



Broxtowe
Borough
COUNCIL

Grant Aid Application Form for Voluntary and Community Organisations and Charitable Bodies

Please answer the relevant questions on the application form as fully as possible. If you would like assistance in completing this form or require any further information relating to the grant aid scheme then please contact:

Head of Finance Services
Broxtowe Borough Council
Council Offices
Foster Avenue
Beeston
Nottingham
NG9 1AB

Telephone: 0115 917 3275 or 0115 917 3229

Email: grantaid@broxtowe.gov.uk

A copy of the Broxtowe Borough Council Grant Aid Policy for Voluntary and Community Organisations, Charitable Bodies and Individuals involved in Sports or the Arts can be found on the Council's website <https://www.broxtowe.gov.uk/for-you/benefits-grants/grant-aid/>.

SECTION A – GENERAL APPLICANT INFORMATION

1. Name of your organisation	
2. Permanent address of your organisation	
3. Date of formation	
4. Areas served by your organisation	
5. Main activities of your organisation	
6. What facilities or other benefits do you feel that your organisation provides to the residents of the borough of Broxtowe?	
7. Are you able to quantify these benefits? (e.g. the number of people who use the services provided by your organisation)	
8. <u>Membership/User Details</u>	
(a) Members under 18 years of age	
Between 18 and 60 years of age	
Over 60 years of age	
Total Membership/Users	
(b) Number of members who live in the borough of Broxtowe	
(c) Current membership fees and subscription charges (indicate frequency e.g. each visit, per week, per annum)	

SECTION B – GRANT REQUESTED

1. TYPE OF GRANT

What type of grant are you requesting? Please indicate by placing an “X” in the appropriate box.

(a) **REVENUE**

i.e. a contribution towards general day-to-day expenses or performance costs

(b) **CAPITAL**

i.e. a contribution towards specific schemes such as building works or purchase of large value items of equipment. Please note that capital grants are only awarded in exceptional circumstances

2. **REVENUE GRANTS**

(a) AMOUNT OF GRANT REQUESTED	
Please note that grant aid to community and residents associations, pre-school playgroups, senior citizens groups and sports clubs are usually limited to £100 unless the group can demonstrate that they are addressing the particular needs of disadvantaged sections of the community. If you wish to apply for an additional grant above the £100 limit, then please provide details of how your organisation meets the criteria in the space provided.	
(b) Is the grant requested earmarked to meet any specific running cost or to assist with the purchase of a specific item? If YES, then please provide details.	YES/NO
(c) Have you applied to any other organisations, including other local authorities, for funding? If YES, please give details including any grant offers received (this information will not adversely affect your application).	YES/NO

3. CAPITAL GRANTS

<p>(a) Please give full details of the project that your organisation is undertaking, continuing on a separate sheet if necessary.</p>	
<p>(b) What benefits will the proposed project bring to your organisation and to the borough of Broxtowe?</p>	
<p>(c) What is the total cost of the scheme/project? (Please enclose copies of three estimates)</p>	
<p>(d) AMOUNT OF GRANT REQUESTED</p>	
<p>(e) If a capital grant is approved, it is typical for the Council to fund at 25% or 50% of the scheme, subject to a specified maximum, with the higher percentage only normally considered where premises are owned by the Council.</p> <p>If your application is successful, please indicate how the remaining cost of the scheme will be funded.</p>	
<p>(f) Have you applied to other organisations for funding towards this project?</p> <p>If YES, provide further details, including any offers of grants that have been made. This information will not adversely affect your application.</p>	YES/NO

SECTION C – FINANCIAL INFORMATION

1. PREMISES

(a) Address of premises	
(b) Are the premises owned or rented?	
(c) If premises are owned, then please state whether freehold or leasehold.	
(d) If premises are leasehold, please state the name of the landlord and the remaining period of the lease.	

2. FINANCIAL RESERVES

(a) What is the current level of your organisation's financial reserves? (e.g. cash, bank and investments)	
(b) Are parts of your reserves earmarked for specific projects? If YES, please provide details.	YES/NO

3. FINANCIAL RESERVES

You are required to enclose a copy of your organisation's latest set of financial accounts with the completed application form.

4. BANK ACCOUNT DETAILS

You are required to disclose details of your organisation's bank account to enable the Council to pay any grants directly into this account electronically by BACS transfer.

Bank Name/Branch:	
Sort Code	
Account Name:	
Account Number	

SECTION D – CONTACT DETAILS

Please provide the name and address of the person who is dealing with this application on your organisation's behalf.

Name	
Contact Address	
Daytime telephone number	
Email address	

Applicant Declaration

To the best of my knowledge, the details in the application are correct. I agree that I will abide by the Terms and Conditions of the grant offer made and understand that information from this form may be used for administration purposes in accordance with the General Data Protection Regulations (GDPR).

Name of applicant:

Signature of applicant:

Date:

You do not need to sign the application if submitting the completed application form and accounts electronically to grantaid@broxtowe.gov.uk.

Data Protection Statement

Broxtowe Borough Council takes its data protection responsibilities seriously. The personal information that you supply with this application will be used for the administration of the grant aid scheme and other related requirements. This may include being published in public, in full or in part, in Council committee papers. It may also be shared as appropriate with the Council's wholly owned leisure services company, Liberty Leisure Limited, where there is considered to be a benefit to you.

Your personal information will not be used for any other purpose unless the Council is legally required to do so or has obtained your permission. To use your personal information for purposes other than your grant aid application we need to obtain your explicit consent. It is your choice about providing this consent and your application will not be affected if you choose not to consent. Please read the following statement and tick the box below if you agree with it.

I consent to the personal information recorded on this form being used for publicity purposes in accordance with the General Data Protection Regulations. I understand I can withdraw this consent at any time by contacting the Head of Finance Services at grantaid@broxtowe.gov.uk

For more information please refer to the Council's Privacy Policy here:
<https://www.broxtowe.gov.uk/about-the-council/communications-web-social-media/legal-privacy/>

Further guidance on completing this application, including the Service Standard relating to grant aid applications is available on the Council's website
<https://www.broxtowe.gov.uk/for-you/benefits-grants/grant-aid/>.

The completed application form and other associated documentation should be returned by email to **grantaid@broxtowe.gov.uk** or in writing to:

Head of Finance Services
Broxtowe Borough Council
Council Offices
Foster Avenue
Beeston, Nottingham NG9 1AB