution) £ _____

Who would the grant be payable to? **(Please bear in mind that the Council will not make payments to individuals unless there are exceptional circumstances)**

Bank Account Name: _____

Bank Account Number: _____

Bank Account Sort Code: _____

SECTION 5 - Supporting Information

Please provide the following supporting information:

- a) the latest available statement of accounts;
- b) a copy of your organisation's aims and objectives;
- c) any additional material you believe is relevant to your application.

SECTION 6 - Declaration

"I believe the information given both within this application and the supporting material is correct. I understand that, if successful, I will be required to confirm that any grant money has been spent only in accordance with the purpose outline at Section 3 and will provide a written report to the Council. I will ensure that the contribution made by the Council is reflected in any promotional material produced, and that copies of this and details of any press coverage is forwarded to the Council. I also confirm that the organisation does not currently receive grant funding from Banbury Town 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."

Signed _____ Date: _____

Name (please print): _____ Position: _____

Grant Fund **Guidance Notes**

The Council recognises the wide diversity of voluntary (or non-statutory) bodies operating in the Town and the effort which is harnessed for the benefit of the local community. Against this background the Small Contributions Fund has been established by the Council in order that it may consider helping the work of local organisations such as clubs, societies, groups etc.

The intention is to assist towards specific items or activities up to a maximum of £500. The Council does not propose to provide 100% funding for any proposal and will expect to see an indication that funds from other sources are also being used. It would also not expect to receive multiple applications from a single organisation, and given the number of organisations seeking assistance in any one year, preference will be given to those not previously assisted by this Council.

Most non-profit making voluntary groups are eligible to apply, but the Council cannot consider applications which further the aims of particular religious or party-political organisations. The Council will normally be more inclined to support organisations whose activities are focused upon Banbury residents and where their service or activity meets an identified need, but does not displace the work of an existing organisation. The organisation should also not already be in receipt of funding from the Council or another element of local/central government.

We look forward to receiving your completed application form, but if you should require clarification regarding any of the above please contact Mark Hassall (Town Clerk) on 01295 817 313, who will be happy to help you.

Privacy Notice **for Grant Application**

Banbury Town Council is the Data Controller under the new data protection law and will use the information you provide on this form to manage your request for a grant.

The legal basis we rely on to process your personal data is article 6(1)(e) of the GDPR, which allows us to process personal data when this is necessary to perform our public tasks as local authorities. We will not be able to process your grant application without the personal data you provide us with.

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 and we will not

- Use your information for marketing or sales purposes without your prior explicit consent.
- Send or store your data abroad.
- Make decisions about you based on automated processing.

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.banbury.gov.uk/>

You can contact the Town Council's Data Protection at Banbury Town Council, The Town Hall, Bridge Street, Banbury, OX16 5QB; or by email at info@banbury.gov.uk or by telephone on 01295 250340.