



BRIDLINGTON TOWN COUNCIL

Grant Application Form

Date:

Name of Organisation: (Cheque Payee Name must match the name of the organisation)	
Address of Organisation:	
Contact Name/Position:	
Contact Telephone Number(s):	
Contact email address:	
Aims and Objectives (Mission Statement) of the Organisation and details of how your Organisation benefits the local community.	
Is the Organisation a registered charity or intending to apply for charitable status?	
Charity Registration Number:	
Please give details of your membership and the geographical area the organisation covers/draws its membership from. Please provide approximate numbers from each area – e.g. how many from Bridlington, villages etc.	
Is membership restricted in anyway?	
Amount of grant applied for: (No more than £500 per annum in accordance with Small Grants Policy)	
Have you, or do you intend to apply for grant support from any other source? Please list.	

<p>How would the grant be used? Please give details of a specific project/event.</p>	
<p>Will there be an opportunity for media coverage (press release/photo call)?</p>	
<p>If a grant were forthcoming, would the Organisation be prepared to perform/contribute at/to a Bridlington Town Council organised function? Suggestions please...</p>	
<p>Background information about the Organisation (Please supply any leaflets/brochures/etc.)</p>	

All applications MUST be accompanied by a copy of your most up to date Annual Accounts and most recent bank statement(s). Applications without current financial information will only be considered in exceptional circumstances.

Your time and effort in completing this form will assist the Council to consider your application on its merits.

Signature and submission of this Small Grants Application confirms that authorisation is provided to Bridlington Town Council to process the data contained within and attached, as is appropriate, to facilitate consideration of the application. The application and supporting documents will be held in the Council's archive in line with its Data and Retention Policies.

Signed:

Date:



Bridlington Town Council

Small Grants Policy

Please return completed forms to:
Bridlington Town Council
2A Marshall Avenue
Bridlington
YO15 2DS



Bridlington Town Council Small Grants Policy

It is a prime objective of the council to promote a vibrant community spirit.

This is done in various ways, including small grants to local groups. This policy is designed to help and guide local clubs, societies and organisations making applications for small grants to Bridlington Town Council. The Council will award maximum grants of £500.00 to an organisation.

- (1)** The council will only support activities that benefit Bridlington and its residents and the value of the grant is commensurate with the benefit derived (in accordance with Schedule 12 of the Local Government Act 1972).
- (2)** Awards will be considered to help towards:-
 - (a)** Capital cost of new or improved facilities or equipment;
 - (b)** Providing a community service;
 - (c)** Initial funding for new activities
 - (d)** Running costs and organisation of events
- (3)** Grant Awards are not available to individuals or businesses.
- (4)** The council will not award grants to religious or educational establishments, unless the grant is towards improving activities for the wider community.

All Grants

- (5)** Applications must be made on the attached form.
- (6)** It is a condition of an offer of a grant award that acknowledgement is made by the body or organisation in some way such as in its literature, posters or programmes. This should be in the form of a statement "*Supported by Bridlington Town Council*" or similar.
- (7)** The maximum amount of small grants awards available to an organisation is £500.00 per year. (1st April to 31st March).
- (8)** The council will need to review how grants awards have been spent and will require evidence to be provided to the Bridlington Town Council office by six months after the awards presentation. The council may allow an extension to this six month period should it be satisfied of the reason. No further grant applications will be considered without satisfactory completion on this process. Any funds not spent for the purposes they were given must be promptly returned to the council.
- (9)** All grants must be supported by the relevant financial statements (e.g. Bank Statement, Balance Sheet/Income and Expenditure Record) or a written statement of reasons that such information is not available.



Bridlington Town Council
Small Grant Application Check List

This check list is to be completed by the applicant and submitted with the application form to
Bridlington Town Council 2A Marshall Avenue, Bridlington, YO15 2DS or by email to
admin@bridlington.gov.uk

Item	Included	Signed
Application form		
Annual Accounts (most up to date)		
Bank statements (most recent)		
Quotes (as evidence for amount of funding required)		
Written statement (if the above information is not available eg: a new group)		

By ticking this box, you are agreeing to s.8 of Bridlington Town Councils Small Grant policy which states:

The council will need to review how grants awards have been spent and will require evidence to be provided to the Bridlington Town Council office by six months after the awards presentation. The council may allow an extension to this six-month period should it be satisfied of the reason. No further grant applications will be considered without satisfactory completion on this process. Any funds not spent for the purposes they were given must be promptly returned to the council.