

Portishead Town Council Grant Application Form

Please read through the **Portishead Town Council (PTC) Grant Award Guidance Notes** BEFORE completing this application form. All grant forms can be found on the Town Council website:

www.portishead.gov.uk/Community-Grants

Please download this form to your computer and either:

- Complete it **electronically**, save a copy and email it back as an attachment; OR
- Clearly **write** in the text boxes, scan or photograph your completed copy and:
 - **Email** it back as an attachment; OR
 - **Post** it or drop it into the Folk Hall: FAO - Grants

Help and Information

If you require any assistance in completing this form or if you have any queries, please contact us at:

Portishead Town Council
The Folk Hall, 95 High Street, Portishead, BS20 6PR
Telephone: 01275 847078 **E-mail:** grants@portishead.gov.uk

Key dates

To ensure that Portishead Town Council Grant Awards can be reviewed, decided, and awarded by 31st December 2022, all 2022 grant applications **MUST** be submitted by **Thursday 15th December 2022**.

Correspondence

All applicants will be notified of the Town Council's Grant Award decision
NB - this may be a deferment decision if further information is required.

Summary of Portishead Town Council 2022 Grant Awards funding bands

Micro Grants - Requests for **up to £1000** funding

Small Grants - Requests for **£1,001 to £5,000** funding

Medium Grants - Requests for **£5,001 to £10,000** funding

Large Grants - Requests for **more than £10,000** funding: One-off grant award application **All**

grants awarded in 2022 MUST be spent by 30th June 2023

Strategic Grants* - Requests for **more than £10,000** funding: Ongoing grant support covering multiple years

**Please contact the office before completing an application form*

APPLICATION FORM FOR PORTISHEAD TOWN COUNCIL GRANT AWARD 2022

Please refer to the Grant Award Guidance Notes for details about each of the following sections

DETAILS Items noted * MUST be completed

1. CONTACT AND ADMINISTRATIVE

For Office use only Ref:

Name of group / organisation*	Fairtrade Portishead		
Contact Name*	Rosie Thayer		
Contact (postal) address			
Position/ role in group/ organisation*	Convenor		
Contact telephone number*		Contact e-mail address*	fairtradeportishead@gmail.com
Group/ organisation social media account/ website details (if applicable)	Facebook page Fairtrade Portishead Also please refer to our page on 'Visit Portishead' website.		
Is your group/ organisation newly formed? (less than 1 year)	No	How long has your group been operating?	Launched in 2020 2.5 years approx.
Briefly details the general aims, objectives and/ or activities of your organisation (up to 150 words or attach your mission statement etc.)	Please refer to Our Constitution document included. In brief: To promote Fairtrade in Portishead and to work with Portishead to become a Fairtrade Town.		
If successful, your grant will be paid by BACS payment and confirmation of bank details (or appropriate payment method) will be confirmed at a later point.			

2. PROJECT/ ACTIVITY/ EVENT INFORMATION

What is the amount of grant requested from Portishead Town Council?	<i>(If applicable to grant funding amount being requested, see also TOTAL cost of project/activity/ event in Section 3 below)</i> £ 618.75
What is the name/ title of the project/ activity/ event?	Promotional kit for Fairtrade Portishead and to allow professional displays of our information/activities. Portable pop up Gazebo and Folding Exhibition Kit (including display panels and pull up sign/banner)

Why are you applying for this funding? (up to 300 words or attach your outline project brief etc.)	Having this kit allows us to take part in outdoor promotional events (e.g. for Fairtrade Fortnight, The Great Big Green Week, Summer Show, Food Festivals) The Exhibition kit will also be used for indoor events such as giving talks in Community venues, schools and churches, and at exhibitions.
--	---

