

BRIDPORT TOWN COUNCIL – ANNUAL GRANTS 2026/2027

Introduction

This is the application form for the annual grants awarded to qualifying organisations by Bridport Town Council. Grants are awarded under the Council's General Power of Competence and must benefit Bridport residents. Please complete all applicable sections and attach supporting documents.

Please note:-

- Applications must be received by the Town Clerk, Bridport Town Council, Mountfield, Bridport, Dorset, DT6 3JP, or email enquiries@bridport-tc.gov.uk by no later than 5.00pm on Thursday 21st August 2026.
- LATE APPLICATIONS WILL NOT BE CONSIDERED.
- You should be notified of the decision on your application by 25 September 2026.

1	Name and address of the organisation			
2	Contact person			
3	Telephone			
4	Email Address			
5	Type of organisation (please tick) (Please enclose a copy of your relevant 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 (describe project, objectives and timescale)			
7	How will residents of Bridport benefit from the award of this grant? (in general terms). If you are not based in Bridport confirm there is no Bridport-based organisation undertaking the same activity			

7a	How many people benefit?		How many times a year does this number benefit?		
8	How much grant is requested (rounded to the nearest £50) (Maximum ordinarily £500)		Amount your volunteers or staff raised for the project?		
9	Date(s) when the grant money will be spent – month/year				
10	What is the total cost of this project (if amount exceeds this application)?				
11	Please list other funding secured/applied for		Organisation	Amount	Approved (Y/N)
		a			
		b			
		c			
		d			
12	Summary of estimated project costs:			Any further cost information?	
a	Total amount from bodies 11(a) to (d) above:				
b	Amount requested from Bridport Town Council:				
c	Your own Fundraising:				
d	Total				
13	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 13(a) to (f)	
a	Last two years income and expenditure statements (or start up evidence)				
b	Latest Balance Sheet				
c	Latest Bank Statement				
d	Insurance details and risk assessment (if relevant)				
e	Safeguarding policy (if working with children or vulnerable adults)				
f	Constitution or articles				
14	Bank details (bank, account name, number and sort code)				

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.

15. Declarations (applicant to sign):

By signing below I confirm that:

- The information given on this form is true to the best of my knowledge.
- The grant will be used only for the purpose stated and the Council may reclaim funds if the project is not delivered as described or if false information is provided.
- We support the [Bridport Rights Respecting Citizens' Charter](#) and will operate in accordance with the Equality Act 2010, ensuring activities are inclusive and non-discriminatory.
- We confirm no part of this grant will be used for private gain or for payment of organisers where that payment would supplement private income.
- We consent to the Council publishing the organisation name, amount awarded and purpose in the Council minutes and on the Council website in line with the Local Government Transparency Code.
- We will provide a short report on the use of the grant within 12 months of the award as requested by Bridport Town Council.

Name (print): _____ Position: _____

Signature: _____ Date: _____

Assessment process and guidance notes:

- Applications will be assessed by the grants panel against published criteria; recommendations will be considered by the Finance & General Purposes Committee.
- Councillors with disclosable pecuniary or other interests will declare and will not participate in the decision for that application.
- Grants are ordinarily up to £500. Larger grants are exceptional and require strong justification.
- Incomplete applications or those missing required supporting documents may not be considered. If you are unsure, contact the Town Clerk before the deadline.

Priority for 2026/27:

For 2026/27 the Town Council particularly welcomes, but does not exclusively limit awards to, applications that demonstrate a benefit in terms of **youth and young people:**

- i. mental health support for young people
- ii. youth and young people
- iii. mental health support

If you need help completing this form or require this form in another format, please contact Bridport Town Council: enquiries@bridport-tc.gov.uk