

Introduction

This is the application form for the annual grants awarded to qualifying organisations by Bridport Town Council. Grants can be allocated for specific projects undertaken by organisations that benefit the residents of Bridport. Preference is normally given to organisations that have raised part of the funding themselves and organisations that benefit a wide group of people in Bridport.

Please note:-

- All applicable sections of the form should be completed in full, rather than cross referencing to another supporting document.
- Applications should be received by the Town Clerk, Bridport Town Council, Mountfield, Bridport, Dorset, DT6 3JP, or email [enquiries@bridport-tc.gov.uk](mailto:enquiries@bridport-tc.gov.uk) by no later than 5.00pm on Thursday 22 August 2024.
- LATE APPLICATIONS WILL NOT BE CONSIDERED.
- You should be notified of the decision on your application by 27 September 2024.

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 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			
7	How will residents of Bridport benefit from the award of this grant?	In general terms:		
	How many people benefit?		How many times a year does this number benefit?	

8	How much grant is requested (rounded to the nearest £50)		Amount your volunteers or staff raised for the project?		
9	Please specify the 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 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			
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 (d)		
a	Last two years income and expenditure statements				
b	Latest Balance Sheet				
c	Latest Bank Statement				
d	Other items				
14	Bank details (bank, account name, number and sort code)				
15	Please print your name				
16	Position				
17	Signature		Date		

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.

### GRANTS CRITERIA FOR SMALLER ORGANISATIONS

For 2024/25, the Town Council particularly welcomes, but not exclusively, applications that demonstrate a benefit in terms of **youth, inclusivity, and culture and the arts**.

Save in exceptional circumstances, the general criteria for awarding grants are as follows:

Criteria 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 of up to £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.

Criteria 2. Organisations that have not taken care to either complete the application form properly or 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.

Criteria 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.

Criteria 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.

Criteria 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.

Criteria 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.

Criteria 7. Preference should normally be given to bodies that are not funded by Dorset Council.

Please note that grants are awarded subject to the following conditions set out overleaf.

## CONDITIONS

All grants are awarded subject to the following conditions:

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.
7. Applicants must support the [Bridport Rights Respecting Citizens' Charter](#).

The Town Council may apply additional conditions in individual cases.