Buckingham Town Council

Grant Application Form

One Year Grants

2027 - 2028

Before you complete this application form, please read the guidance notes available on our website. If you have any questions about your project idea and whether or not it may be eligible, or about completing this form, please contact the Town Council office.

Please complete all sections

1. **Tell us about your organisation:**

Name of organisation:	
Address:	
Website address:	
Social media handles *(eg @BuckinghamTC on Facebook, Twitter and Instagram):*	
Project name:	
Total project cost:	£
Grant amount applied for:	£
Has your organisation applied for a grant from the Town Council previously?	☐ Yes ☐ No
Would your organisation be able to complete the planned project if a reduced amount of funding was offered by the Council?	☐ Yes ☐ No

2. **Reason for grant:**

Please tell us about the project you are applying for funding for (maximum 100 words)

Buckingham 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 or shredded.

3. Who will benefit from the grant?

Roughly how many people do you think will benefit from the grant?	
Who do you think will benefit most? *For example, if your project is mainly aimed at a particular group of people, including those with protected characteristics (age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex or sexual orientation.) please say so here.*	
What benefits will the grant bring to Buckingham and/or its residents? *If you project is mainly aimed at a particular group of people, explain how your project benefits this group.*	
Are more than 50% of your predicted project beneficiaries residents of Buckingham?	☐ Yes ☐ No
How is your organisation working to reduce the environmental impact of your project?	

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4. How will the grant be spent?

Please give as much detail as possible.

Item	Total Cost
Total:	

5. Contact and financial information

Please give a contact details of a person who would be available to provide additional information, if required.

Contact name:	
Contact address, if different to that overleaf, for office use only:	
Telephone number:	
Email:	

Please summarise the following financial information about your organisation:

How much money did your organisation spend in the last financial year?	
How much money did your organisation hold in the bank at the end of the last financial year?	
Of that amount, how much is held for a specific future project or purpose? (allocated reserves)	
Do you have a reserves policy? If so, please attach a copy with your application.	☐ Yes ☐ No

Please tell us the details of your organisation's bank account so that, if your application is successful, payments can be made electronically.

Bank account name:	
Bank account sort code	
Bank account number:	
Bank:	

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6. Declaration:

☐ I confirm that the information I have provided on behalf of my organisation is complete and accurate.

☐ I have included a signed copy of my organisation's latest accounts or, for new groups, a business plan. I have read the grant policy document and understand what information the accounts should show.

☐ I understand that if my application is successful my organisation will be required to complete an end of project grant monitoring form.

☐ The organisation I am applying on behalf of understands that their project must not promote any particular religious or political belief and must abide by the 2010 Equalities Act.

Please sign your name here:	
Position:	
Date:	

Please return this form, along with a copy of your organisation's latest audited accounts, to the Council office by noon on Monday 14th December 2026. No application will be considered without the necessary paperwork.

Send digital copies by email to: accounts@buckingham-tc.gov.uk

Paper copies can be sent by post via: Finance Officer, Buckingham Town Council, Buckingham Centre, Verney Close, Buckingham, MK18 1JP

Grant applicants will be notified of the Council decision by the end of March, and payments will be made in May. For more information, contact the Council office.

Finally, how did you hear about Buckingham Town Council grants?

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