



## APPLICATION FOR GRANT

**GRANT AMOUNT REQUESTED:**

£

*This form **MUST** be completed in black ink. Please do not staple the pages together. It is important to read the Grant Criteria documentation prior to completing this form.*

I wish to apply for a grant from Bideford Town Council payable in the 12 months commencing April 2025 on behalf of:

Organisation's name:

Venue:

Membership Numbers:

Numbers who live in the Parish of Bideford:<sup>1</sup>

Charity Reg. No. (If applicable)

Aims of the Organisation.

Please state how your Organisation specifically benefits the residents of Bideford.

Project or Purpose for which the grant will be used (please include costings as this is one of the assessment criteria and use a separate sheet if necessary.)

Details of other bodies you have approached for grants for the coming Financial Year. (Please detail the amount awarded, who it was from, and any conditions attached to the award.)

Did you successfully apply for a grant last year? Yes/No.

If you were successful, please confirm how the grant was spent including costings. (Please continue on a separate sheet if necessary.)

<sup>1</sup> The amount of grant allocated may be proportionate to the numbers residing in Bideford

Please detail what fundraising activities you have carried out in the last year. (Please continue on a separate sheet if necessary.)

Please state (if appropriate) whether your organisation has considered your environmental impact and what measures you are taking to reduce your carbon emissions.

Should you be successful, the grant cheque must be collected in person at the Annual Parish Meeting (22 April 2025) – unless there are exceptional circumstances preventing attendance, otherwise the grant may be withdrawn. **Please state the organisation name to whom the cheque should be made payable:**

.....

**I certify that the contents of this application are to the best of my knowledge correct. I attach a signed, verified copy of the summary of last year’s accounts.**

By signing this form you are agreeing for us to hold and use your data for contact purposes. When your personal data is no longer required we will destroy it securely. Please see our Privacy Notice [www.bideford-tc.gov.uk](http://www.bideford-tc.gov.uk)

Signed:	Name:
Position Held:	Address:
E Mail address:	Postcode:
Tel No:	Date:

N.B. If you are accumulating funds for a special project please indicate the reason on your application. An exemplar summary of accounts is included in the advice notes.  
This form must be returned by **Monday 13 January 2025** to:

**Town Clerk, Bideford Town Council, Town Hall, Bridge Street, Bideford EX39 2HS or by Email to: [info@bideford-tc.gov.uk](mailto:info@bideford-tc.gov.uk)**



## **Guideline Information to Accompany Grant Application Form**

### **PLEASE READ CAREFULLY – THIS INFORMATION IS IMPORTANT**

#### **Why does the Town Council provide grants?**

- Grants are provided by the Town Council to support local voluntary organisations which undertake activities benefitting residents - including specific projects.

#### **Who can apply for a grant?**

- The Grant Scheme is intended to benefit groups of people and not individuals, so to be eligible for a grant you must be a properly constituted body operating in a voluntary and non-profit making capacity.
- Grants will not be awarded to organisations that raise money to give grants.
- Grants will not be awarded to cover pay, allowances and other administrative costs.
- The applying organisation should be either based wholly in Bideford, or if not, able to demonstrate that it is of benefit to its parishioners.
- Churches may apply for purposes other than building and maintenance works (section 8 of the Local Government Act 1894 prohibits a Town Council from contributing to the cost of works on the property of an ecclesiastical charity).

#### **When do I need to apply?**

- Application forms are available from November each year following the publication of a notice in the local press. The form must be completed and returned by the date specified.
- The Council's Staffing, Finance & General Purposes Committee examines each grant application and makes a decision on the facts provided by the organisation, therefore, it is very important that organisations provide as much information as possible.

#### **How do I apply?**

- Forms are available electronically or in hard copy from the Town Council Offices or its web site in November. They need to be completed, signed and accompanied by a certified Statement of Income and Expenditure sheet which must be signed (with the name printed underneath) and dated as having been verified.
- Branches of national charities and organisations etc will have to provide a certified Statement of Income & Expenditure and any statistics pertinent to the parish of Bideford only.

## **Eligible applications will be assessed against the following criteria**

- Has a specific need been identified?
- Will the grant make a difference to the community or organisation?
- Does the proposed expenditure provide value for money?
- How many Bidefordians will benefit from the grant? The amount of grant allocated may be proportionate to the numbers residing in Bideford.
- Has the applicant applied to other neighbouring parishes and appropriate organisations? Bideford Town Council encourages applicants to apply for a variety of funds where possible.
- Please detail what fundraising activities you have carried out in the last year (or state that you have not carried out any).

## **Conditions of receipt**

- Those organisations having previously received a grant from the Town Council must show in their accounts that a grant was received, and in any other media coverage. **They must be able to prove that the monies they received were spent on the project they outlined in their application and show accounts accordingly.**
- The Town Council reserves the right to inspect the purchase of any furniture and equipment etc. or any building work, to verify that the grant has been used as stated in the application form. This includes any invoices associated with any purchases etc.
- If the organisation is to be dissolved or the grant cannot be used for the purposes specified in the application (for example by reason of Covid 19) the Town Council expects their funds to be returned.
- Successful applications must sign and return the acknowledgement slip which will be sent with the grant cheque. This is a requirement of the Town Council's auditing process.
- Should the organisation be successful, the grant cheque **must** be collected in person at the Annual Parish Meeting on **22 April 2025** – unless there are exceptional circumstances preventing attendance. Failure to do so, may lead to the grant being withdrawn.

## **Any Questions**

If you need any help or advice on the above please contact:

Town Clerk  
Bideford Town Council  
Town Hall  
Bridge Street  
Bideford EX39 2HS  
Email: [info@bideford-tc.gov.uk](mailto:info@bideford-tc.gov.uk)



# Privacy Policy

## Bideford Town Council

### **Privacy Notice for contact with Bideford Town Council.**

#### **When you contact us**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

#### **The Councils Right to Process Information**

GDPR (Data Protection Act/GDPR) Article 6 (1) (a) (b) and (e)

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 task carried out in the public interest or in the exercise of official authority vested in the controller

#### **Information Security**

Bideford 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 appropriate 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.

#### **Children**

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

### **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 our Data Information Officer: [info@bideford-tc.gov.uk](mailto:info@bideford-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: [info@bideford-tc.gov.uk](mailto:info@bideford-tc.gov.uk)

## **Information Deletion**

If you wish Bideford Town Council to delete the information about you please contact: [info@bideford-tc.gov.uk](mailto:info@bideford-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 [info@bideford-tc.gov.uk](mailto:info@bideford-tc.gov.uk)

## **Rights Related to Automated Decision Making and Profiling**

Bideford Town Council does not use automated decision making or profiling of individual 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 will regularly review our Privacy Policies to keep them 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 Bideford Town Council Data Protection Officer at [info@bideford-tc.gov.uk](mailto:info@bideford-tc.gov.uk) and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113