

Bridport Town Council

Financial Support to Community Organisations

1. Community Grants Scheme

The Town Council operates a community grants scheme that aims to support local groups and/or projects that benefit the community of Bridport. The grants are intended for charitable, voluntary or similar bodies and not for private organisations or individuals.

The scheme opens for applications annually in late June, with forms available from the Town Council offices or from our website at www.bridport-tc.gov.uk. The deadline for receipt of applications is normally in August, and in September the Council's Best Value & Scrutiny Committee sits to make recommendations on awards. The decision is ratified by the parent committee, Finance & General Purposes, and if that committee requires, then also by Full Council.

The agreed criteria for awarding grants are:

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

Members may agree additional criteria and/or priorities in any given year.

Grants are awarded subject to the following conditions, along with any additional conditions agreed at the time of the award:

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.

2. West Bay Car Boot Sale Grants 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 area. The proceeds are distributed annually.

Distribution of grants:

- Grants will only by exception exceed £500.
- Grants can be used to support running costs and equipment.
- Grants should be spent within the financial year they are offered.

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 Bridport Local Area Partnership (BLAP) area.
- 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 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 area

Examples of what we can fund:

- Running costs e.g. office costs, insurance
- Costs associated with out-of-pocket expenses for volunteers i.e. travel
- 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.

What can't we fund?

- Ongoing staff costs (including salaries of permanent or fixed term staff).
- Any expenditure for item or service that has 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 schools have a statutory responsibility to provide e.g. curriculum based activities or any activity taking place during curriculum time. Projects submitted by PTAs/Friends of Schools must take place before or after school, during lunchtime or in the holidays.
- Fundraising activities.
- Used vehicles/routine repairs and maintenance.
- Parish and town councils.

Application process:

- The scheme is opened for applications in early November.
- The application form must be completed and submitted by a set date, normally in early January.
- Applications will be considered in February by a panel appointed by the Town Council's Best Value & Scrutiny Committee, with recommendations ratified by F&GP Committee and Full Council if required. Applicants should be notified of the decision before the end of March.

3. Service Level Agreements

The following organisations receive larger levels of annual support from the Town Council:

Organisation	Annual Support Funding
Bridport Arts Centre	£6,000
Bridport Leisure Centre	£4,000
Bridport Museum	£4,500
Bridport and District Citizens Advice Bureau	£5,000
Bridport Youth & Community Centre	£15,000
West Bay Discovery Centre	£3,000
2020 Skate & Ride	£5,000
Literary & Scientific Institute	£5,000

These grants were agreed for the term of council up to to 2024, and are underpinned by Service Level Agreements that set out what is expected of the organisations. The SLAs are reviewed annually towards the end of the summer, and reported to Best Value & Scrutiny Committee.