BURNHAM-ON-SEA & HIGHBRIDGE TOWN COUNCIL

GRANT APPLICATION FORM 2017-18

Please ensure that you have read and understood the **Grants Policy** before completing this application form. All sections must be filled in if relevant to your application – if the form is incomplete it will not be considered at committee.

Section One: – Your Organisation, Contact Details

Name of organisation: ……

Organisation address: ……

……Post Code: ……..

Contact Name: ……

Position within Organisation: …….....

Contact address: (if different from above) ……

……Post Code: …….

Contact telephone number: …….

E-Mail address: …….

More details about your organisation

Voluntary Group ☐ Registered Charity ☐ Charity number ……...

Other (please specify)

What is the current membership Adult…….. Child ……

As @ …../……../……..

Do you have a Constitution or a set of governing rules?	**Yes / No*** *If yes, please provide a copy with this application* *If no, please explain management structure on a separate sheet*

For office use only	Date received:	Date checked:	Attendance confirmed:
Minute No:	Grant amount awarded:	Date cheque sent:	Xcel / Website updated:

What are the main aims for your organisation? Include what type of group you are i.e. residents group, youth group, etc, and explain what does your organisation do and try to achieve

Section Two: – About Your Grant - What would you like the grant for?

☐ Capital Project - please give details of your project

☐ Revenue Grant - to help with running costs Yes / No - if yes please give details

☐ Community Event – please give details of your event

Please include: Why you need funding to support your community project? Briefly describe the project or purpose for which you require a grant. How will it benefit the community or residents of Burnham and Highbridge. Is it for the benefit of your members, or the wider community? Is it aimed at a particular group within the community?

continue on a separate sheet if necessary

What do you hope to achieve? e.g. to improve local community facilities, to improve energy efficiency, to get more people to attend your group, to promote local heritage and culture or meeting evidenced community needs.

Who is the grant aimed at supporting?

Children under 16 ☐ Young People under 25 ☐ Older people over 60 ☐

People with disabilities ☐ Others (please specify) ……

What geographic areas will your project / event serve?

What other organisations may use the organisation or groups facilities?

What other organisations will benefit from this project / event

How will you measure success of your project*? e.g. Footfall (how will you measure), positive press coverage (we may expect to see copies), delivered on time, on budget, increase in membership numbers.*

When do you intend to start and finish your project? Please note: we will not be able to fund projects that have already started or completed before the application has been considered.

If building work/improvements are being carried out as part of your application, please supply originals of the quotations and also state if these works will provide access for people with disabilities – please give details

Section 3:- Financing your project / initiative

Project Costs

Could you please provide a full breakdown of your project cost

No:	Item Description	Costs
	Total Project Cost	**£**

How much money are you requesting?

£……

If appropriate – have the necessary planning consents been obtained for the project, if so when (please give reference number)

How do you intend to raise the remaining project /event cost required to complete the project? (proof of this funding will be required before a grant is paid) e.g. information regarding fundraising events

As part of the application criteria you will need to indicate if you have applied to /contacted other organisations for funding towards this project		
Funding Organisation	**Decision**	**Amount applied for**
	Yes / No / Pending	
	Yes / No / Pending	
	Yes / No / Pending	
	Yes / No / Pending	

Have you previously received a grant from Burnham & Highbridge Town Council?	**Yes / No*** *If Yes, please give brief details and the amount, date and publicity of any grant received:*

Section 4: Additional Information

Is there any other information that you wish to provide in support of your application for funding? You may wish to send additional information or continue on a separate sheet.

Section 5: Declaration

- I agree that, if successful, the grant will be used conditionally for the purpose for which it was applied.
- I agree to report back to the Town Council on the success of the project and provide account of how the money was spent
- I understand that the Town Council reserves the right to publish on its website the names of the organisations that have been awarded grants and the amounts awarded.
- I confirm that the organisation adheres to all relevant legislation and procedures e.g. Health & Safety, Risk Assessments, Safeguarding, etc.
- Recognition of the grant must be made in any publicity

Signed: …… **Position held:** .....
(on behalf of organisation)

Print name: …… **Date:** ……

Section 6: Supporting Documents

You are required to enclose the following documents to support your application:

☐ 1. A signed and completed **application form**

☐ 2. An original copy of the **quotation/s** for the project

☐ 3. A copy of a recent **bank statement** for all accounts held in the name of the group (the organisation is required to have a bank account in its own name).

☐ 4. A copy of your most recent **annual accounts** or audited accounts (figures from these accounts will be made available at the open meeting for discussion)

☐ 5. Your **constitution** or other governing documents

Failure to send all documentation required will result in a delay in processing your application

If you would like any help or information on preparing your application please contact the Clerk's office:

Telephone: 01278 788088
E-Mail: Townclerk@burnham-highbridge.org www.burnham-highbridge.org

Please send completed application form and supporting documentation to:

Mrs. Denise Emery – Town Clerk
The Old Courthouse
Jaycroft Road
Burnham-on-Sea
Somerset TA8 1LE

You are advised to keep a copy of this application for your own records

What happens next, if your application is successful?

Applications for consideration must be received 7 working days before the Policy and Finance meeting – please look on our website for the dates.

The Clerk will write to you as soon as possible after the full Town Council meeting to confirm that the grant has been approved, to confirm the amount agreed and send you a grant monitoring form for completion.

Cheques will only be made payable to the organisation's bank account – not an individual. Burnham and Highbridge Town Council reserves the right to reclaim the Grant in the event of it not being used for the purposes specified on the application form