



# Portishead Town Council Grant Award - Guidance Notes

Please read through these **Guidance Notes** before completing the [Portishead Town Council Grant Application form](#). All grant award documentation can be found on the Town Council website: [www.portishead.gov.uk/grants](http://www.portishead.gov.uk/grants)

## Help and Information

If you require any assistance in making an application, or completing a grant application, please contact the Council staff at:

### Portishead Town Council

The Folk Hall, 95 High Street, Portishead, BS20 6PR

Telephone: 01275 847078 E-mail: [grants@portishead.gov.uk](mailto:grants@portishead.gov.uk)

## Introduction

Portishead Town Council has a commitment to encourage, support and promote voluntary and charitable groups and organisations for the benefit of Portishead residents. The Council aims to make grant awards that bring a direct benefit to the Portishead area, and all or some of its residents.

The Council will also consider grant awards within the context of its budget for the year. These notes provide guidance for both councillors and applicants when considering or making applications for a Portishead Town Council Grant Award.

## Eligibility

Portishead Town Council are keen to receive requests for grant awards from the following applicants:

- A Portishead based community group, organisation or charity
- A community group, organisation or charity serving the needs and delivering benefit to Portishead residents
- Organised groups requesting grant funding for a project, activity or event, which will be for the benefit of Portishead residents
- A Portishead based club, association or organisation serving a specific section of the community or the Portishead community as a whole

Please note - Portishead Town Council does **not** fund the following:

- Individuals
- Groups/ organisations that do not service the Portishead community
- General appeals
- Statutory organisations or the direct replacement of statutory funding
- Any party political activity
- Religious groups; however, applications from faith-based groups and organisations that demonstrate a clear community benefit will be considered

Applicants will need to explain how their project/activity/ event will benefit the residents of Portishead by demonstrating the:

- **Demand** for the project, activity and/ or event – does the grant application clearly show what the **demand** for the item(s) requiring funding is from the residents of Portishead?
- **Direct and commensurate benefit** to Portishead residents – does the grant application clearly explain the direct benefit to all or some of the residents of Portishead? And is the size of grant requested **appropriate/ proportional** to the benefit(s) to be delivered?
- **Value for money** from the grant funding – does the grant application clearly show how the item requiring funding will maximise the **impact** of any funding received to achieve the intended beneficial **outcomes**?

### Criteria

In relation to how a grant application will be assessed, the Council will give priority to projects/ activities/events which progress one or more of these three sustainability objectives:

**Wellbeing:** supporting a flourishing and active community of people and organisations working together

**Prosperity:** supporting a thriving business community, connected with each other and with the town, providing employment and prosperity

**Environment:** covering the attractiveness, variety and accessibility of the town's green spaces with a focus on renewable energy, energy efficiency, waste reduction, and community transport

### Submission

Applications will only be considered when made on the [Portishead Town Council Grant Award application form](#) with all relevant and required sections completed. Completed application forms should be emailed to: [grants@portishead.gov.uk](mailto:grants@portishead.gov.uk)

Applicants will be required to state the:

- Total cost of the project/ activity/ event to be funded
- Amount of grant funding/ contribution sought from the Council
- The sources of other funding including details of other grants or awards applied for or gained in relation to stated project/ activity/ event

Grant forms will be reviewed and assessed by the Grants Working Party and/or the Community Matters Committee to ensure they meet the grant award eligibility criteria and objectives explained in these Guidance Notes. The Grants Working Party and/or the Community Matters Committee will also assess if the grant funding request is covered by the agreed grants budget for the relevant financial year. If there is funding available and an application meets the requirements, it will be put forward for decision at the Community Matters Committee and/ or Town Council as required.

Applications which do not meet the criteria and objectives will be rejected and the applicant(s) notified.

## Successful grant applications

Please note these conditions if a Portishead Town Council Grant Award is made:

- The applicant(s) will acknowledge the contribution made by Portishead Town Council when arranging promotional activity or literature, including press releases relating to the application.
- Payment terms of the Grant Award will be agreed once the Grant Award has been formally approved by the Council. Payments for tangible products or services will normally only be made against a formal receipt or invoice. Stage payments may be put in place for larger projects.
- The Council may, where it appears to be a more cost effective or efficient use of resources, prefer to act in partnership with another organisation, or provide support 'in kind', rather than provide grant funding.
- Any grant awarded must only be used for the approved purpose.
- An evaluation of the project must be provided once the project/ activity/ event is complete to provide evidence that the benefits and outcomes stated have been achieved. The evaluation form must be returned to the Council **within 4 weeks of completion of the project**. Future requests for grants will be jeopardised if this is not completed within the agreed timescale.

Further information about Portishead Town Council's grant making is available from:

[www.portishead.gov.uk/grants](http://www.portishead.gov.uk/grants)

For a copy of the Grant Award application form, please go to:

[www.portishead.gov.uk/How-to-Apply](http://www.portishead.gov.uk/How-to-Apply)

**Portishead Town Council looks forward to receiving your application!**