



One Year Grant Application Form – 2023/2024

Before you complete this application form, please read the guidance notes available on our website. If you have any questions about your project idea and whether or not it may be eligible, or about completing this form, please contact the Town Council office.

The giving of a grant in one year does not set a precedent for another year.

Please complete all sections

1. Tell us about your organisation

Name of organisation:	
Contact Name:	
Position:	
Address:	
Email:	
Daytime Phone:	
Website:	
Project Name:	
Total Project Cost:	
Grant amount applied for:	
Has your organisation applied for a grant from the Town Council previously?	
Is your organisation a registered charity? If yes, please provide the number.	
Provide a brief outline of what your organisation does.	
When was the organisation formed?	



2. Reason for Grant

Please tell us about the project you are applying for funding for (maximum 150 words)

3. Who will benefit from the grant?

Please give details of who will benefit from what you do, and an idea of the area served or details of services to a wider community: (Estimate numbers and age range would be helpful).	
Are there other organisations/groups serving a similar purpose in the same area? If so, please give brief details of them and what links, if any, you have with them.	
How do you know there is a need for the work for which a grant is being requested?	



Please tell us how you will make a difference – what are the benefits of your activity?	
How is your organisation working to reduce the environmental impact of your project?	

4. How will the grant be spent?

Please provide a breakdown of the total estimated costs. Please itemise costs.

Item	Total Cost £
Total	£

5. Other funding sources:

How will you cover the cost of the project? (Please give details of fund raising and of any grants received or applied for, including the sum which you have requested from this application).

BTC Grant (this application)	£
West Northamptonshire Council Grant	£
Other Grants (please specify)	£
Existing Funds	£
Fund Raising	£
Other (please specify)	£
TOTAL	£



6. Supporting information

Supporting information helps the Council to assess your application. Please therefore enclose a copy of each of the following:

Latest Accounts and/or business plan for new organisations.	
Your organisation's/group's Constitution	

Where one or more of the above is omitted, please explain why:

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7. Declaration

I confirm that the information I have provided on behalf of my organisation is complete and accurate.

I understand that if my application is successful my organisation will be required to complete an end of project grant monitoring form.

Signed	
Name (please print)	
Position	
Date	
Organisation Bank Details (for Bank transfers if successful)	Name on Account ----- Sort code ----- Account Number -----

Please return your completed form to the address below:

Brackley Town Council, 20 High Street, Brackley
Northamptonshire NN13 7DS

Or email to: accounts@brackleynorthants-tc.gov.uk



Data Protection Statement

The information collected, on this form and from supporting evidence, by Brackley Town Council, will be used to process your application.

We may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties, or give information to them to check the accuracy of information, to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties may include Government Departments and Local Authorities.

We will not disclose information about you to anyone outside Brackley Town Council, nor use information about you for other purposes unless the law permits us to.

Brackley Town Council is the Data Controller for the purposes of the Data Protection Act 1998. If you want to know more about what information we have about you, or the way we use your information, you can ask at The Town Council Offices, 20 High Street, Brackley, Northants NN13 7DS.