



## Portishead Town Council Grant Application Form

Please read through the **Portishead Town Council Grant Award Guidance Notes** BEFORE completing this application form. All grant forms can be found on the Town Council website: [www.portishead.gov.uk/grants](http://www.portishead.gov.uk/grants)

Please complete this form **electronically** and save a copy, or write **clearly** in the text boxes.

### Help and Information

If you require any assistance in making an application, or completing or submitting this form, 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)

### Key dates

To ensure that Portishead Town Council Grant Awards can be reviewed, decided and awarded by 31<sup>st</sup> December 2020, all 2020 grant applications **MUST** be submitted by **Monday 30<sup>th</sup> November 2020**.

### Correspondence

All Portishead Town Council grant 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 2020 Grant Awards

- Seed and Small Grants** - Requests for **up to £5,000** funding
- Medium Grants** - Requests for **£5000 to £10,000** funding
- Large Grants** - Requests for **more than £10,000** funding: One-off grant award application (to be spent before 31<sup>st</sup> March 2021)

**All grants awarded in 2020 MUST be spent by 31<sup>st</sup> March 2021**

- Strategic Grants\*** - Requests for **more than £10,000** funding: Ongoing strategic grant application  
*\*Please contact the office before completing an application form*

## APPLICATION FORM FOR PORTISHEAD TOWN COUNCIL GRANT AWARD 2020

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

### 1. CONTACT AND ADMINISTRATIVE DETAILS

Name of group / organisation			
Contact Name			
Contact (postal) address			
Position/ role in group/ organisation			
Contact telephone number		Contact e-mail address	
Group/ organisation social media account/ website details (if applicable)			
Is your group/ organisation newly formed? (less than 1 year)	Yes <input type="checkbox"/>	How long has your group been operating?	
	No <input type="checkbox"/>		
Briefly details the general aims, objectives and/ or activities of your organisation (up to 150 words or attach your mission statement etc.)			
If successful, your grant will be paid by BACS payment - please provide the relevant bank details (if cheque payment is required, please provide Account Name)	Bank name: Sort Code: Account Number: Account Name:		

### 2. PROJECT/ ACTIVITY/ EVENT INFORMATION

What is the name/ title of the project/ activity/ event?	
Why are you applying for this funding? (up to 300 words or attach your outline project brief etc.)	
How would a PTC Grant Award make a difference to your group/ organisation and its	

members? (up to 150 words)	
How will the people and communities of Portishead benefit from this project/ activity/ event? (up to 300 words)	Please provide details of the types of beneficiaries this funding will benefit e.g. gender; age group; socio-economic background; specific geographical areas; support of specific groups and networks etc.
What is the timing of this project/ activity/ event?	Please provide details of when it is planned to start and finish (NB - all funded projects/ activities/ events <b>must complete before 31<sup>st</sup> March 2021</b> )

### 3. FINANCIAL AND ORGANISATIONAL INFORMATION (Part 1)

Does your group/ organisation have a voluntary management committee / steering group?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, how many people are on it? If No, please contact the Council staff	
Have you received a grant from this Council previously?	Yes <input type="checkbox"/> No <input type="checkbox"/>	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?	£		
What is the amount of grant requested from Portishead Town Council?	£		
Have any other organisations been approached for grant funding in relation to this project/ activity/ event?	Yes <input type="checkbox"/> No <input type="checkbox"/>	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:		

***If you are applying for a SEED or SMALL GRANT of UP TO £5000, please now skip to Section 6 – Declaration***

If you are applying for a Grant Award of MORE than £5000, please continue and complete the next section.

#### 4. FINANCIAL AND ORGANISATIONAL INFORMATION (Part 2)

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

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
<b>TOTAL COST</b>	£	

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

If you are applying for a 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 <input type="checkbox"/> No <input type="checkbox"/>	If <b>Yes</b> , please provide the last 12 months of Minutes (Attach copies to your application) If <b>No</b> , please contact the Council staff
Does your group/ organisation have an annual record of accounts or financial reports?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If <b>Yes</b> , please provide the last 2 years of annual accounts/ financial reports (Attach copies to your application) If <b>No</b> , 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:**

I confirm 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 confirm 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.

I confirm 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.

**I confirm:**

**Signature:**

**Print name:**

**Position in Organisation:**

**APPLICATION CHECKLIST**

✓ Have you provided ALL of the required contact and bank details?	<input type="checkbox"/>
✓ Does your application clearly explain how Portishead residents and communities would benefit from any grant awarded to your group/ organisation?	<input type="checkbox"/>
✓ Does your project/ activity/ event fit within the grant award spend timeline?	<input type="checkbox"/>
✓ Have you attached the financial information required for the grant type your group/ organisation is applying for? <ul style="list-style-type: none"> <li>• Section 4                         <ul style="list-style-type: none"> <li>▪ Written rules</li> </ul> </li> <li>• Section 5                         <ul style="list-style-type: none"> <li>▪ Committee or Board Minutes</li> <li>▪ Annual record of accounts or financial reports</li> <li>▪ Other grants or contributions</li> <li>▪ Cash flow forecast</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
✓ Have you signed Section 6 - Declaration?	<input type="checkbox"/>

Please submit your completed Grant Application form and any supporting documentation to:  
[grants@portishead.gov.uk](mailto: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 policy is available from:  
[www.portishead.gov.uk](http://www.portishead.gov.uk)

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