Page 2 of 6 Portishead Town Council Grant Award Application Form - 2022

How would a PTC Grant Award make a difference to your group/ organisation and its members? (up to 150 words)	Portishead will become a Fairtrade Town. Our group will continue to work to ensure that the Fairtrade Town Status is renewed and to educate re benefits of buying FT goods (many of which we cannot grow locally, coffee, bananas, cocoa)
How will the people and communities of Portishead benefit from this project/ activity/ event? (up to 300 words)	We are working towards Portishead becoming a Fairtrade Town. Having this equipment will allow us to promote the aims of Fairtrade in a professional manner thus meeting one our aims to increase awareness of the benefits of buying Fairtrade goods, both to the shopper and the farmers who produce the goods that we all enjoy and which are not grown locally. Increasingly, the impact of climate change is impacting on the farmers' lives and farms as they are on the frontline. They need the Fairtrade Premium to help them find more sustainable ways of working.
What is the timing of this project/ activity/ event?	<i>Please provide details of when it is planned to start and finish (NB - all grants awarded in 2022 must be SPENT by 30th June 2023)</i> We would purchase the kit immediately and start using it at the Summer Show and as part of the Great Big Green Week events in September. We may also have an opportunity to use it at Food Markets/Festivals. The indoor display board would be used when giving talks to groups.

If you are applying for a **MICRO GRANT** of **UP TO £1,000** please now skip to Section 6 –

Declaration If you are applying for a Small Grant Award of **MORE than £1,000**, please complete the next section.

3. FINANCIAL AND ORGANISATIONAL INFORMATION (Part 1)

Does your group/ organisation have a voluntary management committee / steering group?	Yes	If Yes, how many people are on it? If No, please contact the Council staff	10
Have you received a grant from this Council previously?	No	If Yes, for how much and what was it for?	

What is the TOTAL cost of the project/ activity/ event you are requesting funding for?	£ 618.75		
Have any other organisations been approached for grant funding in relation to this project/ activity/ event?	No	If Yes , please provide details:	
What will happen if you get less funding than you asked for? Will all/ part of the project/ activity/ event go ahead?	Please tell us what could be achieved if you only receive part funding: We would prioritize the purchase of a gazebo and may have to purchase a smaller set of display boards.		

If you are applying for a SMALL GRANT of £1,001 to £5,000 please now skip to Section 6 – Declaration

If you are applying for a Medium Grant Award of MORE than £5,000 please complete the next section.

Page 3 of 6 Portishead Town Council Grant Award Application Form - 2022

4. FINANCIAL AND ORGANISATIONAL INFORMATION (Part 2)

Does your group/ organisation have written rules e.g. a formal constitution?	Yes	If Yes , please attach a copy to your application. If No , please contact the Council staff
What is your charity number or other community group registration?	(Please insert N/A if not applicable): N/A	

Please provide a **FULL** breakdown of the project/ activity/ events costs and how they will be funded, including match funding or other financial/ in-kind contribution (Continue on a separate page if required)

Item/ Activity	Description of financial and/ or in-kind contribution	Source of funding / contribution
	The Fairtrade Foundation provides free promotional materials for events. All our work and activities are carried out by volunteers.	

TOTAL COST	£	

If you are applying for a MEDIUM GRANT of £5001 TO £10,000, please now skip to Section 6 –

Declaration If you are applying for a Large Grant Award of MORE THAN £10,000, please complete the next section.

NB - If you wish to apply for a Strategic Grant of more than £10,000, please contact the Council staff before submitting your application

5. FINANCIAL AND ORGANISATIONAL INFORMATION (Part 3)

Does your group/ organisation record Committee or Board Minutes?	Yes No	If Yes , please provide the last 12 months of Minutes (Attach copies to your application) If No , please contact the Council staff
Does your group/ organisation have an annual record of accounts or financial reports?	Yes No	If Yes , please provide the last 2 years of annual accounts/ financial reports (Attach copies to your application) If No , please contact the Council staff
Please attach a summary of any other grants, match funding or financials contributions received by your group/ organisation for any purpose over the last 2 years (Attach copies to your application)		
Please provide your cash flow forecast for next year with an explanation of the sources of funding/ income (Attach copies to your application)		

6. DECLARATION

- I confirm that I have read the Portishead Town Council Grant Award Guidance Notes and that I am aware of the Terms and Conditions attached to applying for and receiving a Portishead Town Council Grant Award.

