



Banbury Town Council



## WARM WELCOME FUND APPLICATION

Please answer all questions which are relevant to your organisation – failure to do so may result in a delay in the determination of your application

<b>PROPOSAL</b> (In no more than 25 words)	Postcode of Provision:	<b>GRANT AMOUNT REQUESTED</b>	<b>£</b>
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### You and Your Organisation

**Q1** Name of organisation making application:

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Name of contact for this application

Title: ..... First Name: ..... Surname: .....

Position held in the organisation: .....

Contact Address, including full postcode:

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.....

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..... Postcode: .....

Contact Telephone Number: .....

Email address: .....

Website: .....

**Bank details**

**Q2** Any funds will be paid directly into this account. Please provide a Bank Statement or other form of verification of the organisations Account. Payments will not be made to personal accounts.

Account Name	Sort Code	Account Number

**What do you want support with?**

**Q3** Please detail your support plans, capability and capacity including location and opening times of provision.

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**How Much Do You Require? Max Grant = £500**

**Q4**

£
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**Any Other Information**

**Q5** Any other information which you consider to be relevant to your application.

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**Please forward your application electronically to:**

[Mark.hassall@banbury.gov.uk](mailto:Mark.hassall@banbury.gov.uk)

For help contact Mark Hassall (Town Clerk & RFO) on 01295 817313

## Guidance Notes

Banbury Town Council has funds to help local organisations to support the local community during the cost of living crisis and help the residents of Banbury (up to a maximum of £500 per organisation).

Please note - Organisations that apply for a warm welcome grant are not restricted from applying to the Councils standard grant scheme.

### Principles

All applications will be considered on their individual merits, but there are a number of guiding principles:

- How well the grant meets the needs of the community (and in particular any specific ward/area) in combatting the effects of the cost of living crisis;
- What capacity are you able to provide for and during what opening times? How many residents of Banbury will benefit and whether the size of grant is commensurate with those benefitting?

### Who can apply?

#### We will consider applications from:

- Groups, clubs, committees or charities based in Banbury. You will need to show that you are organised and have your own bank account.

#### We will not consider applications from:

- Businesses or organisations with a profit-making remit;
- Individuals.

### When & How can I apply?

You can apply at any time, but applications will be restricted to ensure geographical spread across the town in the fairness to all.

Application forms are available electronically on the website

[https://www.banbury.gov.uk/Grants\\_16406.aspx](https://www.banbury.gov.uk/Grants_16406.aspx)

You will receive a response within 7 days of submission and funds transferred as soon as possible thereafter

### Conditions of a Grant

1. The applicant, if successful, must spend the grant per the application form unless otherwise agreed by the Council, or the funds may need to be repaid;
2. The grant shall be paid electronically to the organisation making the application referred to in the payment;  
It is expected that the Town Council will be acknowledged for their support in any publicity material related to the project (an electronic copy of the Town Crest is available for this use);
3. All grant applications shall be monitored to ensure that the money was spent on the purpose intended. Monitoring Forms shall be sent out for completion within 3 months of the grant being paid over or within 3 months of the activity being completed.

## Privacy Notice

Banbury Town Council is the Data Controller under the 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 1<sup>st</sup> April to 31<sup>st</sup> 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, by email at [info@banbury.gov.uk](mailto:info@banbury.gov.uk) or by telephone on 01295 250 340.