



## Broseley Town Council

### Notes for Guidance on Grant Applications

Please read these notes carefully before submitting an application for grant funding.

1.	<p>Broseley Town Council ('the Council') provides grants to organisations for single projects and to support continuing services or activities. Applications from individuals cannot be considered. To be eligible for such grants, the applicants must demonstrate that the proposed funding will benefit significant numbers of people living in Broseley in one of the following areas:</p> <ul style="list-style-type: none"><li>• sport or other form of recreation</li><li>• education or cultural enrichment</li><li>• health or wellbeing</li><li>• other voluntary services</li></ul> <p>It should be remembered that the Council's funds are limited and so applications may not be met in full, or at all.</p>
2	<p>The Council's grants are intended to support the work of voluntary groups within the town. These grants will therefore only fund a portion and not the total cost of a project of service. For grants in excess of £1,000 for a single project or in excess of £1,000 per year for service support, the Council will normally only fund a maximum of 50% of the total cost. In addition, the Council will not normally fund the cost of wages or salaries of people directly employed by the organisation seeking the grant.</p>
3.	<p>Grants will be assessed by the Council on the basis of the extent to which it believes they will enhance the services or amenities offered to the residents of Broseley. In doing so, the Council will consider:</p> <ul style="list-style-type: none"><li>• the application's alignment with the objectives of the Council's grants policy and, where appropriate, the Place Plan.</li><li>• the likely success and sustainability of the proposal</li><li>• the number of Broseley residents likely to benefit from the proposal</li><li>• the quality of the financial planning shown in the application and by the applicants themselves.</li></ul>
4.	<p>Applications will not be considered from organisations intending to support or oppose any particular political party, or which discriminate in any way, for example, on grounds of race or religion, gender etc.. Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs.</p>
5.	<p>Applications will not be considered from private organisations operated as a business to make a profit or surplus. Applications will not normally be considered from national organisations or local groups with access to funds from national or parent organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.</p>

6.	Applications must be accompanied by a copy of the applicant organisation's constitution, their last full year's accounts and copies of the past year's bank statements. Failure to provide these documents will delay consideration of the application. In the case of a newly-formed organisation, a comprehensive budget and business plan may be acceptable.
7.	Organisations applying for grants must have a bank account in their own name with at least two authorised representatives required to sign each cheque, or similar demonstrable financial control system.
8.	Applications for grants up to £1,000 for a single project or up to £1,000 per year for service support will normally be considered at the next full Council meeting following receipt of a valid application. Applications in excess of £1,000 will first be assessed by the Council's Place Plan and Reserves Group. Applicants should therefore allow a minimum of three months for a decision on the awarding of grants in excess of £1,000.
9.	In the case of large grants, where the Council deems it appropriate, applicants may be required to provide progress reports or to allocate a place on their management or executive committee for Council representatives. Where appropriate, the Council may request site visits and/or meetings with the applicants to discuss the details of the proposed project
10.	Organisations that receive a grant will be required to acknowledge Broseley Town Council's contribution in all publicity and printed material.
11.	All recipients of grants from Broseley Town Council are required to complete a report (using the form included in the application pack) within three months of the end of the project or of the end of the financial year in which service support has been given, detailing the expenditure that the grant has funded and demonstrating the achievement of the project's or service's objectives. This report should be accompanied by copies of publicity material which acknowledges the Broseley Town Council grant. Failure to provide a satisfactory completion report or to provide satisfactory acknowledgement of the grant may result in Broseley Town Council seeking to reclaim some or all of the grant paid.



## Broseley Town Council

### Privacy Notice for Grant Applicants

#### Privacy Notice for Financial Assistance

Broseley 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. You can withdraw your consent at any time by notifying us. Our contact details to do so, or for any other queries, are Broseley Town Council, The Library Building, Bridgnorth Road, Broseley, Shropshire, TF12 5EL.

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.

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 [www.bicester.gov.uk](http://www.bicester.gov.uk)

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.

We may contact you to keep you 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.	
We may use your name and photo in our newsletters, or on our website.	

## KEEPING IN TOUCH

If you agree to Broseley Town Council using and retaining your personal information contained on the grant form, please complete your details below and ticking the relevant boxes to indicate your consent:

Yes please, I would like to receive communications by email.	
Yes please, I would like to receive communications by telephone	
Yes please, I would like to receive communications by mobile phone including text message	
Yes please, I would like to receive communications by social media including Facebook.	
Yes please, I would like to receive communications by post	

Title	Forename	Surname
Position within organisation		
Address		
Telephone	Email	
Signed	Date	