I confirm: **YES** *Tick here*

- That the information provided in this application is a fair and accurate description of our group/ organisation and our proposed project/ activity/ event, and that the details I have provided are true

and correct to the best of my knowledge.

- I am authorised to apply for funding on behalf of the group. I confirm that our group/ organisation agrees to abide by the Terms and Conditions of the Portishead Town Council Grants Award process and any other conditions which Portishead Town Council imposes at the time of awarding the grant.
- That our group/ organisation agrees to acknowledge the funding provided by Portishead Town Council on our website (an electronic logo will be provided should you be successful), on any letter headed paper and other relevant paperwork.
- If your grant is approved, once payment has been made, we will be in touch with a short feedback form for you to complete, this helps us assess the impact of your Community Grant and how it has benefitted your Group/Organisation.

Tick here

I confirm: Date:

13th June 2022

Signature: Print name:

ROSIE THAYER

Position in Organisation: Convenor

APPLICATION CHECKLIST

- Have you provided ALL the required contact details?
- Does your application clearly explain how Portishead residents and communities would benefit from any grant awarded to your group/ organisation?
- Does your project/ activity/ event fit within the grant award spend timeline?
- Have you attached the financial information required for the grant type your group/ organisation is applying for?
 - **Section 4**
 - Written rules
 - **Section 5**
 - Committee or Board Minutes
 - Annual record of accounts or financial reports
 - Other grants or contributions
 - Cash flow forecast
- Have you signed **Section 6 - Declaration**?

Please submit your completed Grant Application form and any supporting documentation to:
grants@portishead.gov.uk

OR

Post or drop off your Grant Application form and any supporting documentation
to: **Portishead Town Council**

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

Further information about Portishead Town Council and its grant making is available from:
www.portishead.gov.uk/Community-Grants

Portishead Town Council looks forward to receiving your application!

Fairtrade Portishead Town Constitution

Name

The name of the group shall be Fairtrade Portishead

Objectives

- To promote the concept of Fairtrade
- To raise awareness of the FAIRTRADE Mark
- To raise understanding of the problems of unfair trade and what Fairtrade does to tackle these
- To achieve and maintain Fairtrade Town status for Portishead, as detailed in the Fairtrade Foundation's Fairtrade Town Action Guide
- To lead on ongoing activity to develop support and understanding of Fairtrade in Portishead

Membership

- Members will be those who have expressed a commitment to promoting the objectives of the Fairtrade Portishead Group. All members will have the right to be involved with all decision-making and have voting rights.

Finance

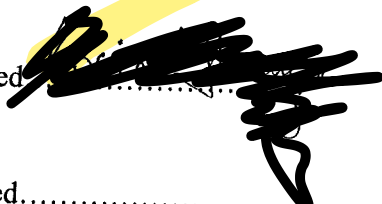
- Funds raised through events and Grants from appropriate public and private organisations will be used to cover the expenses of achieving and continuing the status of Portishead as a Fairtrade Town and in promoting the work of the Fairtrade Foundation in Portishead.
- A statement of income and expenditure will be prepared annually and presented for approval to the group meeting

Dissolution

- On dissolution of the group any assets remaining after all debts and liabilities have been discharged shall not be distributed among the members but shall be handed to the Fairtrade Foundation, Ibex House, 42 – 47 Minories, London EC3N 1DY, to be administered in a manner which is exclusively charitable at law.

Agreed by the Fairtrade Portishead Committee on 6th February 2020

Signed



Rosie Thayer – Chair

Signed.....

Kenneth Bradley - Treasurer