**Office Use Only**

Application Number Click here to enter text.

Received Click here to enter text.

Validated Click here to enter text.

Committee Date Click here to enter text.

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**Application for a Grant from the Councillors’ Community Fund**

*Please ensure this form is filled in completely and ensure you have read the Community Grants Policy. For deadlines please contact the office* *grants@northamptontowncouncil.gov.uk**. Please read the Community Grants Policy before completion to ensure your project is eligible* [*https://www.northamptontowncouncil.gov.uk/uploads/community-grants-policyv3.pdf*](https://www.northamptontowncouncil.gov.uk/uploads/community-grants-policyv3.pdf) *and also the guidelines and publicity information at the end of this form.*

**Privacy:** Your name, position, email address and address will be disclosed to the Grants sub-committee when considering the application. All other information on this form will be made publicly available on request

**Contact Information**

|  |  |
| --- | --- |
| Name and Address:*(Required)* |  |
| Position In organisation: |  | Email address:*(Required)* |  |
| Phone Number:*(Required)* |  |  |  |
| Name of Organisation: |  | Name of Project: |  |
| Organsiation type, e.g charity, community orgnaisation CIC |  | Charity number:If applicable  |  |
| **What are the aims and objectives of your organisation?** |
|  |

|  |
| --- |
| **Please explain the project, its aims and objectives and who will benefit from it***This should include the geographical area the beneficiaries are drawn from, an estimate of how many etc.*  |
|  |
| **Please state when your project intends to start** *If the funds are essential prior to the start of your project please specify the date the funds are required by.* |
|  |
| **How long is your project expected to run for?***Is it a one-off event? Or a long-term project with multiple sessions over a period of time?* |
|  |
| **When is your project expected to be completed?***Does the project have a definitive end date?* |
|  |
| **How will your measure the impact of this project on the community?** *Will you have feedback forms, will you measure attendance or will you evaluate the project? (If applicable)* |
|  |

|  |
| --- |
| **How is your organisation managed?** |
|  |

|  |  |
| --- | --- |
| **How many people are involved in your organisation?** |  |
| Trustees/Committee members |  |
| Staff |  |
| Volunteers |  |

**About your project**

|  |  |
| --- | --- |
| Total Project Cost | £ |
| Contribution from other sources | £ |
| Total requested from Town Council | £ |

|  |
| --- |
| **Please detail and collaboration and/or contribution from other sources***This would include grants from other bodies, use of own funds, partnership working etc* |
| **PLEASE DETAIL ANY NON-FINANCIAL ‘IN KIND’ SUPPORT YOU HAVE FOR YOUR PROJECT***This would include time given by volunteers, donations of goods/services etc* |
| **How will the grant be spent?***Please be as detailed as possible. The sum of the items should match the amount requested from the Town Council.**Item Description and cost:* |
| *Item Description and cost:* |
| *Item Description and cost:* |
| *Item Description and cost:* |

|  |
| --- |
| **Additional Information***Please provide any information relating to your project that you believe the Town Council should be aware of. Please also provide an explanation of any expenditure that you feel is not self-explanatory.* |
| **To be completed by the nominating ward councillor(s)**Name of nominating councillor(s):Ward(s): |
| **Supporting statement from nominating councillor(s)** |

**Payee Details**

***THESE DETAILS MUST BE CORRECT AND SENT WITH APPLICATION FOR PAYMENTS TO BE MADE***

|  |  |
| --- | --- |
| Name of Bank: |  |
| Bank A/C name: |  |
| Back A/C number: |  |
| Sort Code |  |
| Address of bank: |  |
| Details for remittance slip: | Name:Address inc postcode:Telephone:Email: |
| Signature and agreement of organisation representative | The person named below hereby agrees as follows:1. That he or she is properly authorised under the rules of the organisation of which he or she is a member to enter into this agreement for and on behalf of the other member as set out in those rules or in a binding authorisation of the members.
2. That it accepts the grant on behalf of the association on the terms set out in this Agreement and the Terms and Conditions of the Councillor Community Fund of which he or she has received a copy.
 |

|  |  |
| --- | --- |
| Name: | Signature:  |
| Name of Organisation: | Position within organisation:  |

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*Please do not email this part in with your application*

**Guidance for completing the Councillors’ Community Grant From**

* Please ensure you have read our Grants Policy before completing the application form. This can be downloaded from [Here](https://www.northamptontowncouncil.gov.uk/uploads/draft-community-grants-policy-v5-2023.pdf?v=1689606772)
* For details of deadlines please contact the office grants@northamptontowncouncil.gov.uk
* Please ensure you contact and get a supporting statement from the ward councillor(s) your project is based in before submittal. Contact details of all councillors can be found at <https://www.northamptontowncouncil.gov.uk/councillors.html>. It is vital to get their support from the outset. The simplest way to get the supporting statement is to email them the application and ask them to add their statement and then email it back to you. Alternatively, you could ask them to email you their statement and then copy and paste it in.
* If the ward your project is based in/will benefit has more than one ward councillor, then you can choose to approach more than one councillor for support and funding should you want to.
* Please ensure you complete all parts of the form. For any parts that are not applicable please put N/A
* If you need any assistance completing the form or have any questions then please contact the office, who will be happy to help, grants@northamptontowncouncil.gov.uk
* Please ensure you submit the latest 3 months’ bank statements with the application form. Failure to not provide the bank statements will delay your application and may result in it not being considered.
* Please email your completed application and bank statements to grants@northamptontowncouncil.gov.uk

**Conditions of accepting a grant**

If you are successful in your application we will make contact to ask you to provide us with your organisation’s bank account details, please note that we will not make payment to individuals. This information will be used for payment only and will not be shared with any other organisation or individual.

We will expect you to provide a brief report of how the money has been spent, the impact of the project and any other relevant information. We require that this is provided within 6 months of the award. Failure to do so, may mean that future applications form your organisation are not considered.

We ask that you reference Northampton Town Council in any publicity, social media posts etc., and use our logo in any printed publicity and websites. Further information on this can be found in the publicity check list below.

**Publicity Check List**

We are proud of Northampton and we are proud of the many organisations, charities, clubs and groups in the town that enrich our lives, support our communities and make Northampton better. Accordingly, we want to publicise your project and we want you to publicise the benefit our grant has had for you. Therefore, we ask that you tag us in any social media posts, use our logo on any posters, banners, printed publicity etc. and email us any photos that you have that you think would be great for us to add to our website and any press releases we do. We therefore ask that you:

* Please liaise with our communications officer Sara Kennedy and email her any photos, sara.kennedy@northamptontowncouncil.gov.uk 01604 349310.
* If posting on Instagram, please tag us @Northampton\_TC and use the hashtags #NorthamptonTC and #communitygrantsNTC
* Again, if posting on twitter please tag us @Northampton\_TC and use the hashtags #NorthamptonTC and #communitygrantsNTC
* If posting on Facebook, then please tag us NorthamptonTC
* Please use the logo below in any publicity, references, banners, websites etc. Please contact Rachel if you are having any issues using the logo.
* If you would like to invite the Mayor to your event or visit your project then please contact the Civic and Mayoralty Officer Lizzie Hawkins lizzie.hawkins@northamptontowncouncil.gov.uk

**Use this logo in any publicity:**

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