



Bracknell Town Council

APPLICATION FORM FOR SMALL GRANTS TO VOLUNTARY ORGANISATIONS

*Small Grants are available to **local organisations** within the Bracknell Town Council area providing valuable services to the local community who have an **exceptional funding need**. Please refer to the Policy and Procedure for Small Grants.*

Please complete the application form and send it to the Town Clerk, Bracknell Town Council, Brooke House, High Street, Bracknell, RG12 1LL or email the form to clerk@bracknelltowncouncil.gov.uk.

Complete the application form fully and carefully. For advice on completion please contact 01344 420079. Bracknell Town Council reserves the right to request additional information before consideration of this application.

Name of Organisation	
Name of Contact	
Address with Postcode for correspondence	
Daytime telephone number	
E-mail address	
What does your organisation do?	
Geographical area covered:	

<p>How does your organisation help the people of Bracknell?</p>	
<p>How many people have benefitted from your service?</p>	
<p>What percentage of these people are within Bracknell Town Council's area?</p>	
<p>How much Grant are you asking for?</p>	
<p>What exactly is the Small Grant required for?</p>	
<p>Why wasn't this budgeted for at the start of the year?</p>	
<p>What have you done to try and raise the money required?</p>	
<p>What other funding applications are currently in place?</p>	

<p>Please detail any other information that you think will be helpful.</p>	
<p>If this application is successful, in what name would you like the cheque made payable?</p>	

NB: You MUST attach a copy of your **most recent** audited (certified) accounts to the application.

I certify that the information given above is correct and that any Grant awarded will be used by the Named Organisation for the purpose identified.

Signed: Date:

Position within organisation:

Applications will be considered quickly if all the required information is supplied. Notification of the result of the application will be made to the named contact.

Bracknell Town Council

Small Grants Scheme - Policy and Procedure

Policy

Bracknell Town Council wishes to be in a position to assist local organisations within the area of Bracknell Town providing valuable services to the local community who have an exceptional funding need. The Council recognises that the need for funding may not always be apparent at the time when the Council's formal Annual Grant programme takes place.

- The Town Council will set aside £2,000 each year in order to provide small (\leq £500) ad hoc grants.
- No organisation will have more than two small grant applications considered in any financial year
- No organisation will have more than one small grant in any financial year, or receive a small grant for more than two consecutive years.
- Organisations which have already received an Annual Grant will be eligible to apply for a small grant only if the application is for a 'new' and 'exceptional' funding need.
- Organisations applying for a small grant must satisfy the Council that the grant will be spent for the benefit of local people and that the money is not available from any other source.
- Small grants are not payable for the benefit of individuals.
- The Council reserves the right to refuse to consider applications it considers inappropriate.

Procedure

Given the nature of the scheme the application procedure is designed to be straightforward and as quick as possible whilst allowing for adequate scrutiny.

- A small grant application form must be completed (this is available from Brooke House and on the website).
- The Town Clerk will make an initial judgement regarding the merits of the application and request additional supporting material / information if deemed necessary.
- The application may be sent to the local Town Councillor for comment / direction.
- The application will be put to the next available Council Committee (not Planning Committee) for agreement, with ratification of the decision at the next meeting of the Finance and General Purposes Committee.
- There will be no appeals process.
- The Town Clerk will hold a list of small grants made and monies remaining in the scheme.