

Portishead Town Council - Grant Award process 2020

- Grants process review by PTC Officers & members of Community Matters Committee
 - Grant Awards Recommendations **reviewed** at CM meeting – 29.4.2020 (CM.2063 - Item 11)
 - Grants Awards Recommendations **approved** at TC meeting 27.5.2020 (PTC20.243 - Item 15)
- Community Matters Grants Working Party formed to consider and approve grant application forms and guidance
- 2020 Grant Awards scheme to open in July (not April, due to lockdown restrictions)
- New Grant Awards 2020 ‘pack’ documents produced:
 - Guidance Notes, including Grant Award process flowchart
 - Application form
 - Evaluation form (tbc)
 - Poster - for Community Noticeboards (tbc)
- New Grants email mailbox set up – grants@portishead.gov.uk
- New Grant Award webpages produced to support launch of Grant Awards 2020 (see next slides for offline pages)

Grant Awards 2020 – PTC Grants webpages

- New Grants area on the website set up (currently offline):



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01275 847 078 



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- New Grants webpages set up:
 - Grants Awards 2020 (Main page)
 - How to Apply
 - Grants Awarded
- All webpages created offline to go 'live' for Grants Award launch on 15 July 2020 & to be used in Grant launch 'comms'

Main Grants Award 2020 webpage



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Grants

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PORTISHEAD TOWN COUNCIL GRANT AWARDS 2020 - Open for applications

Portishead Town Council has a commitment to encourage, support and promote voluntary and charitable groups and organisations for the benefit of Portishead residents. The Council aims to make grant awards that bring a direct benefit to the Portishead area, and all or some of its residents.

Timeline and Key Dates

The Grant Award process is open from **15th July 2020 until 30th November 2020**.

Grant applications will be assessed individually and within the context of the grants budget for the year. If all funds are therefore awarded prior to 30th November, the Grant Awards will close earlier.

Grant applications will be reviewed on an ongoing basis by the Community Matters Committee and, if a request is for more than £10,000, at the Town Council Meeting. Please click [here](#) to see the Portishead Town Council Schedule of Public Meetings for 2020-2021.

Grant Award funding levels

The levels of funding available from Portishead Town Council in 2020 are:

| | |
|---|---|
| <ul style="list-style-type: none">■ Seed and Small Grants - Requests for up to £5,000 funding■ Medium Grants - Requests for £5,000 to £10,000 funding■ Large Grants - Requests for more than £10,000 funding (i.e. a one-off grant award request) | All grants awarded in 2020 MUST be spent by 30th June 2021 |
|---|---|

Strategic Grants - For requests for **more than £10,000** funding (i.e. ongoing strategic grant support covering multiple years), please contact the Portishead Town Council office before completing an application form

To find out how to apply for a Portishead Town Council Grant Award click [here](#).


Grants Award 2020 – ‘How to Apply’ webpage



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How to Apply

How to apply - Guidance and Forms

Organisations looking to apply for a grant from the Town Council are strongly advised to read the Council's Grant Guidance Notes BEFORE applying for a Portishead Town Council Grant Award to ensure they are eligible to apply for a grant; it is also advisable for applicants to contact the Town Council to discuss their project prior to applying.

- To download the Grant Guidance Notes, [click here](#).
- Once you are ready to apply, to download the Grant Application form, [click here](#).

N.B. - Applications will only be accepted on Portishead Town Council's official application form.

Please note - the Town Council receives many applications that meet all of the eligibility and grant criteria; it regrets that it may not be able to award grants to all of the fantastic events and organisations that it would wish to fund. Grant funding from public funds is discretionary. No organisation or event is entitled to receive funds, and applications which do not meet the grant criteria will not be funded.

Click [here](#) for more details about previous Portishead Town Council Grant Awards.

Submitting your Form

Please submit your completed Grant Application form and any supporting documentation to: grants@portishead.gov.uk or post or drop off your completed form and any supporting documentation to Portishead Town Council.

Portishead Town Council looks forward to receiving your application!

Contact Us

The Town Council
The Folk Hall
95 High Street
Portishead
Bristol BS20 6PR

Map Satellite



Grants Award 2020 – Grants Awarded webpage



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Grants Awarded

Great Western Air Ambulance Charity

Grant awarded: £1000

"From January 1st-December 31st 2019, GWAAC responded to 39 incidents in Portishead. More recently, the crew have had to adapt to the difficulties of the COVID-19 pandemic. Portishead Town Council's support has meant that our team could be there for a family in desperate need and ensured that, through the pandemic and beyond, we have remained right here and ready to respond in our shared local community. Thank you again for keeping us flying!"



Grants Awards 2020 – Launch ‘Comms’

- Grant Awards 2020 – **launching** at Town Council meeting: 15th July 2020
- Plan for **article** & supporting **photo** to be in North Somerset Times on Wednesday 15th July
 - With link to Grants webpages & new contact details (grants@portishead.gov.uk)
 - To explain that Grants Awards now overseen by CM Committee
- New Grants Award 2020 **poster** - put in all Community Noticeboards
- PTC Community Engagement team to **contact**:
 - Community groups & organisations to promote the Grant Awards 2020 scheme
 - All PTC Councillors to raise awareness of the new scheme
- Encourage general use of **‘tag line’** noted on Grant Award 2020 documents -
“Portishead Town Council looks forward to receiving your application!”