



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

1. CONTACT AND ADMINISTRATIVE DETAILS

For Office use only

Ref:

Items noted * MUST be completed

Name of group / organisation*	Gertie Gales Allotment Association		
Contact Name*	Stuart Armstrong		
Contact (postal) address	[REDACTED]		
Position/ role in group/ organisation*	Chair		
Contact telephone number*	[REDACTED]	Contact e-mail address*	[REDACTED]
Group/ organisation social media account/ website details (if applicable)	https://gertiegales.weebly.com/		
Is your group/ organisation newly formed? (less than 1 year)	Yes <input type="checkbox"/>	How long has your group been operating?	Since 2010
No <input checked="" type="checkbox"/>			
Briefly details the general aims, objectives and/ or activities of your organisation (up to 150 words or attach your mission statement etc.)	Run, administer and provide allotment plots to the Portishead community. Successful and safe running of the allotments - 120 plots		
<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> £4,269
What is the name/ title of the project/ activity/ event?	Replacement of community shed
Why are you applying for this funding? (up to 300 words or attach your outline project brief etc.)	The allotments are not allowed to have individual sheds on plots. Therefore we provide one large community shed at the car park to store wheelbarrows, tools and mowers. The previous shed was supplied by Portishead Town Council. Unfortunately this shed has failed (roof has collapsed and the shed is leaning backwards) and now needs replacing. The plot holders have to fund a replacement shed.

How would a PTC Grant Award make a difference to your group/ organisation and its members? (up to 150 words)	Without the grant we could not afford to replace the shed. If the shed collapses it could be a danger to tenants health if it falls on top of them (the roof is currently being propped up). If there was no shed then the tenants would suffer as there would be no where to put the equipment that is currently in the shed. If the equipment was left on plots, theft would increase considerably at the allotments.
How will the people and communities of Portishead benefit from this project/ activity/ event? (up to 300 words)	<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> The allotments improve the health and wellbeing of the Portishead residents as they work their plots. Also any surplus produce is now donated to the Portishead Community Fridge. The shed is a vital part of the allotments and tenants would suffer if there was no shed.
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> Due to the current demand and supply of timber there is a 12 week lead in time from giving the instruction to proceed with the new shed. If the grant is approved the shed would be ordered straight away, so the shed will be in situ by 30th June 2023

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 <input checked="" type="checkbox"/> No <input type="checkbox"/>	If Yes, how many people are on it? If No, please contact the Council staff	7 people
Have you received a grant from this Council previously?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If Yes, for how much and what was it for?	£2,000 for various improvements at the allotments - toilet, bike racks etc
What is the TOTAL cost of the project/ activity/ event you are requesting funding for?	£ 4,269		
Have any other organisations been approached for grant funding in relation to this project/ activity/ event?	Yes <input type="checkbox"/> No <input checked="" 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: Yes but we will have to arrange additional funding elsewhere		

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 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):	

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
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 <input 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 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:

Signature:

Print name:

Position in Organisation:

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!