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**Application for Grant Funding 2021-22**

**up to £2,400**

**Closing Date: Tuesday 4 May 2021**

This form can be printed and completed by hand or can be filled in electronically. Please type your details into the boxes and keep your answers within the character limit. If you need assistance with completing the form please contact 01844 212833.

Please return your completed application along with a copy of your constitution and your financial accounts for the last two years to [info@thametowncouncil.gov.uk](mailto:info@thametowncouncil.gov.uk) or Thame Town Council, Town Hall, High Street, Thame, OX9 3DP by **5pm** on **Tuesday 4 May 2021.**

**For grants requests over £5000, please contact the Town Council directly on 01844 212833**

# Contact Details

|  |  |
| --- | --- |
| Name of organisation: |  |
| Address of organisation: |  |
| Charity no. (if applicable) |  |
| Contact person: |  |
| Position: |  |
| Address:  (for all correspondence) |  |
| Telephone: |  |
| Email: |  |
| Bank Account details  (if application is successful) | Account name:  Sort-code:  Account number: |

# Organisation Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What are the aims and objectives of your organisation? (500 characters) | | | | | |
| What is the benefit of your organisation to the Thame community? (500 characters) | | | | | |
| When was your organisation formed? | | | | | |
| Where does your organisation usually meet? | | | | | |
| What is the catchment area of your organisation? | | | | | |
| Number of users:  Percentage in Thame: | | | Number of volunteers:  Percentage in Thame: | | |
| Number of users per age group: | | | | | |
| Under 18’s |  | 18-59 |  | 60 and over |  |
| What is the cost of membership per person per annum (if applicable)? | | | | | |

# Your Request

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| What project do you plan to use this grant aid for? (250 characters) |
| Who will benefit from this project? (500 characters) |
| Why is this project needed? (500 characters) |
| When will the project start/finish? (100 characters) |

# Project Finances

|  |  |  |
| --- | --- | --- |
| **Amount Requested** | £ | |
| Percentage of total project cost | % | |
| What is the total cost of the project? | £ | |
| Please provide a breakdown on how this project will be funded (e.g. own reserves, fundraising) | Source | Amount |
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|  |  |
|  |  |
| Have you received/applied for any other grant funding for this project? |  | |
| If yes, please give details | Source | Amount received |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# Organisation Finances

|  |  |  |  |
| --- | --- | --- | --- |
| What is your current balance at the time of application? |  | | |
| What is this earmarked for? |  | | |
| How is your organisation normally funded? |  | | |
| Have you received/applied for grant funding from Thame Town Council before? |  | | |
| If yes, please give details | Year | Amount applied for | Amount received |
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# Supporting Papers

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| Please indicate you have included the following supporting documents: |
| Accounts 2018 – 2019  Accounts 2019 – 2020  Constitution |
| Three descriptive quotations where the value is below £3000 |

# Supporting Information

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| To assist the Council is processing your application, please give any details you feel may be significant in helping to explain and justify your request for a Grant.    (1000 characters) |
|  |

# Declarations of Interest

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| --- | --- |
| Do you or your organisation have any connection with current Town Councillors? |  |
| If yes, please give details: |  |

# Conditions of Grant

Organisations that receive grant aid are required to acknowledge the Town Council’s support on all publicity/printed material.

If such support exceeds £2000 in any one financial year, the recipient is required to provide a written report on how the money is being used within 12 months of the grant being awarded. The report may take the form of an annual report or set of accounts.

Grants awarded are conditional and may only be used for the specific purpose(s) declared in the grant application, and in accordance with any further conditions detailed in the grant award confirmation letter. If the identified expenditure, project or activity does not proceed, or if any of the conditions cannot be met, the awarded grant must be returned to the Town Council.

# Declaration

I apply for grant aid on behalf of the organisation stated and I declare that:

* I have noted the conditions under which grants are made and confirm that if successful, I, and the organisation which I represent, will abide by them.

It is understood on behalf of the organisation that Thame Town Council may seek to receive the full grant or such part of it as the Council may determine if:

* The organisation ceases to operate
* The grant ceases to be used for the purpose (s) for which it was given or the facilities cease to be used for the purpose for which the capital grant assistance has been given (within a period of ten years from payment of the grant)
* The organisation is found to be in breach of the conditions applied to the grant

# Membership

I further declare that:

* Membership is open to all and no application for membership will be refused on other than reasonable grounds, i.e. there will be no discrimination on grounds of race, occupation, religion or other opinion.
* The managing body of the organisation is composed mainly of members representing those using the facilities.
* I undertake on behalf of the Society / Organisation that the grant or such part of it as Thame Town Council may determine will be repaid in the event that the Society / Organisation is found to be in breach of any of the assurances above.

# Privacy

Thame Town Council regards your privacy as important and any personal information you give to us will be used in accordance with the law. Please read our privacy notice at [www.thametowncouncil.gov.uk/privacy](http://www.thametowncouncil.gov.uk/privacy).

Signed: Date:

Name (Please print): Position: