



# 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](http://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](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 2022, all 2022 grant applications **MUST** be submitted by **Thursday 15<sup>th</sup> 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

- |                      |  |
|----------------------|--|
| <b>Micro Grants</b>  | - Requests for <b>up to £1000</b> funding  |
| <b>Small Grants</b>  | - Requests for <b>£1,001 to £5,000</b> funding                                   |
| <b>Medium Grants</b> | - Requests for <b>£5,001 to £10,000</b> funding                                  |
| <b>Large Grants</b>  | - Requests for <b>more than £10,000</b> funding: One-off grant award application |

**All grants awarded in 2022 MUST be spent by 30<sup>th</sup> 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*			
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.)			
<p><b>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.</b></p>			

## 2. PROJECT/ ACTIVITY/ EVENT INFORMATION

What is the amount of grant requested from Portishead Town Council?	(If applicable to grant funding amount being requested, see also TOTAL cost of project/activity/ event in Section 3 below) £
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)	<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>
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 <b>must be SPENT</b> by 30<sup>th</sup> June 2023)</i>

***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 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?	£		
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 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 <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 £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 <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:  *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:

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### 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**?

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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 is available from:

[www.portishead.gov.uk/Community-Grants](http://www.portishead.gov.uk/Community-Grants)

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