



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

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

1. CONTACT AND ADMINISTRATIVE DETAILS

For Office use only

Ref:

Items noted * MUST be completed

Name of group / organisation*	Gordano Rugby Football Club		
Contact Name*			
Contact (postal) address			
Position/ role in group/ organisation*	Hon. Chairman		
Contact telephone number*		Contact e-mail address*	
Group/ organisation social media account/ website details (if applicable)	https://www.gordanorfc.co.uk/ @GordanoRFC		
Is your group/ organisation newly formed? (less than 1 year)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	How long has your group been operating?	In its present form since 1969 but the club can trace its roots back to Portishead RFC in 1888.
Briefly details the general aims, objectives and/ or activities of your organisation (up to 150 words or attach your mission statement etc.)	The principal objective of the Club shall be to provide facilities for and promote participation by the whole community in the Game, by promoting, encouraging and fostering the Game for the benefit of the Members from the age of 4 yrs old and upwards. The Club will seek to develop the Ground at Caswell Lane, Portbury to provide the best facilities possible for the Members, the local Community as well as Guests, whilst at all times seeking to strengthen the bond between the Club and the local Community. The Club aims to create a supportive environment where positive and competitive rugby can be played and enjoyed by all ages regardless of gender, culture, politics or religion. The Club will always strive for excellence on the pitch through our coaching, volunteering, close involvement with schools, tertiary education, the local community and surrounding area.		
<p>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.</p>			

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> £ <input type="text"/> applying for £10,000.00 total cost of project is £400,000.00
What is the name/ title of the project/ activity/ event?	Installation of World Rugby Regulation 22 Compliant 3g Pitch.
Why are you applying for this funding? (up to 300 words or attach your outline project brief etc.)	<p>New facility in the pipeline for growing Gordano Rugby Club.</p> <p>The Club has seen its Mini and Junior section rise to 400 boys and girls with a majority coming from Portishead, Portbury and Pill/Easton-In-Gordano.</p> <p>Gordano Rugby Club has also had a phenomenal season with their Senior mens and ladies squads all achieving promotion and silverware and our Colts (U18s Boys) becoming Somerset County Cup Champions for the first time ever.</p> <p>Gordano is a club on the rise but that has come at a cost. The pitches on Caswell Lane are being overused and with an increasing number of games and training taking place, members of the growing club have voted in favour of turning the top pitch into a World Rugby Regulation 22 compliant 3g pitch.</p> <p>Club Chairman, Ian Pope, said: " We have been a victim of our own success; we have been using our grass pitches far too much. This problem however can be fixed and can provide the community of Portishead, Portbury, Pill and beyond with a fantastic new facility for the whole community".</p> <p>Providing a 3G pitch isn't cheap and will cost the club approximately £400,000 to build. But, with the Club able to provide the first £200,000, a large dent has already been made. And with the Club's strong supporter, parent and purchase, we are extremely confident to reach the figure before the work to start in May 2023 - ready for the start of the season in September.</p>

<p>How would a PTC Grant Award make a difference to your group/ organisation and its members? (up to 150 words)</p>	<p>Currently we are not able to provide enough pitch time to our players especially the children ages 4 to 18, both on Sundays and mid week. Having a World Rugby and RFU compliant 3g pitch will enable us to guarantee matches and training sessions without fear that bad weather will cause postponements as happens regularly today. 3g pitches allow for a better rugby experience for the players, coaches and spectators. Please see attached supporting letter from the RFU which also references the North Somerset Council Playing Pitch Strategy document. And, we will be able to rent out our facility to local schools and other local sports teams.</p>
<p>How will the people and communities of Portishead benefit from this project/ activity/ event? (up to 300 words)</p>	<p><i>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.</i></p> <p><small>The playing membership of the Club breaks down as follows: Mins/Juniors = 400 (4 yrs to 18 yrs of age, 85% boys, 15% girls) Senior Men = 100 Senior Ladies = 50 Touch Rugby = 50 75% are Portishead residents, the rest live in Portbury, Pill, etc. We have players in the Mins/Juniors at Gordano, High Down, St Joseph's, St Peter's and Trinity schools as well as some that are home-educated or educated privately outside town. This month we started a project with Somerset County RFU to audit the Members' socio-economic status, gender, sexual orientation, race, etc but not all the data is in yet. We will be happy to share the findings when Somerset have collated all the data.</small></p>
<p>What is the timing of this project/ activity/ event?</p>	<p><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> Project start date = 1st May 2023 (i.e. when season finishes) Project Length = 6 to 8 weeks Expected end date = 30th June 2023 (but, due to the vagaries of British weather, we have allowed up to 31st July 2023 for over-runs)</p>

*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)

<p>Does your group/ organisation have a voluntary management committee / steering group?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>If Yes, how many people are on it? If No, please contact the Council staff</p>	<p>Nine</p>
<p>Have you received a grant from this Council previously?</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<p>If Yes, for how much and what was it for?</p>	
<p>What is the TOTAL cost of the project/ activity/ event you are requesting funding for?</p>	<p>£ applying for £10,000.00 total cost of project is £400,000.00</p>		
<p>Have any other organisations been approached for grant funding in relation to this project/ activity/ event?</p>	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>If Yes, please provide details:</p>	<p>Portbury Parish Council (request submitted) Pill & EIG Parish Council (meeting requested) Local, regional and national companies will be approached for grants including Arnold Clark (£1k confirmed this week), Bristol Airport, Bristol Port Authority (request submitted), Bristol Airport, Pill Hobbler (request submitted), Bristol Pilots (request submitted), every business we can track down in Portishead, National Grid, Balfour Beatty, and many dozens more.</p>
<p>What will happen if you get less funding than you asked for? Will all/ part of the project/ activity/ event go ahead?</p>	<p>Please tell us what could be achieved if you only receive part funding: This project is the single biggest and most important project for the Club since we moved to Portbury over 30 years ago. Failure is not an option. This season (just finished), for the first time ever, we have had to turn children away in some of our age groups due to a lack of space and we cannot allow that to continue. We have a strong team in place to raise the remaining £200k through donations, grants, fundraising activities etc. We cannot part deliver on this project as we either deliver a 3g pitch or we fail.</p>		

*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.*

4. FINANCIAL AND ORGANISATIONAL INFORMATION (Part 2)

Does your group/ organisation have written rules e.g. a formal constitution?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	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): <small>Gordano RFC is a CASG club and is Registered under the Co-operative and Community Benefit Societies Act 2014 with a Register # 06453</small>	

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
Installation of World Rugby Regulation 22 Compliant 3g P	£100,000.00 already in Club's bank account.	Raised via Member donations and activities.
To replace existing natural turf pitch.	£100,000.00 in cast-iron guarantees.	Guaranteed contributions from Members.
	The remaining £200,00.00 to be raised by March 2023.	Donations, fundraising activities by Members, selling of advertising boards around pitches to commercial cc
TOTAL COST	£ 400,000.00	

*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 <input checked="" type="checkbox"/> No <input type="checkbox"/>	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 <input checked="" type="checkbox"/> No <input type="checkbox"/>	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: *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.

I confirm: *Tick here*

Date:

22/05/2022

Signature:

Print name:

Position in Organisation:

Hon Chairman

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!