




Once you have completed this application form please enclose the following:

### CHECKLIST

- A signed and completed application form
- A copy of your organisations most recent approved accounts (figures from these accounts will be made available at the open meeting for discussion)
- A copy of your organisations most recent bank statement (for all accounts)
- A copy of your organisations governing documents
- A copy of the quotation(s) for the project
-  Please feel free to include any additional information/photographs/sketches

***Failure to send all documentation required will result in a delay in processing your application***

Please ensure that you have read and understood the **Grants Policy** located on our website [www.burham-highbridge.org](http://www.burham-highbridge.org) before completing this application form. All sections of this form must be filled in if relevant to your application. If the form is incomplete, it may delay the application.

## Section One: – Your Organisation and Contact Details

Name of organisation: .....

Organisation address: .....

.....Post Code: .....

Contact Name: .....

Position within Organisation: .....

Contact address: (if different from above) .....

.....Post Code: .....

Contact telephone number: .....

E-Mail address: .....

If you would like any help or information to prepare your application please contact the Responsible Finance Officer, Sally Jones:

Telephone: 01278 788088 Email: [accounts@burnham-highbridge.tc.gov.uk](mailto:accounts@burnham-highbridge.tc.gov.uk)

**Please send completed application form and supporting documentation to:**

Sally Jones – Responsible Finance Officer

The Old Courthouse

Jaycroft Road

Burnham-on-Sea

Somerset TA8 1LE

**Name of your organisation:**

Voluntary Group

Registered Charity

Charity number .....

Community Interest Company

Company Registration Number.....

Other (please specify).....

What is the current membership

Adult.....

Child .....

Please list and Burnham-on-Sea and Highbridge Town Councillors associated with your group,

.....

**What are the main activities of your organisation?** Include what type of group you are i.e. residents group, youth group, etc, and explain what your organisation does and its aims

**Section Two: – About Your Grant - What would you like the grant for?**

Capital Project - please give details of your project

Revenue Grant - to help with running costs Yes / No - if yes please give details

Community Event – please give details of your event

Please include: Why you need funding to support your community project. Briefly describe the project or purpose for which you require a grant. How will it benefit the community or residents of Burnham and Highbridge? Is it for the benefit of your members, or the wider community? Is it aimed at a particular group within the community?

continue on a separate sheet if necessary

**Who will benefit from the project? Please tick all boxes that apply**

- Young People
- Unemployed people
- Older People
- People with disabilities
- People with low income
- Ethnic or minority groups (please specify)
- Others (please specify)  .....

How many people from Burnham-on-Sea and Highbridge will directly benefit from your project?.....

How will they benefit?

How will you measure the success of your project? *For example: footfall (how will you measure), positive press coverage (we may expect to see copies), delivered on time, on budget, increase in membership numbers, etc*

When do you intend to start and finish your project? Please note: we will not be able to fund projects that have already started or completed before the application has been considered.

If building work/improvements are being carried out as part of your application, will this provide access for people with disabilities – please give details and provide quotes

### Section 3: Project costs

Please provide a full breakdown of your project costs

No:	Item Description	Cost
<b>Total Project Cost</b>		<b>£</b>

**How much money are you requesting?** £.....

As part of the application criteria you will need to indicate if you have applied to or contacted other organisations for funding towards this project

<b>Funding Organisation</b>	<b>Decision</b>	<b>Amount applied for</b>
	Yes / No / Pending	
	Yes / No / Pending	
	Yes / No / Pending	
	Yes / No / Pending	

If appropriate – have the necessary planning consents been obtained for the project, and if so when (please give reference number)?

How do you intend to raise the remaining project cost required to complete the project? (proof of this funding will be required before a grant is paid)

**Most recent approved accounts summary.**

Opening Balance	Income	Expenditure	Closing Balance	Date of Accounts
£	£	£	£	

**What happens next, if your application is successful?**

Applications for consideration must be received 10 working days before the Finance and Resources meeting. Please look on our web site for the dates.

The Responsible Finance Officer will write to you as soon as possible after the full Town Council meeting to confirm if the grant has been approved, and if so, to confirm the amount agreed and send you a grant monitoring form for your completion.

Cheques or payments will only be made payable to the organisation's bank account – not an individual.

Burnham-on-Sea & Highbridge Town Council reserves the right to reclaim the grant in the event of it not being used for the purposes specified on the application form.

Please confirm the details of the bank account that you would like the grant to be paid into if successful-

Name of the Account:

Sort Code:

Account Number:

## Section 5: Declaration

- I agree that, if successful, the grant will be used conditionally for the purpose for which it was applied.
- I agree to report back to the Town Council on the success of the project and provide accounts of how the money was spent.
- I understand that the Town Council reserves the right to publish on its web site the names of the organisations that have been awarded grants and the amounts awarded.
- I confirm that the organisation adheres to all relevant legislation and procedures eg Health & Safety, Risk Assessments, Safeguarding, etc.
- Recognition of the grant must be made in any publicity.

**Signed:** ..... **Position held:** .....  
(on behalf of organisation)

**Print name:** ..... **Date:** .....