

BRIDPORT TOWN COUNCIL – ANNUAL GRANTS 2017/2018

Introduction This is the application form for the annual grants awarded to qualifying organisations by Bridport Town Council. Grants can be allocated for specific projects undertaken by organisations that benefit the residents of Bridport. Preference is normally given to organisations that have raised part of the funding themselves and organisations that benefit a wide group of people in Bridport.

Please note:-

- All applicable sections of the form should be completed in full rather than cross referencing to another supporting document.
- Applications should be received by the Town Clerk, Bridport Town Council, Mountfield, Bridport, Dorset, DT6 3JP, by no later than 5.00pm on 21 August 2017.
- **LATE APPLICATIONS WILL NOT BE CONSIDERED.**
- You will be notified of the decision on your application by 30 September 2017.

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|--|--|----------------------------|---|
| 1. Name and a full address of the body requesting a grant | | 2. Contact person:- | |
| | | 3. Telephone:- | |
| | | 4. e-mail:- | |
| | | | |
| 5. Type of organisation | Charity? Trust? Private? Etc. | | 6. Charity No. |
| | (Please enclose a copy of your relevant management document e.g. constitution, articles of association or similar which states your aims/structure etc). | | |
| 7. Please give details of the project for which grant assistance is being requested:- | | | |
| 8. How will the people of Bridport benefit from the award of this grant? | In general terms:- | How many people benefit? | How many times a year does this number benefit? |

| | | | |
|---|--|---|--|
| 9. How much grant is requested? | Rounded to nearest £50 | 10. Amount your volunteers or staff raised? | For the specific project detailed above:- |
| 11. Please specify the date(s) when the grant money will be spent – month/year? | Indicate phasing if this applies:- | 12. What is the total amount needed for this project? | Answer only if amount is greater than this application. |
| 13. Please give details of other assistance you are seeking (and from whom) for this project/activity. (Where appropriate, the Town Council would ideally like to see that some other funding has been approved) | Organisation(s)? a. b. c. d. | | Specify amount and if received or requested. a. b. c. d. |
| 14. Summary of estimated project costs. | i. Total amount from bodies a. to d. above:- ii. Amount requested from Bridport Town Council:- iii. Your own Fundraising:- Total:- | i. = £ ii. = £ iii. = £ . £ | Any further cost information? |
| 15. Supporting information is specifically required for a grant to be considered, even if the latest figures are not yet audited. | i. Last <u>two</u> years income and expenditure statements:- ii. Latest Balance Sheet:- iii. Latest Bank Statement:- iv. Other items? | <u>Tick that each is enclosed</u> i. ii. iii. iv. | This column is to add any comments regarding i to iv :- |
| 16. Please print your name:- | | 17. Position:- | |
| 18. Signature of above:- | | 19. Date signed:- | |

If there is insufficient space in any box on this form, please complete details on a separate sheet, including a note of the number of the box on the form to which the extra information refers.

GRANTS CRITERIA FOR SMALLER ORGANISATIONS

Having now separated out the organisations that the Bridport Town Council will sponsor over a longer time frame with larger grants, the criteria for awarding grants to the remaining majority of applicants is as follows: -

Criteria 1. Each request for financial assistance should normally be for a specific project, and will be treated on its merits, taking into account how closely it meets this general criteria. Normally a grant in the region of £500 will be considered which is in line with many other local councils. Larger grants may be considered but need to be a special case and thus may be awarded only in exceptional circumstances.

Criteria 2. Organisations that have not taken care to neither complete the application form properly nor have prepared a sound justification should be notified that more information is needed, but if not forthcoming should not normally be considered for a grant. Unless the applicant is a new 'start up' organisation in its first year of activity, a grant should not be given without seeing an applicant's bank statement and accounts information.

Criteria 3. Charities, voluntary bodies, trusts and similar organisations will be favoured, whereas private organisations and individuals should normally not be considered. Where an organiser or other associates of a body (not governed by Charity/Trust law) takes a fee which supplements their income, or where a grant may be used to provide an asset that may in the future be realised by an individual or plc., grants should not be considered.

Criteria 4. Preference should be given to organisations based in Bridport. Organisations based outside Bridport will be considered only if it benefits the people of Bridport and if there is no similar Bridport based organisation involved in the same general activity.

Criteria 5. Grants should normally only be considered where the organisations' volunteers and members can demonstrate that they have made an effort to raise part of the sum required.

Criteria 6. Preference in terms of the amount of a grant to be awarded would normally be given to organisations that benefit larger numbers of Bridport people, pro-rata over the course of a whole year. Nonetheless, this should not preclude lesser amounts being considered for smaller qualifying organisations that deal with fewer Bridport people.

Criteria 7. Preference should normally be given to bodies that are not funded by the principal authorities i.e. West Dorset District Council and Dorset County Council.

Please note that grants are awarded subject to the following conditions set out overleaf:

1. The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. Prior approval of the Council is required if any change of purpose of the grant is required.
2. The applicant organisation is responsible for ensuring the grant is used for the purpose for which it is granted.
3. If the applicant organisation disbands for any reason during the period of the grant, the Council may ask for all or part of the monies to be paid back.
4. Recipients of all grants are asked to make a short report on the use of the grant within 12 months of the grant being awarded. The Town Council will contact organisations regarding the timing of the report.
5. Appropriate acknowledgement of the financial support received from the Council may be required on documentation and relevant promotional literature.
6. The primary purpose of the grant must be to benefit Bridport residents.