

**AMERSHAM TOWN COUNCIL
GRANT AID APPLICATION FORM**

Please answer all questions. Please refer to the Guidelines for Completion. If you would like further help with filling in this form, please call the Town Council Office on 01494 434000.

Completed application forms should be returned to:

Amersham Town Council
Flint Barn Court
Church Street
Amersham HP7 ODB

Section 1. About your Organisation.

1. Name of organisation	
2. Address for correspondence	
3. e-mail address	
4. Telephone No.	
5. Website	
6. Main contact name	
7. Position in group	
8. Address if different	
9. e-mail address	
10. Telephone No.	

11. Is your organisation? (please tick as appropriate)

A registered charity	<input type="checkbox"/>	Voluntary or community group	<input type="checkbox"/>
Community interest company	<input type="checkbox"/>	Other	<input type="checkbox"/>
Charity or Company No.			

12. When was your organisation formed? Month Year

13. What does your organisation do?

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14. How many people are involved in the organisation?

Committee	<input type="checkbox"/>	Paid workers	<input type="checkbox"/>	Volunteers	<input type="checkbox"/>
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Section 2. About your Organisation's Finances

15. What was the turnover in the last financial year/12 months?

Income	Expenditure
£	£

16. Does your organisation have a bank account which requires at least two signatures?

Yes		No		Account Name
If No, how will you receive and deal with funds if they are approved?				

Section 3. About the Project

17. Please tell us what you need the funding for.

Continue on separate sheet if required.

18. How do you know that there is a need for this project and how will it benefit the community?

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19. How will you know if you have achieved what you set out to do?

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20. How many people do you expect will benefit from this activity? (Please estimate numbers for each category)

Category	No.	Category	No.	Category	No.
Children		Youth		Elderly	
People with special needs		Lone parents		Other	
What percentage of participants will be residents of Amersham?					

21. Are appropriate policies/rules in place to support this type of project? (for example, if a project for children, do you have a child protection policy?)

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22. When will the project start and end?

Start date:	End date:
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Section 4. Funding requirement

23. How much money are you applying for?

£

24. Please give a breakdown of total costs for the project:

Item	Detail	Cost £
	Total	

25. If the total cost of the project is more than this application, how will you raise the rest of the money?

Method of fundraising	Amount
Total	

26. We cannot process your application unless you have included with your application:

- A copy of your constitution or a set of rules for your organisation.
- Information about your finances (audited accounts or income and expenditure records for the last two financial years – unless you are a new organisation, when we would wish to see copies of recent bank statements.)
- A list of names and addresses of your management committee (for information purposes only)
- Relevant policies eg. Equal opportunities, child protection etc.
- Appropriate signatures.

Section 5. Declaration

We confirm that the information given in this application is correct.

We are authorised to make this application on behalf of:

Name of Organisation

Signed

Name

Position in organisation

Date

Signed

Name

Position in organisation

Date

PLEASE NOW READ AND COMPLETE THE PRIVACY STATEMENT BELOW

Amersham Town Council

Flint Barn Court, Church Street, Amersham HP7 0DB

Tel: 01494 434000

Email: townclerk@amersham-tc.gov.uk

Grant Applicant's Privacy Notice

When you apply for a grant to Amersham Town Council, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence and provide information.

Your personal information will not be shared with any third party without your prior consent.

The Councils Right to Process Information

GDPR Article 6 (1) (a) (b) and (c)

Processing is with consent of the data subject

or

Processing is necessary for compliance with a legal obligation

or

Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

Information Security

Amersham Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

Your Rights

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting the Town Clerk on townclerk@amersham-tc.gov.uk

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: townclerk@amersham-tc.gov.uk

If you need help completing this form call 01494 434000

Information Deletion

If you wish Amersham Town Council to delete the information about you, please contact the Town Clerk: townclerk@amersham-tc.gov.uk

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact the Town Clerk: townclerk@amersham-tc.gov.uk

Rights Related to Automated Decision Making and Profiling

Amersham Town Council does not use automated decision making or profiling of personal data.

To Sum Up

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Amersham Town Council - townclerk@amersham-tc.gov.uk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Consent: Grant Applicant

I agree that I have read and understand Amersham Town Council’s Privacy Notice. I agree by signing the consent box below that the Council may process my personal information for providing information and corresponding with me.

I have the right to request modification on the information that you keep on record.

Signed:

Please Print Name:

Date: