

## Guidance for applying to Bridport Area Car Boot Fund

Bridport Town Council collects income from the West Bay Car Boot Sale and makes this money available to community and voluntary organisations whose work benefits people living in the Bridport Local Area Partnership area. The proceeds are distributed annually.

### **For 2021/22, the Town Council particularly welcomes, but not exclusively, applications that demonstrate a benefit in terms of:**

- enabling recovery from the effects of the COVID-19 pandemic;
- promoting or contributing to Bridport as a [Rights Respecting Town](#); or
- contributing to the [Town Council's Climate Emergency Action Plan](#).

Please read these guidance notes carefully before completing the application form.

### **Distribution of grants:**

- Grant amounts above £500 will be awarded only in exceptional circumstances.
- Preference will be given to smaller local organisations that do not have ready access to alternative sources of funding.
- Preference will be given to discrete projects.

### **To be eligible for funding, applicants must:**

- Undertake that the monies will be used to benefit projects operating within or supporting residents living within the eligible parishes (listed overleaf).
- Be a voluntary, non-profit-making group or charity operated with no undue restriction on membership.
- Demonstrate good management, be constituted, have written policies, hold regular management committee meetings and be able to provide up to date accounts.
- Have an appropriate safeguarding policy - if you are working with children and young people or vulnerable adults.
- Demonstrate a need for their project that will result in a community benefit.
- Be based or work in the Bridport Local Area Partnership area (parishes overleaf).

### **Examples of what we will fund:**

- Capital expenditure such as equipment, improvements to buildings.
- Contribution to setting up a new community activity or event.
- Regular annual events – can apply but may not be a priority.
- Costs associated with out-of-pocket expenses for volunteers e.g. travel.
- Running costs e.g. office costs, insurance – provided the applicant can demonstrate how this funding will enable long-term sustainability.
- Projects submitted by PTAs/Friends of Schools must take place before or after school, during lunchtime or in the holidays.

### **Examples of what we will not fund:**

- Ongoing staff costs (except in highly exceptional circumstances).
- Any expenditure for items or services that have already been ordered or paid for.
- Anything that has already been funded by a different source.
- Items or services that only benefit an individual.
- Loan repayments, topping up of accounts or transferring money to another group.

- Activities or services that public or other major organisations have a statutory or other responsibility to provide.
- Fundraising activities for your organisation or others.
- Parish and town councils.

#### **Application process:**

- Complete the application form in full and make sure that all the requested information is included. This should be returned to the address shown below.
- Applications should be submitted by **5pm on Friday 17 December 2021**.
- Your application will be considered by a panel of Bridport Town and Dorset Council members and you will be notified of the decision by the end of **March 2022**.

#### **Funding Procedure**

- Funding may be awarded in full, in part or not at all at the discretion of the panel.
- Once the funding is approved and we have received your signed acceptance form, you will normally receive payment within 4 weeks by a BACS payment.
- We may offer a grant in principle, which will be released only when all other funding to start the project has been secured.
- You will need to send us a report to say how the money has been used. If you are unable to provide this we may ask for the money back.
- You must spend the money as stated in your application and return unspent funds.
- You must tell us if you change the project as described in your application.

#### **Enclose the following information with this application.**

- A copy of your recent accounts.
- Quotations for capital items over £500
- A copy of your constitution or governing document
- Child or vulnerable adult safeguarding policy if relevant
- A copy of your equal opportunities policy

#### **Groups and Projects are only eligible if they are based in, and benefit the communities in the following parishes:**

Allington	Askerswell	Bothenhampton & Walditch
Bradpole	Bridport	Burton Bradstock
Char Valley	Charmouth	Chideock
Litton Cheney	Loders	Netherbury
Powerstock & North Poorton	Puncknowle & Swyre	Shipton Gorge
Symondsburly	Upper Marshwood Vale	

**For more information or support please contact Bridport Town Council, Mountfield, Rax Lane, Bridport DT6 3JP. Email [enquiries@bridport-tc.gov.uk](mailto:enquiries@bridport-tc.gov.uk), Tel 01308 456722.**

#### **DATA PROTECTION ACT 1998**

Bridport Town Council (the Data Controller) will use and manage the personal information supplied on this form for the purposes of keeping you informed about progress with your application, and, if successful, monitoring the outcome. All personal data about you is treated in confidence and will not be disclosed to any third party outside of the council unless you are successful with your application in which case your details could be published in the press and on the council's web site. The above Act gives you the right to see your personal information that we hold about you. For further details contact Will Austin, Town Clerk, Bridport Town Council, Mountfield, Rax Lane, Bridport DT6 3JP.

#### **FREEDOM OF INFORMATION ACT 2000**

The details of this application will be available for public inspection. If you are unsure about what this means please discuss your concerns with Bridport Town Council first.



## Application Form Bridport Area Car Boot Fund 2021/22

Please note:-

- All applicable sections of the form should be completed in full.
- Applications should be received by Bridport Town Council, Mountfield, Bridport, Dorset, DT6 3JP, no later than 5.00pm on Friday 17 Dec 2021.
- LATE APPLICATIONS WILL NOT BE CONSIDERED.
- You will be notified of the decision by the end of March 2022.

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

8	How much grant is requested (rounded to nearest £50)		Amount your volunteers or staff raised for the project?		
9	Please specify the date(s) by which the grant money will be spent – month/year?				
11	What is the total cost of this project (if amount exceeds this application)?				
12	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	Amount	Approved (Y/N)
		a			
		b			
		c			
	d				
13	Summary of estimated project costs:		Any further cost information?		
a	Total amount from bodies 12(a) to (d) above:				
b	Amount requested from Bridport Town Council:				
c	Your own Fundraising:				
d	Total				
14	Supporting information is specifically required for a grant to be considered, even if the latest figures are not yet audited.	Tick if enclosed	Add any comments regarding 14(a) to (d)		
a	Last two years income and expenditure statements:				
b	Latest Balance Sheet:				
c	Latest Bank Statement:				
d	Other items:				
15	Bank details (bank, account name, account number and sort code)				

18. Declaration			
I hereby make an application for a share of the monies raised at the West Bay Car Boot Sales. I declare that, to the best of my knowledge, the information given in this application is true and complete.			
Signature of Applicant:		Date:	
Position held:			
For and on behalf of:			

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

19. Checklist (please tick the appropriate boxes)	
Have you submitted the following?	
A copy of your most recent accounts	
Quotations if applying for pieces of equipment costing more than £500	
A copy of your constitution/ terms of reference/ set of rules	
Safeguarding policy if working with children or vulnerable adults	
A copy of your equal opportunities policy	

Please return this application by **5pm on Friday 17 December 2021** to Bridport Town Council, Mountfield, Rax Lane, Bridport DT6 3JP or by e-mail to [enquiries@bridport-tc.gov.uk](mailto:enquiries@bridport-tc.gov.uk).